

**OAKLAND PUBLIC
LIBRARY**

POLICIES

Approved by the Board of Trustees

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OAKLAND PUBLIC LIBRARY POLICIES
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OAKLAND PUBLIC LIBRARY

POLICIES

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
6. 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.

Adopted June 18, 1948; amended February 2, 1961, June 27, 1978, and January 23, 1980, by the ALA Council.

Approved by the Board of Trustees: September 15, 2010

OAKLAND PUBLIC LIBRARY

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THE FREEDOM TO VIEW

The freedom to view along with the freedom to speak, 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, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted February, 1979, by the Educational Film Library Association, and in June, 1979, by the ALA Council.

Approved by the Board of Trustees: September 15, 2010

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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 books from sale, to censor textbooks, to label “controversial” books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens. We trust American citizens to recognize propaganda, and to reject it. We do not believe that they need the help of censors to assist them in the task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressure being brought against education, the press, films, radio, and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 less able to deal with stress.

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Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards 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 which are unorthodox or unpopular with 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 which 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 contained in the books 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 books 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.

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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 determine the acceptability of a book on the basis of the personal history or political afflictions of the author.

A book should be judged as a book. 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 men can flourish which 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 literature is shocking. But is not much of life shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have the 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 taste differs, and taste cannot be legislated; nor can machinery be devised which 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 with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. 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.

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 each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will

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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 concepts 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.

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, bookmen 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 expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 principle means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens 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 books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life but it is ours.

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

Adopted June 15, 1953; revised January 28, 1972, by the ALA Council.

Approved by the Board of Trustees: September 15, 2010

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MISSION STATEMENT

The Oakland Public Library is a cultural center facilitating timely access to information, ideas and forms of creative expression.

The mission of the Oakland Public Library is to provide library resources and services to meet the evolving educational, cultural, recreational and informational needs of the community and to encourage lifelong learning.

The Library will accomplish this mission effectively by providing excellence in its staff, facilities, collections, technology and programs and by participating in cooperative networks, and community and business partnerships.

The Library is a dynamic, ever-changing resource center responding to the needs of the public it serves.

The Library upholds the principles of intellectual freedom.

The Library upholds the public's right to know by providing people of all ages with access to and guidance regarding information and collections which reflect diverse points of view.

Approved by the Oakland Public Library Board of Trustees
Date: March 18, 2009

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VISION STATEMENT

The Oakland Public Library affirms and supports the vision of the role of libraries as defined in the American Library Association's *Declaration for the Right to Libraries*.

ALA Declaration for the Right to Libraries

In the spirit of the United States Declaration of Independence and the Universal Declaration of Human Rights, we believe that libraries are essential to a democratic society. Every day, in countless communities across our nation and the world, millions of children, students and adults use libraries to learn, grow and achieve their dreams. In addition to a vast array of books, computers and other resources, library users benefit from the expert teaching and guidance of librarians and library staff to help expand their minds and open new worlds. We declare and affirm our right to quality libraries - public, school, academic, and special.

1. LIBRARIES EMPOWER THE INDIVIDUAL

Whether developing skills to succeed in school, looking for a job, exploring possible careers, having a baby, or planning retirement, people of all ages turn to libraries for instruction, support, and access to computers and other resources to help them lead better lives.

2. LIBRARIES SUPPORT LITERACY AND LIFELONG LEARNING

Many children and adults learn to read at their school and public libraries via story times, research projects, summer reading, tutoring and other opportunities. Others come to the library to learn the technology and information skills that help them answer their questions, discover new interests, and share their ideas with others.

3. LIBRARIES STRENGTHEN FAMILIES

Families find a comfortable, welcoming space and a wealth of resources to help them learn, grow and play together.

4. LIBRARIES ARE THE GREAT EQUALIZER

Libraries serve people of every age, education level, income level, ethnicity and physical ability. For many people, libraries provide resources that they could not otherwise afford – resources they need to live, learn, work and govern.

5. LIBRARIES BUILD COMMUNITIES

Libraries bring people together, both in person and online, to have conversations and to learn from and help each other. Libraries provide support for seniors, immigrants and others with special needs.

6. LIBRARIES PROTECT OUR RIGHT TO KNOW

Our right to read, seek information, and speak freely must not be taken for granted. Libraries and librarians actively defend this most basic freedom as guaranteed by the First Amendment.

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7. LIBRARIES STRENGTHEN OUR NATION

The economic health and successful governance of our nation depend on people who are literate and informed. School, public, academic, and special libraries support this basic right.

8. LIBRARIES ADVANCE RESEARCH AND SCHOLARSHIP

Knowledge grows from knowledge. Whether doing a school assignment, seeking a cure for cancer, pursuing an academic degree, or developing a more fuel efficient engine, scholars and researchers of all ages depend on the knowledge and expertise that libraries and librarians offer.

9. LIBRARIES HELP US TO BETTER UNDERSTAND EACH OTHER

People from all walks of life come together at libraries to discuss issues of common concern. Libraries provide programs, collections, and meeting spaces to help us share and learn from our differences.

10. LIBRARIES PRESERVE OUR NATION'S CULTURAL HERITAGE

The past is key to our future. Libraries collect, digitize, and preserve original and unique historical documents that help us to better understand our past, present and future.

OAKLAND PUBLIC LIBRARY COMMUNITY

Our community is comprised of:

- Oakland residents of all ages
- Library staff, full time, part time and per diem
- Library Trustees
- Municipal colleagues
- BCCLS libraries and organizations
- Oakland schools
- Community organizations, e.g., RBARI, high schools, Historical Society, Girl Scouts, Boy Scouts,
- Local businesses

Adopted by the Oakland Public Library Board of Trustees March 13, 2014

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VALUE STATEMENTS

The Oakland Public Library affirms and supports the core values which guide how we conduct ourselves on a daily basis.

Friendliness and Caring

We value being friendly and strive to be the embodiment of approachability for all groups in the Oakland Public Library community.

Collaborative Spirit

We value collegiality and working together as a team. Our collaborations within the library, the larger Oakland community, BCCLS, and the field of public librarianship in general help us reach higher levels of service, innovation, and positive impact and service to the community.

Welcoming and Inclusive Place

We value the library as a place where everyone is welcome. We provide places where children, youth, and adults – any member of the community – can gather and meet across disciplines. We provide spaces for the Oakland community to host events and programs that engage and enrich the intellectual and cultural lives of the community.

We value and appreciate differences among staff, as well as residents, and community. This includes differences of opinion, perspective, culture, race, socioeconomic status, color, sex, national origin, religion, age, sexual orientation, gender expression, and physical ability.

Unparalleled Service

We will always put the needs of our users foremost, we will constantly strive to improve service, and we will continually assess the quality, relevancy and usability of all that we do. We value partnerships with community organizations to enhance the library's effectiveness. We continually strive to innovate and build new models of service to best meet the needs of our community.

Innovation and Creativity

We value a culture of innovation and pledge to build a creative environment that allows us to explore new ideas, learn from failure, and continually re-envision what libraries can do.

Adopted by the Oakland Public Library Board of Trustees March 13, 2014

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LIBRARY HOURS OF OPERATION

Hours of Operation

It is the intention of the Library Board of Trustees that the Oakland Public Library will be open forty plus hours each week. The Library Director, with the approval of the Board of Trustees, will determine days and hours of operation. A summer and closing schedule may be established to optimize staffing during periods of heavy and light library usage.

Regularly scheduled hours of operation will be established to best meet the needs of the library users and will be evaluated on a regular basis.

Scheduled Closings

The Library will close on holidays established annually by the Board of Trustees and at other times deemed necessary by the Library Director with the approval of the Board of Trustees. Except in the case of emergencies, notice of closings will be posted in the library two weeks in advance.

Unscheduled Closings

It may, on rare occasions, be necessary to close the library for an emergency (e.g., excessive ice and snow, inclement weather, lack of heat or electricity in the building). When a potential emergency arises, the Library Director must accurately report the conditions to the President of the Board of Trustees for approval to close. When the board President is not available, one of the other officers of the Board of Trustees will be contacted for approval to close. Emergency closings will be posted as follows where possible:

- Front door of the library
- Library website
- BCCLS “Closing” website
- Library’s answering machine

Approved by the Oakland Public Library Board of Trustees

Date: September 15, 2010

Updated: February 14, 2013

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ISSUANCE AND USE OF A LIBRARY BORROWER'S CARD

In order to assure equal access to library materials and services by the residents of the Borough of Oakland, the following policy shall be in effect:

Issuance of a Library Borrower's Card

All applications for a library borrower's card must be completed in the library.

1. Residents

Any current resident of the Borough of Oakland who is at least five (5) years old and can write his or her name may complete an application for a library borrower's card. Borrower cards for residents are provided at no charge.

Proof of residency must be established using one of the following:

- Valid New Jersey driver's license with the current street address
- Lease or property deed
- Utility bill or other significant mailed item delivered via U.S. Mail. Mail addressed to a post office box number will not be accepted without a street address noted.

Applications from children between the ages of five (5) and eighteen (18) must be signed by a parent or legal guardian residing in the Borough of Oakland and providing proof of residency. The signature of the parent or legal guardian on behalf of a minor child constitutes acknowledgment of responsibility for all items charged to the card.

The borrower's card will be issued for a three-year period and is renewable upon verification of address.

2. Non-Residents

An employee of the Borough of Oakland, or an employee or owner of a business located within the Borough of Oakland, is eligible to apply for a library borrower's card. A letter on company letterhead listing the company name, address and the individual's name will be used as proof of local employment.

Individuals who attend school in Oakland, but do not live in a town with a BCCLS library or an Open Borrowing library, are also eligible for a courtesy card upon appropriate documentation.

Courtesy cards are issued for a one-year period and are renewable upon verification of employment or school enrollment. Courtesy borrower cards for non-residents are provided at no charge. The use of courtesy cards is limited to materials owned by the Oakland Public Library

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Note that non-residents are always encouraged to register as an Open Borrowing patron and to use their home library card if it participates in the Open Borrowing program.

3. Temporary Residents

A Courtesy Card may be issued an individual who temporarily resides (one year or less) with a resident of Oakland. The applicant must produce a photo ID and an affidavit from the person with whom they reside stating the duration of stay. See above for a description of Courtesy Card privileges.

4. Non-Residents Not Eligible for a Courtesy Card

Non-residents who are not eligible for a Courtesy Card or for Open Borrowing privileges may obtain a borrower's card by paying a fee consistent with the policies of the Bergen County Cooperative Library System. The card is valid for the individual purchaser only. See above for a description of Courtesy Card features.

5. Library borrower cards that have been lost or damaged will be replaced for \$3.00.

6. Open Borrowers

The Oakland Public Library registers patrons whose home libraries participate in the Open Borrowing Program supported by libraries in the state of New Jersey. Privileges and procedures are defined by the policies of the Bergen County Cooperative Library System.

Use of a Library Borrower's Card

No books or materials may be checked out without a valid borrower's card from the Oakland Public Library or from another library with which the Library has an arrangement for borrowing privileges.

A library borrower's card is non-transferable and may be used only by the person whose name appears on the card and in the computer record. Presentation of a library card to borrow library materials, or for any other library function requiring presentation of a card, constitutes representation that the presenter is the legitimate card holder. BCCLS libraries are entitled to request identification from any patron presenting a library card.

To protect the patron's privacy and security, the library will assign or reassign a PIN when the patron applies *in person* and presents his or her valid library card.

All patron records are, by New Jersey State law, considered to be confidential.

Approved by the Oakland Public Library Board of Trustees

Date: August 18, 2010

Updated: February 14, 2013

OAKLAND PUBLIC LIBRARY

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POLICIES for LOAN PERIODS, FINES AND FEES

The Oakland Public Library maintains collections of books, audio visual materials and periodicals for use by the public. All circulation is restricted to patrons with a library borrower's card that is valid for use at the Oakland Public Library.

Loan Periods

Loan periods, fines, and number of renewals are defined in the chart below.

Material	Loan Period	Renewals	Daily Fine	Maximum Fine
Books – Regular Juvenile, Adult & YA	28 days	2	10¢	\$5.00
Books - New Books for Adults	14 days	1	10¢	\$5.00
Books – High Demand for Adults	7 days	None	\$1.00	\$5.00
Audiobooks - Juvenile, Adult & YA	28 days	2	10¢	\$5.00
Audiobooks – New for Adults	14 days	1	10¢	\$5.00
Summer Reading Book	28 days	1	10¢	\$5.00
Movies – Regular Juvenile & Adult	7 days	1	\$1.00	\$10.00
Movies – High Demand	3 days	None	\$1.00	\$10.00
TV Series	14 days	1	\$1.00	\$10.00
Music CDs	14 days	2	10¢	\$5.00
Video Games	7 days	None	\$1.00	\$10.00
Puzzles (Realia)	28 days	1	10¢	\$5.00
Magazines	14 days	2	10¢	\$5.00
Newspapers	No	None	NA	NA
Reference Materials	No	None	NA	NA
Headphones – for use in library only	1 day	None	\$1.00	\$20.00

Note: For lending of specialized equipment please see library staff.

Fines and Fees

- Any item exceeding the loan period specified is subject to a fine as defined above.
- Fines are not assessed for days the library is closed.

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- Students in the Oakland Public School system are eligible for an overdue fine amnesty during the month of October only – and only for items owned by the Oakland Public Library. Amnesty does not apply to lost or damaged materials, or for items owned by other libraries.
- Patrons are expected to pay the price indicated on the item record for lost or damaged materials. Upon evaluation of individual cases, the Director may authorize the patron to replace the material in lieu of payment. An item is considered lost when it is overdue 90 days.
- A patron's borrowing privileges will be blocked when outstanding fines reach \$10.00

Renewals

Books and other materials may be renewed according to the information in the table above.

Materials from Other Libraries

- The loan period for materials loaned from other libraries is established by the owning library, not the Oakland Public Library.
- Overdue fines for books owned by other libraries can be collected by the Oakland Public Library using the fine schedule for the owning library and vice versa.
- Patrons are responsible for resolving issues for lost or damaged items directly with the owning library, not the Oakland Public Library.

Lending Restrictions

- The library reserves the right to limit the number of books or materials borrowed to two (2) on any one subject.
- From time to time it may be necessary for the library to limit loan periods or further limit the number of books or materials for checkout because they are in high demand, such as books for book discussion groups or materials needed for class assignments.
- Daily limit on items borrowed:
 - For children's movies, a maximum of ten (10) movies may be borrowed in a single day.

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- For adult movies, a maximum of five (5) movies may be borrowed in a single day.
- For High Demand movies, a maximum of two (2) may be borrowed in a single day.
- BCCLS has established a maximum of fifty (50) items borrowed on a patron's card at any point in time.
- Some items in high demand may be designated as "local request only" to make them more accessible to Oakland residents. This designation is applied at the discretion of staff and will last no more than three months, or per BCCLS policy, whichever is less.

Compliance with BCCLS Circulation & Borrowing Policies

The Oakland Public Library is a member in good standing of the Bergen County Cooperative Library System (BCCLS) and abides by its circulation, lending, or borrowing policies as defined in the BCCLS *Policies and Procedures Manual* which is available online at the "staff page" at www.bccls.org.

Approved by the Oakland Public Library Board of Trustees Date: August 18, 2010
Updated: February 14, 2013
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CONFIDENTIALITY OF LIBRARY PATRON RECORDS

The Oakland Public Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. Except during the actual period of transaction (circulation, maintenance or record on unpaid fines, reservation of materials) the library will not maintain a record of transactions. When no longer needed for library administration purposes, records will be expunged.

In compliance with N.J.S.A. 18A: 73-43.2¹, no information will be released to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator, or when disclosure is requested by the legally registered borrower.

Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

¹N.J.S.A. 18A: 73-43.2. Confidentiality of library users' records

Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except in the following circumstances:

- a. The records are necessary for the proper operation of the library;
- b. Disclosure is requested by the user; or
- c. Disclosure is required pursuant to a subpoena issued by a court or court order.

Approved by the Oakland Public Library Board of Trustees

Date: August 18, 2010

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STAFF USE OF LIBRARY MATERIALS AND EQUIPMENT

The staff of the Oakland Public Library shall adhere to the following:

- Staff must exercise caution in the access and use of materials and equipment placed in their trust.
- Large quantities of material should not be held out of the collection for extended periods for staff use.
- Staff will not be charged for overdue fines, but will be subject to disciplinary action if materials are not returned and discharged before the system generates a second overdue notice.
- Staff will not be charged for reasonable use of library equipment.
- All library property must be checked out if removed from the library.
- The library fax machine, computers, internet facilities, e-mail and telephones are for business use only; therefore, use of these items for personal use is not permitted except in emergencies.

Violation of any part of this policy may be considered theft of property or services and subject to disciplinary or legal action.

Approved by the Oakland Public Library Board of Trustees
Date: September 15, 2010

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USE OF VOLUNTEERS

The Oakland Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are expected to conform to all policies of the Oakland Public Library and are selected and retained for as long as the library needs their services.

Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in place of hiring full time or part time staff.

Volunteers may apply for paid positions under the same conditions as other outside applicants.

In accordance with labor laws and the policies of the Oakland Public Library Board of Trustees, paid staff may not volunteer their services to the library except with written permission from the library Director and the Board of Trustees. Staff may volunteer in other departments of city government outside the library.

Approved by the Oakland Public Library Board of Trustees
Date: September 15, 2010

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PATRON CONCERNS, COMPLAINTS, and SUGGESTIONS

The Board of Trustees of the Oakland Public Library seeks to make every attempt to meet the needs of the residents of the Borough of Oakland in regards to the operation of the library.

On occasion a patron may have a concern, complaint or suggestion that he or she feels should be addressed. In order to enable the library to address these concerns, complaints or suggestions, the patron is encouraged to write pertinent comments on the appropriate form and submit it for review by the Library Director and the Board of Trustees.

Every effort will be made to address the patron's concerns in a timely manner.

Approved by the Oakland Public Library Board of Trustees
Date: September 15, 2010

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POLICIES

GIFT POLICY

The Oakland Public Library welcomes gifts of new and used books, audio books, videos, and similar materials. Items will be added to the collection in accordance with the Collection Development policy of the library. Once donated, items become the property of the Oakland Public Library and may be given to other libraries or non-profit organizations, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library also reserves the right to decide when a gift added to the collection must be withdrawn.

The library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the Collection Development policy of the library. If address information is provided, notice about books, movies and other materials purchased with bequests, memorial or honorary contributions will be sent to the family of the person being recognized.

Acceptance of donations of equipment, stock, artifacts, works of art, and other items will be determined by the Library Board of Trustees based on suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation.

Approved by the Oakland Public Library Board of Trustees
Date: September 15, 2010

OAKLAND PUBLIC LIBRARY

POLICIES

COLLECTION DEVELOPMENT

The mission of the Oakland Public Library is to provide educational, informational, recreational and cultural materials and services to all residents of the community. These goals will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. Materials will be selected based on positive reviews in professional journals, actual examination and evaluation of materials and, at times, popular demand. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.

The Oakland Public Library does not acquire textbooks that support local curricula, but may acquire textbooks for general use by the public. Multiple copies and paperback books may be purchased to meet demand. The library will have material available in a variety of formats when available and practical. Video and audio recordings will be selected for potential long-term use. Regardless of an item's popularity, the library may choose not to select it, because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

Objections to items in the collection should be made in writing to the Library Director.

Materials that no longer meet the needs of the community and no longer support the library's collection development goals will be withdrawn from the collection. This may include materials that are damaged, include obsolete information or are no longer used. Decisions will be based on accepted professional practice and the professional judgment of the Library Director or designated staff. When necessary, local specialists will be consulted to determine reliability of the information provided by the materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash, recycling or paper, or transfer to the Friends of the Oakland Public Library for sale. Discarded magazines and newspapers may be given to other area libraries or social service agencies at the discretion of the Library Director.

Approved by the Oakland Public Library Board of Trustees

Date: September 15, 2010

OAKLAND PUBLIC LIBRARY

POLICIES

PAYMENT FOR MILEAGE

When a Oakland Public Library employee uses his or her personal vehicle to travel on library business, such as to attend training or meetings, the employee will be reimbursed for each mile at the rate of 90% of the maximum allowable by the IRS at any point in time.

Mileage is reimbursed for the difference in excess of the employee's normal commute, not to and from the library itself.

Approved by the Oakland Public Library Board of Trustees
Date: September 15, 2010

OAKLAND PUBLIC LIBRARY

POLICIES

LIBRARY INVESTMENT

Decisions to invest library funds in a new account will be reviewed at a Board of Trustees meeting. A roll call vote is required to approve a decision to create a new investment.

Approved by the Oakland Public Library Board of Trustees
Date: September 15, 2010

OAKLAND PUBLIC LIBRARY

POLICIES

LIBRARY BEHAVIOR POLICY

The Oakland Public Library encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services.

People demonstrating disruptive behavior will be required to leave the library after one warning from library staff. Disruptive behavior includes, but is not limited to, noisy, boisterous actions; inappropriate behavior, including eating, smoking, running, or loud talking; misuse of library property; uncooperative attitude; or actions that deliberately annoy or prevent others from the legitimate use of the library and its resources. Abusive language and behavior toward staff will not be tolerated.

PATRON RULES OF CONDUCT

The following activities are not allowed in the Oakland Public Library:

- Patrons without shoes or shirts.
- Patrons wearing roller blades, cleats, or other damaging footwear.
- Eating or drinking, except in the Meeting Rooms during scheduled activities or in another area designated by the Board of Trustees.
- Use of audio equipment, cell phones, beepers, and hand-held electronic toys except in areas designated by the Board of Trustees.
- Smoking or use of alcohol or controlled dangerous substances.
- Carrying a weapon or weapons into the library unless authorized by law. Any person authorized to carry a weapon must notify library staff that he/she is carrying a weapon in the library.
- Bringing animals into the library; guide dogs for the physically-challenged will be permitted.
- Misusing the restrooms (e.g., using the restroom as a laundry or washing facility).
- Talking loudly, making noise or engaging in other disruptive conduct.
- Solicitation of contributions or signatures, including employment ads and political campaigning.
- Conducting surveys without the permission of the library administration.

OAKLAND PUBLIC LIBRARY

POLICIES

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- Photographing on the library premises without the permission of the library administration and all those photographed.
- Interfering with another person's use of the library or with the library personnel's performance of their duties.
- Engaging in unlawful sexual conduct, including, but not limited to, public indecency, viewing obscene material or offensive touching.
- Destroying, damaging or defacing library property.
- Stealing library materials.
- Threatening or physically harming library staff or persons using the library.
- Engaging in any activities prohibited by Federal, State, or local law.
- Unauthorized use of networked computers and other library equipment.
 - May not use the workstations to gain unauthorized access to the library network or computer system, or any other networks and computer systems.
 - Must sign-in at the appropriate department for use of a computer and follow the library's Internet policy.
 - May not obstruct other people's work by consuming large amounts of system resources or by deliberately crashing or causing degradation of any library computer system performance.
 - May not attempt to damage computer equipment or software, alter software configurations or install any software.
 - Violate copyright laws or software licensing agreements.
 - Violate Federal, State or local laws or regulations.

Any patron not abiding by these or other rules and regulations of the library will be required to leave the library premises. Library employees may contact the Oakland Police if deemed advisable.

Any patron who violates these rules and regulations may be denied the privilege of access to the library by the Oakland Public Library Board of Trustees on the recommendation of the library Director. A patron whose privileges have been denied may have the decision reviewed by the Oakland Public Library Board of Trustees.

Approved by the Oakland Public Library Board of Trustees
Date: August 18, 2010

OAKLAND PUBLIC LIBRARY

POLICIES

UNATTENDED CHILDREN IN THE LIBRARY

The Oakland Public Library is a public facility that offers services to a wide range of citizens. It is responsible for providing an environment that is safe and comfortable for every patron using its services and facilities appropriately. It is our desire to make every visit enjoyable, memorable, and safe for young children.

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause commotion. Children and young people are, however, expected to follow the same standards of patron conduct expected of adults (Library Behavior Policy).

Parents, guardians, caregivers or assigned chaperones are responsible for the behavior of their children while in the library or on library grounds. The library staff is not expected to assume responsibility for the care of unsupervised children in the library.

In order to insure the highest level of safety for our young patrons, the Oakland Public Library Board of Trustees has adopted the following policy:

- Children ten-years-old and under must be accompanied by a parent, guardian, caregiver, assigned chaperone or other designated responsible person while in the library or on library property.
- Children six-years-old and under may never be left unsupervised in any area of the library.
- If the child is attending a library program, we recommend that the parent/caregiver remain in the library throughout the program.
- If a parent or caregiver cannot be located, staff will contact the Oakland Police Department or other appropriate authority to report an abandoned child.

Disruptive Children

Children (whether with parents or not) who are being continually disruptive will:

- Be given a warning that he/she must settle down or will be asked to leave the library.
- Be asked to leave the library, if after a second warning he/she continues to be disruptive.

OAKLAND PUBLIC LIBRARY

POLICIES

— continued —

- Be permitted to call a parent, if he/she cannot safely leave the library to return home on his or her own, and will wait with a staff person until the parent arrives.
- Be allowed to remain at the library under close supervision, if no parent can be contacted, or the library staff may contact the Oakland Police Department or other appropriate authority depending upon the severity of the situation.

Unattended Children at Closing Time

Children who have not been picked up at closing time will be given the opportunity to call a parent. Children who have not been picked up within fifteen minutes after closing will be left in the care of the Oakland Police Department or other appropriate authority.

Under no circumstances will staff transport children in a vehicle or accompany them home.

Approved by the Oakland Public Library Board of Trustees
Date: August 18, 2010

OAKLAND PUBLIC LIBRARY

POLICIES

UNUSUAL INCIDENT REPORT POLICY

The Oakland Public Library Board of Trustees seeks to make every attempt to maintain the library as a safe establishment for the community. From time to time incidents occur which are unfortunate. These may include inappropriate behavior, verbal assaults, damage to property, as well as accidents.

Whoever is in charge at the time of the incident should ensure that an unusual incident report, as well as any other relevant forms be completed and submitted. Unusual incident reports will be submitted to the Library Director. The Library Director will review unusual incident reports with the Policy Committee Chairperson periodically for possible policy implications.

Approved: Oakland Public Library Board of Trustees
April 19, 2012

OAKLAND PUBLIC LIBRARY

POLICIES

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OAKLAND PUBLIC LIBRARY

POLICIES

MEETING ROOM POLICY

The Board of Trustees of the Oakland Public Library wishes to encourage the widest possible community use of the Library meeting spaces available. Meeting rooms are available in the Oakland Public Library, during library hours, primarily to support library programs and functions that further the goals of the library. When not being used by the library, the rooms are available to Oakland related groups. Library facilities may be used for civic, educational and cultural activities and the for the discussion of current public questions and concerns. In accordance with the American Library Association's *Library Bill of Rights* and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

Fees, rules and procedures for use of the meeting room are established by the Library Board of Trustees and are periodically reviewed. A copy of the fee schedule, rules and procedures will be provided with the application for meeting room use. A completed and signed application accompanied by required fees and insurance certificates must be returned to the Library Director at least one week prior to a Library Board of Trustees Meeting. The Meeting Room may be reserved up to ninety (90) days in advance.

Groups using the meeting rooms are required to set up for their meeting, return furniture and equipment to its original location, and leave the room clean and in good condition. The library cannot supply consumable supplies or equipment for meetings.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Oakland Public Library of the activities that take place in the meeting rooms or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library or Borough in any advertising or publicity.

No selling, solicitation, or taking of orders may occur without written permission from the Library Board of Trustees. No admission may be charged for programs held in the meeting room. Applications may be rejected and previously granted permission may be withdrawn or rescinded for violation of library regulations or conduct inconsistent with these regulations. Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room. A library staff member may be present at any time during the meeting.

OAKLAND PUBLIC LIBRARY

POLICIES

Meetings shall not exceed established maximum room capacity as defined by the Oakland Fire Marshal and posted in the meeting room.

Approved by the Oakland Public Library Board of Trustees
Date: February 16, 2011

OAKLAND PUBLIC LIBRARY

MEETING ROOM APPLICATION FORM		
Date of Application:	Date Received:	Staff Initials:
ORGANIZATION		
Name of Applicant:		
Organization:		
Address:		
Phone:	Phone	
Fax:	Email	
<input type="checkbox"/> For Profit <input type="checkbox"/> Non-Profit Purpose of Organization:		
PROGRAM		
Description of Program:		
Name of speaker:		
Expected Attendance: _____	Do you plan to serve refreshments? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SCHEDULING INFORMATION		
Day of the week and time requested (Include set up & clean up):		
Dates requested: (Please provide each <i>calendar</i> date. Attach a list if additional space is required.)		
Special equipment requested (e.g. projection screen or podium):		
REQUIREMENTS & APPROVALS		
Fee Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount _____	Date Received:
Proof of Insurance	Date Received:	
Insurance Carrier		
Policy Number		
Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date:
Organization Notified of Board Decision	Date:	Staff Initials:

OAKLAND PUBLIC LIBRARY MEETING ROOM AGREEMENT

Rental Charges and Fees

- Rental charges apply to profit organizations. They do not apply to non-profit organizations.
- A rental fee of \$50.00 is due no later than one week prior to the reservation.

Conditions

- Alcoholic beverages are not permitted.
- The organization is responsible for providing all materials and equipment used during the program, unless there is a prior agreement approved by the Director.
- The organization is responsible for setting up the room, for clean up, and for returning tables and chairs to their original configuration.
- The organization agrees to pay for any damages.
- No advertisements of an event may be posted in the Library without prior approval of the Director of the Oakland Public Library.
- No admission fee may be charged for programs held in the library's meeting rooms.
- Exceptions to any conditions can only be authorized by the Oakland Public Library Board of Trustees.

Availability

- Meetings may be held only during the library's normal hours of operation. Please verify hours with library staff.
- Meetings are expected to end and the meeting space cleared no later than 15 minutes prior to the library closing.
- *The Oakland Public Library reserves the right to cancel or amend any reservation or length of reservation according to its discretion for reasons, including but not limited to, unsafe conditions or failure of necessary equipment, substitution of a revenue producing reservation for one which does not produce revenue, substitution of Library or Municipal activity for other meeting, improper use of the facilities on a prior occasion.*

We have read and agree to abide by the provisions and regulations of the Oakland Public Library governing the use of the Library's meeting rooms. We further agree to indemnify and hold harmless both the Oakland Public Library and the Borough of Oakland from any and all losses and expenses arising out of the use of the Library's meeting rooms.

Name: _____ Date: _____

Title: _____

Approved: _____ Date: _____
Director, Oakland Public Library