



# Library Polices

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## **Library Patron Conduct**

### **I. Purpose:**

The establishment of a set of guidelines for conduct in the Ocean City Free Public Library building is necessary to ensure a safe and comfortable environment that promotes the use of the library's resources and at the same time protects the public, the staff, the materials, and equipment.

In order to allow each patron of the Ocean City Free Public Library to use its facilities to the fullest extent, the Library Board of Trustees has adopted the following rules and regulations regarding patron conduct.

### **II. Procedures:**

#### **Acceptable patron conduct may include:**

1. Engaging in activities associated with the use of a public library, which include reading, studying, attending library programs, or using library materials and/or computers.
2. Respecting the rights of other patrons.
3. Respecting library property and treating the materials, equipment, furnishings, building, and grounds with care.
4. Reporting criminal conduct or vandalism of any kind to staff immediately so that they can respond appropriately, including, but not limited to, notifying the police.
5. Having a responsible person accompanying children 8 years old and younger or a child of any age who is unable to care for himself or herself. At the discretion of a parent, a child aged 9 years old or older who is able to care for himself or herself may be left unattended for the period of time needed to select materials, complete a homework assignment, or attend a program. The child must know how to reach the parent in case the need should arise. Children should not be left for more than one-half hour periods of time; the library does not provide daycare services. Adults accompanying young children who cry for more than 15 minutes may be asked to leave with children until they have quieted down.
6. Asking permission to use the library telephone to make personal calls in times of urgent need.

#### **Unacceptable patron conduct includes:**

1. Bringing food or beverages into the building, the exception being food served in meeting rooms.

2. Damaging or defacing Library real or personal property or engaging in vandalism, including graffiti.
3. Violation of the library's computer use policy.
4. Harassing or annoying others through noisy or boisterous activities such as running in the building, singing, rearranging library furniture, playing audio equipment so that others can hear it, or talking or behaving in a manner which reasonably can be expected to disturb others.
5. Any talking in quiet areas of the library, which shall not include the children's area, the meeting rooms, and the atrium. The entire second floor is considered a quiet area.
6. Interfering with the use of the library by other patrons, or interfering with library employees' performance of their duties.
7. Leaving a child 8 years old or younger unattended in the library or outside the library (on library property) at any time. (See Policy on Unattended and/or Disruptive Children)
8. Being under the influence of alcohol or illegal drugs in the library and/or selling, using or possessing alcoholic beverages or illegal drugs in the Library.
9. Smoking in the Library.
10. Using cell phones in the library. Cell phones should be turned off or set on "vibrate" in the library. If a call comes in, the patron should answer the phone and go to the atrium before continuing the conversation. Outgoing calls should be made in the atrium so as not to disturb others.
11. Not wearing shoes or other footwear or a shirt or other covering of their upper body while in the Library premises.
12. Utilizing sports equipment, skates, roller blades and bicycles inside the library. Bicycles are to be stored outside on bike racks while owners are using library facilities. Bicycles shall not be left on the handicapped ramp or sidewalk because they could make the entrance inaccessible or dangerous for other patrons.
13. Bringing pets or animals into the library, other than service animals aiding individuals with disabilities.
14. Having bodily hygiene that is offensive so as to constitute a nuisance to other persons.
15. Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside the Library, or Library doorways or vestibule without prior written authorization from the Library Director.

16. Engaging in sexual activity, contact or any act of lewdness or exposure prohibited by New Jersey Statutes 2C:14-1 through 14-8 or any other sexual activity that is inappropriate in a public place.
17. Using Library restrooms for bathing, doing laundry, changing clothes, washing hair or any similar activity.
18. Littering.
19. Carrying firearms and dangerous weapons of any type is prohibited. This provision shall not apply to law enforcement officers or security personnel authorized by the Library to carry firearms or weapons.
20. Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.
21. Continuing to exit the Library after the alarm at any security point has sounded. If the alarm has sounded as you exit, you must return to the circulation desk to verify that all Library materials have been properly checked out.
22. Loitering on, in, or adjacent to, or otherwise blocking or impeding access to any staircases entrances, or doorways.
23. Sleeping in the Library.
24. Entering restricted areas, including Library offices, areas behind circulation or reference desks, or other areas designated as restricted to Library personnel.
24. Failing to comply with a reasonable staff request.

The final determination as to what constitutes a violation of the code of conduct rests with the Library Director and in her absence with the senior staff member on duty at the time of the incident.

### **Consequences**

Any violations of this Library Conduct Policy will be handled in a professional and courteous manner by staff but the degree of violation will determine the response. The response may include any of the following actions, depending on the severity of the misconduct, which will be determined by staff:

1. In most cases, patrons who are behaving inappropriately will be given one warning and asked to behave in an appropriate manner. Staff will point out observed behavior, explain the policy and ask the offender to stop. In the case of children under the age of eighteen (18) years of age, the Library's Policy on Unattended or Disruptive Children will be followed.

2. Patrons who continue to engage in disruptive behavior and disregard a request by the person in charge to change their behavior will be asked to leave the library premises for the rest of the day. If the person disobeys the request to leave, staff may call the police for assistance to remove the person from the library.
3. Patrons who continue to engage in disruptive behavior on more than one instance will be warned by the library director or designee that they shall be banned from the library for one month. If the patron is 17 years old or younger, a written notice will be sent to the parents. If the patron returns to the library during the ban period, staff may call the police for assistance in removing the patron from the library.
4. The police will be called when illegal activities (eg. indecent exposure, theft, use of explosives, drug use or smoking, consumption of alcoholic beverages, or destruction of library property) are committed by an individual. This patron may be banned for an amount of time determined by the library director or designee. If the patron is 17 years old or younger, a written notice will be sent to the parents. If the ban is for one year, the patron will be reviewed at the end of the year. The ban may extend, or be extended, past the first year, but must be reviewed at least annually. After the period of being banned has expired, the patron may return to the building.
5. Staff is instructed to call 911 immediately in response to any behavior that is deemed to constitute a dangerous situation.

## **Policy on Unattended and/or Disruptive Children:**

**1. Purpose:** To establish a policy and set of procedures for library personnel to follow when encountering an unattended and/or disruptive child in the library. For the purpose of this policy, an unattended child is defined as a child of any age who is unable to care for himself or herself left in the Library without a parent or responsible adult within sight or sound range or a child 8 years old and younger left in the library without adult supervision. It is up to the discretion of the Library Supervisor (Librarian in charge at any particular time) to determine whether the child is to be considered as unattended.

Under this policy, children under the age of 8 years old or younger must be accompanied by a parent or responsible adult, which means that the child must remain within sight of the parent or adult at all times while in the Library. The Library recommends that all children, regardless of age, be accompanied by an adult who can take responsibility if an emergency occurs.

**2. Policy:** The staff of the Ocean City Free Public Library desires to create and maintain an environment that is welcoming to children and that encourages their use and enjoyment of the various programs offered by the library, with the goal of encouraging children to develop a love of reading and learning. While pursuing these goals, the Library remains concerned about the safety and well-being of children visiting the library and enjoying its programs and services.

Children, as all Library customers, are expected to behave appropriately. Parents, guardians, teachers, and caregivers, not Library staff, are responsible for the behavior and supervision of their children in the Library.

In addition, a child's safety cannot be guaranteed if he or she is left unattended in the Library. Parents and caregivers are advised that libraries are public places and that Library staff cannot prevent children from interacting with or leaving the Library with persons who are not appropriate caregivers. This policy has been established for the protection and well-being of children who visit our Library.

### **3. Procedures:**

- a) If an unattended child is found in the library, a supervisor will be notified.
- b) The Supervisor (or designee) should try to calm the child if necessary and locate the child's parent or adult responsible for the child while in the library by walking through the library with the child, and by paging the parent or responsible adult on the Circulation desk telephone.
- c) If the parent or responsible adult cannot be located in the building, a supervisor or designee shall stay with the child in the children's section or another public area of

the Library until the parent or responsible adult is located. When the parent or responsible adult has been located, the supervisor shall explain the Policy on Unattended and/or Disruptive Children and shall give a copy to the parent or responsible adult. If the parent or responsible adult has been reached by phone, the supervisor shall request that the parent or responsible adult immediately come to the library to escort the child home. If the parent or responsible adult is unable to come immediately, he or she will be told that the police will be called upon to take responsibility for the child.

- d) If the parent or responsible adult cannot be located after a reasonable amount of time or if the library is closing, the supervisor may call the police to take charge of the child.
- e) Under no circumstances shall a staff member take the child out of the building or provide transportation elsewhere.

**4. Conduct of Children:** If any child violates the Library Patron Conduct policy, the child and the parent/responsible adult will be provided with a copy of that policy. If the child continues to violate the policy, the parent or responsible adult may be asked to leave the Library with the child. If necessary, the library may contact the child's parent or responsible adult or the police for assistance.

Although children aged 9 or older who are able to care for themselves may use the library without a parent or other adult present, parents are still responsible for the actions of their children and for their well-being. Even though children aged 9 and older are permitted to use the library without a parent or responsible adult present, parents should make sure that their children are sufficiently mature and able to care for themselves before allowing them to visit the library unaccompanied by a parent or responsible adult. Children utilizing the library without a parent or other responsible adult present should have a telephone number in their possession that the library can call if there is a need to contact the parent or responsible adult in the event of an emergency or in the event the child violates this policy or the Patron Conduct policy.

The Library is not responsible for children of any age outside the building who are waiting for transportation or are socializing. Parents of children, and adults responsible for children, in the Library should be aware of the Library's hours of operation and make arrangements for their children to have transportation at or before closing. If the library is closing and the parent or responsible adult of a child cannot be located, Library staff may contact police and remain with the child in the children's section or another public area of the Library until the police arrive.

Disruptive behavior is considered to be behavior that constitutes a danger to the child or other users of the library or that interferes with the use of the library by other library patrons

or that interferes with the ability of library employees to perform their job responsibilities. Examples of disruptive behavior include, but are not limited to:

- running in the library
- screaming, shouting, yelling, loud laughing
- Use of Profanity or Abusive or Threatening Language
- eating or drinking except as permitted in certain locations or for special events
- loud talking in quiet areas
- fighting, hitting or engaging in other physically aggressive behavior
- throwing books or other objects
- bothering other patrons
- Failing to comply with reasonable staff requests

## **5. Consequences**

Library staff may warn children engaging in disruptive behavior that the conduct is unacceptable. In cases of serious infractions, in the judgment of library personnel, a child may be required to leave the library after a single incident.

- a) If the disruptive patron is a child 8 years old or younger who came to the library WITHOUT adult supervision, staff will explain to them that they must stop the disruptive behavior (running, loudness, destruction, etc.) and the parent or other adult responsible for the child will be called. If disruptive behavior does not stop, the staff will attempt to contact the parent or responsible adult and will require that the child leave the building with the parent or responsible adult. If a parent or responsible adult cannot be reached, the child will remain in the library under supervision in a public area of the library until such time as a parent or guardian arrives. If necessary, law enforcement officers may be called to come to the library. If behavior is repeated, they may be asked to not return to the library for an amount of time to be determined by the Library Director or designee.
- b) If the disruptive patron is a child who came to the library with a parent or responsible adult, staff will tell the parent or responsible adult that the disruptive behavior must stop or they will be required to leave the library. If disruptive behavior continues, the



person in charge may require the parent or responsible adult to remove the child from the library.

- c) Librarians and authorized staff members will call the authorities (police/sheriff, etc.) if the need arises or if they feel threatened by behavior in any way.
- d) Parents shall remain responsible, in accordance with applicable law, for damage to library property or the property of other individuals using the Library caused by their children under the age of eighteen (18) years.

## Confidentiality of Library Records CM 6/12/2013

### **I. Purpose:**

### **II. Policy**

The Ocean City Free Public Library Board of Trustees believes that it is the basic right of every individual to read what he or she wishes without fear of censure or legal consequence. The Board also affirms the right of every person to privacy. The library will do all within its power to protect each user's right to privacy with respect to all information required for registration and for information sought or received, and materials consulted, borrowed or acquired. Such records will not be made available to any individual, organization or government agency except pursuant to N.J.S.A. 18A: 73-43.2 which reads: "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.

L.1985, c 172, s. 2, eff. May 31, 1985."

### **II. Procedures:**

1. The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the names of library users must immediately refer the person making the request to the responsible officer of the institution, who shall explain the confidentiality policy.
2. The director, upon receipt of a search warrant, subpoena issued by a court, or a court order, shall contact an attorney who is familiar with library law to determine if such search warrant, subpoena issued by a court, or court order is in good form and if there is a showing of good cause for its issuance.
3. If the search warrant, subpoena issued by a court, or a court order is not in proper form or if good cause has not been shown, the library with advice of its attorney should insist that such defects be cured before any records are released.
4. The legal process requiring the production of circulation or other library records is ordinarily in the form of a subpoena duces tecum (bring your records) requiring the responsible library officer to attend court or to provide testimony at his or her deposition. It also may require him or her to bring along certain designated circulation or other specified records.

5. Staff should be trained and required to report any threats or unauthorized demands (e.g., those not supported by a search warrant, subpoena issued by a court, or a court order) concerning circulation and other records to the director.

6. Any problems relating to the privacy of circulation and other records identifying the names of library users that are not provided for above shall be referred to director.

NJSA 18A:73-43:2 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.

L.1985, c 172, s. 2, eff. May 31, 1985

NOTE: NJ Open Public Records Act does not supersede NJSA 18A:73-43:2

If the police come to your library regarding access to library users' records:

1. Give the police a copy of New Jersey's Confidentiality of Library Records Law (NJSA 18A:73-43.1). The statute states that:

" 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:

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

This means that library records can only be disclosed if the police have a search warrant (a form of court order), subpoena issued by a court, or a court order.

2. Ask the police if they have a warrant, a subpoena issued by a court, or other court order. This is important because without properly executed documents, a defendant can escape conviction.

3. Immediately contact an attorney who is familiar with library law. If your attorney is not familiar with library confidentiality issues, please refer her/him to the NJLA office and our attorney will assist her/him. Also notify your local administration (library board president, county library commission chairperson, or college leadership such as the president or provost).

4. If police don't have the documentation, just wait.

5. If presented with a search warrant, review the documentation, making sure that it is specific regarding what records, computers, etc. are wanted. The requested information/materials must be turned over to law enforcement immediately. The police will give you a receipt; if not, ask for one. Notify an attorney familiar with library law.

6. If presented with a subpoena or other court order, you should have time before you must comply with its demands. Notify an attorney familiar with library law, who will advise how and when to comply.

PLEASE NOTE: The New Jersey Library Association, in support of the right to read, the right to privacy conferred by the NJ Constitution, and the 4th Amendment to the U.S. Constitution, interprets the phrase “a subpoena issued by a court” to mean that the signature of a judge is required to validate a subpoena that demands personally identifying details regarding library users. This interpretation of the statute has not been adjudicated.

**Collection Development Policy  
Adopted by the Board of Trustees  
2004**

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## **I. Introduction**

### **A. Purposes**

The purpose of this policy is to set forth broad principles and guidelines for the development of the Library's collections. As such it is intended first to serve as a planning tool to assist Library staff in their work building collections responsive to community needs and in consonance with the purpose, mission, roles and goals of the Library.

The Collection Policy will also provide a means of communicating these principles to the public, the Library's funders and other libraries.

Finally, the policy will form the basis for development of a collection plan which will translate principles into practice by describing in detail the Library's current collections and prescribing future development levels for specific subjects, users, formats and library service outlets.

### **B. Community and Library Profile**

## **II. Principles**

### **A. The Library's purpose, mission statement, roles**

The Library's purpose, mission statement and service roles are the key principles that shape the development of the collections.

#### **Purpose Statement**

The purpose of The Ocean City Public Library is to empower Ocean City residents, students and workers to enrich their own lives with knowledge, information, education and culture.

#### **Mission Statement**

The mission of The Ocean City Public Library is to provide for the people of Ocean City an easily available local collection of and global access to the universal record of human thought, wisdom, ideals, information, experiences, and artistic expressions.

The Library provides information useful for daily living, supports formal education and independent learning efforts and assists researchers and scholars.

Deriving its principal support from the City of Ocean City, the Library emphasizes services for Ocean City's residents and students. Affirming its belief in the power of education and in the potential of libraries to change lives, the Library strongly supports

the children of Ocean City in their efforts to learn and grow and achieve.

As a major library resource for Ocean City, the Library strives also to serve those who work in the City, and libraries and people throughout the county and state.

In support of this mission, the Library: selects, collects, organizes and makes available for use a broad, deep and diverse collection of materials in a variety of formats; provides excellent personal information services and guidance in the use of library resources; and offers programs for personal enrichment.

In pursuing this mission the Library strives to fulfill its unique responsibility to ensure open and equal access to information for all the people that the Library serves.

The Library actively seeks to serve and reflect the diverse South Jersey shore community in its collections, services, programs and staff. It affirms a commitment to preserve, promote and celebrate the multicultural heritage of the people of South Jersey.

The Ocean City Public Library contributes to the economic life of the City, the vitality of its neighborhoods and the quality of life of its citizens.

### **Service Roles**

In accord with its stated purpose and mission the Library is focusing its principal efforts on fulfilling these primary service roles.

#### **Information Center**

Ocean City residents, students and workers have access to current, accurate, practical information useful for daily living. The public will benefit from easy access to quick and accurate answers to the questions and decisions they face daily. Information and assistance that is not publicly available elsewhere will be available on any subject for anyone. Individuals, businesses and government agencies will find the information they need.

#### **Formal Education Support Center**

Students in Atlantic and Cape May county schools and colleges are able to meet educational objectives established during their formal course of study. After school and on weekends the Library serves as a major homework assistance center. The Library's collections and staff expertise are strong in this area, in response to traditional and continuing heavy use by students. This area is also appropriate for development of collaborative efforts with the schools and recognition and support for the services provided. This role is strongly tied to the Library's commitment to children.

#### **Research Center**

People doing research have access to the Library's research collections and staff expertise. Over the term of its long history, the Library has developed many and diverse subject specialties. Researchers need the unique resources, the primary sources, the

special collections, the breadth of the Library's collections, and the assistance of staff subject specialists to create new knowledge.

### **Independent Learning Center**

People of all ages can pursue learning and self improvement in reading, computer literacy, languages and their individual interests. The Library is uniquely suited to support lifelong learning - efforts that precede, follow or supplement formal schooling. The Library identifies literacy, career information, English as a Second Language and adult basic education as priority activities for this role.

### **Preschoolers Door to Learning**

Young children develop an interest in reading and learning through services for children and for parents or caregivers and children together. For preschool children, who are served by no other community agency, the Library is their first experience of a structured educational environment. For parents and caregivers, the Library is a place to find support, guidance and a "community" of other parents and children. By encouraging reading aloud as a shared activity, the Library strengthens family bonds and nurtures the child's association of parental interest, comfort, and support with the pleasure and excitement of reading and learning.

### **Community Information Center**

The public has current information on community organizations, issues, services and activities. In a city the size and complexity of Ocean City, a myriad of organizations and agencies provide an array of activities, programs and services. Citizens often must battle through a maze of bureaucracies to gain information and services essential to their lives. Their task can be complicated by barriers of language, lack of mobility or transportation, infirmity or special needs. The Library transcends these barriers to become the one place to call or visit to get vital information or to be quickly and accurately referred to the appropriate agency.

Finally, the Library also maintains support for two other service roles.

### **Popular Materials Library**

Library users have popular materials readily available in a variety of formats consistent with their interests and demands. The people of Ocean City enjoy the benefit of free use of popular materials to read, to listen to and to view. Rather than having to buy materials for leisure and cultural enrichment, library users can turn to the Library to borrow what they want.

### **Community Activities Center**

The Library serves as a center for community activities, meetings and services, and as a cultural leader in the City. Community life is enriched by library-sponsored opportunities to meet and discuss important issues, participate in recreational activities, hear distinguished speakers, and attend cultural programs. The library facilities are used by community groups to provide social services and promote civic activities. The library



collaborates with community groups and provides leadership for cultural activities.

## **B. Endorsement of the American Library Association policy statements**

The Board of Trustees hereby adopts and declares that it will adhere to and support the American Library Association's statements listed in the Appendices and that the principles there espoused will guide the development of the Library's collections.

## **III. Practices**

### **A. Selection**

Selection refers to the decision to retain as well as to add to the collection. It is based upon awareness of the diverse needs and interests of the individuals who use the Library, balanced with evaluation of the material and knowledge of the collections' strengths and weaknesses. Selection decisions are also influenced by budget and space consideration and the availability and accessibility of alternative information resources.

Selection is a judgmental and interpretive process which involves perception of the actual and potential needs of the community, awareness of the major works and trends in subject areas and familiarity with the current collections.

Each item must be judged on its own merits as well as on the purpose and audience for which it is intended.

The Library acquires materials not only for its present users but also for those who have not traditionally been library users.

### **B. Responsibilities**

Ultimate responsibility for materials selection decisions which shape the development of the collections rests with the Director, who functions within the policies established by the Board of Trustees.

The Director delegates broad responsibility for and oversight of the collections to the Department Heads. Day-to-day selection activities, including perusal of reviews, initiation of acquisitions and monitoring of expenditures are the responsibilities of designated selectors in divisional subject areas.

### **C. Criteria**

Standards of professional librarianship and criteria employed for selection decisions include:

- demonstrated or perceived interest, need, or demand by Library users or potential users

- contemporary significance, popular interest or permanent value
- relevance to the experiences and contributions of diverse populations
- quality, including accuracy, clarity, usability
- critics' reviews
- significance of the author
- authority and competence of the author/artist
- importance as a document of the times
- recency or currency of data
- relation to existing collections
- format, durability and ease of use
- scarcity or availability of materials elsewhere
- value of resource in relation to its cost

#### **D. Format**

The Library acquires materials in a variety of formats: books, in both hardcover and paperback; periodicals and newspapers; financial services; pamphlets; microforms; music scores; compact discs; video and audio cassettes and electronic databases and networks.

The Library selects materials in the media most appropriate to their efficient use. For example, indices and bibliographies in electronic format are often preferred to those in print.

In certain circumstances the same work may be acquired in more than one format. A treatise that is read from cover to cover but also frequently searched for particular bits of information may be acquired in print format but also searched via an electronic information database. A sound recording of a popular work may be acquired to meet the needs of certain users even when print copies are already in the library. Paperback edition of popular titles are often purchased as multiple copies to meet patron demand.

Some works are used in such a way that online access to them via a computer network may be preferable to ownership of them.

Films are acquired in videocassette and DVD format. (See Attached Video Selection Policy)

Music sound recordings are acquired in compact disc format.

Spoken sound recordings are acquired in tape-cassette and compact disc format.

The Library does not purchase multiple copies of textbooks to supply students with requirements for courses. Textbooks are sometimes purchased when their addition to the collection is deemed to be useful, such as the when a textbook is the best source for an overview of a subject, or when the text has become a "classic."

The Library continuously reviews and revises the mix of formats it acquires in response to the development of new media and to the demonstrated and perceived needs of its users.

### **Young Adult Collection**

The Young Adult librarian is responsible for the selection of materials for the Young Adult collection. The collection will consist of materials that are recommended for grades 9-12. The selection tools including Booklist, Kirkus Reviews, VOYA, Library Journal, School Library Journal, Publishers Weekly, and Kliatt Reviews. Publisher's catalogs, school reading lists, and patron recommendations will also be used. Award winning materials and works by outstanding young adult authors, or other titles deemed appropriate by the Young Adult Librarian to have lasting interest for teens will also be selected.

### **E. Language**

The Library actively seeks to serve and reflect the diverse Ocean City community in the development of its collections.

### **F. Multiple Copies**

Within the constraints of available funds, the Library seeks to acquire sufficient copies of popular items to meet patron demand by supplementing, usually, a single copy purchased for an agency with leased multiple copies.

In this way the Library strives economically to meet temporary demand with temporary resources and still build a permanent collection of breadth and depth.

### **G. Weeding**

The Library continuously reviews the collections and removes materials that are worn, obsolete or in unnecessary duplication. The weeding process is performed annually except for areas of the collection that must be kept up to date.

### **De-selection Criteria**

Weeding/de-selection is the process of determining if an item still deserves a place on the library shelves.

Assessment of the collection should be based on the following criteria:

#### **1) Usage/Age**

Frequency of use/potential use

In-house use (some marking required at re-shelving time)

interlibrary loan circulation

Age: publication, imprint, or copyright; purchase or shelving date

## **2) Value/Quality**

Subject matter

Historical importance

Cost

Availability of other materials in the field

Physical appearance/condition relative to other factors of importance

Individual monograph titles are judged of value/quality by their appearance on standard lists or by the opinion of a specialist or group of specialists

## **3) Deterioration**

Worn, damaged

Aged, dirty

Superseded

Duplicated

### **The Weeding Process:**

#### **1. Identify items that are candidates for weeding:**

Train shelvees to remove shabby, outdated materials for consideration by the professional weeder.

Train menders to set aside poor candidates for mending for consideration by the professional weeder (replace if appropriate)

Train shelvees to use printouts of items not circulated in a certain amount of time (generally 3 years) to remove items for consideration by the professional weeder. Where appropriate, shelvees will note if there are other copies of the book, or other books on the

subject on the shelf.

Examine (as per the weeding guidelines outlined in this manual) specific date sensitive areas (business, investment, science, medicine, law, technology, etc. and weed those items whose information is not current.

Weed subject areas where currency is less urgent, less often, but still on a regular basis, based on computer generated usage statistics and condition.

Encourage all professional staff to be on the alert for dated and superfluous materials. Expect staff to make suggestions for weeding and replacement on a continuing basis, for all areas of the collection, both book and nonbook.

2. Physically prepare items to be withdrawn
3. Remove items from the database.
4. Order new and replacement titles as necessary.

## **H. Gifts**

Gifts of materials are accepted with the understanding that they will be subject to the same criteria for inclusion in the collection as purchased materials. The Library reserves the right to not add gift materials to the collection and to sell or dispose of them as deemed appropriate.

## **I. Reconsideration of Materials**

The Library does not advocate the ideas and opinions found in its collection. The presence of any book, video, audio, electronic resource or other material in the library does not indicate endorsement of its contents by the Library. Challenging, extreme or minority points of view are represented although quantity may be limited. While people have the right to reject for themselves material which they do not want to approve, they do not have the right to restrict the freedom of others.

The Library welcomes expression of opinions from the public concerning materials selected or not selected for inclusion in the Library collection.

The public's suggestions for works to include can often bring to the Library's attention patrons' needs that are not being adequately met by the collection.

Requests to add or remove materials shall be considered within the context of the principles affirmed in this document.

Patrons who wish to request the reconsideration of library materials shall complete and

sign the Request for Reconsideration Form appended to this policy.

The following will not cause an item to be excluded from the collection solely because of a) the originator's race, religion, nationality, sexual orientation or their political, social or sexual views; b) frankness or coarseness of language; c) controversial content; or d) endorsement or disapproval of an individual or group.

Upon receipt of a formal written request, the Director will appoint an ad hoc committee from the professional staff including, but not limited to, the selector for the subject area of the item in question and the appropriate Department Head. The committee will make a written recommendation to the Director who will then make a decision regarding the disposition of the material. The Director will communicate this decision and the reasons for it, in writing, to the person who initiated the request for reconsideration at the earliest possible date. The Director will inform the Board of Library Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who initiated the request is not satisfied with the decision of the Director, s/he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. If a hearing is granted, the individual will be notified when s/he may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of The Ocean City Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

## **Appendices**

### **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.

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, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Adopted November, 1980 by the NJLA Executive Board.

## **II. Interpretations of the Library Bill of Rights**

### **A. Challenged Materials**

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article 1 that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; January 10, 1990, by the ALA Council.  
Adopted March 18, 1982 by the NJLA Executive Board.

### **B. Diversity in Collection Development**

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of

expression, and other topics of a potentially controversial nature.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups of interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article 2 of the Library Bill of Rights: "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." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community which the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982; amended January 10, 1990, by the ALA Council.  
Adopted November 18, 1980 by NJLA Executive Board.



### **C. Evaluating Library Collections**

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of libraries and is a valuable tool to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles 1 and 2 of the Library Bill of Rights, which state:

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.

The American Library Association opposes such "silent censorship" and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Adopted February 2, 1973; amended July 1, 1981, by the ALA Council.  
Adopted March 18, 1982 by the NJLA Board.

### **D. Expurgation of Library Materials**

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any parts(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work intended to express. Such action stands in violation of Articles 1, 2, and 3 of the Library Bill of Rights, which state that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval," and that "Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment."

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of any books or other library resources imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Further, expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

Adopted February 2, 1973; amended July 1, 1981; January 10, 1990, by the ALA Council.

### **E. Statement on Labeling**

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practice, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the Library Bill of Rights.

While some attempts have been made to adopt these systems into law, the constitutionality or such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include

them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings - if placed there by or with permission of the copyright holder - could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council.

### **III. Freedom to Read**

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.
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.
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 affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudice of a label characterizing the book or author as subversive or dangerous.
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.
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.

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.

Excerpted from a joint statement by the American Library Association and the Association of American Publishers.

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

#### **IV. 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 or 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 with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging 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.

Originally drafted by the Educational Film Library Association's Freedom to View Committee, and adopted by the EFLA Board of Directors in February 1979.

Adopted by American Library Association on June 28, 1979, endorsed by the ALA Council January 10, 1990.

Adopted by the Board of Directors of the Association of Educational Communications and Technology on December 1, 1979. Endorsed by the ALA council January 10, 1990.

Adopted December 17, 1981 by the NJLA executive Board.

**Request for Reconsideration of Library Materials  
Request for Removal**

REQUEST INITIATED BY:

Name:

Address:

City:

Zip Code:

Phone:

AUTHOR:

TITLE:

FORMAT:

PUBLISHER:

PUBLICATION DATE:

Is this request made on behalf of:

Yourself

Organization (Name of Organization)

Have you read/viewed/listened to this material in its entirety?

Yes

No

Have you read reviews of this material by critics or specialists?

Yes

No

What is your objection to the material?

(Please be specific)

Please state the reason for your request:

Have you read the Library Bill of Rights and The Ocean City Public Library Collection Development Policy?

Yes

No

Signature of Requester

\_\_\_\_\_

Date \_\_\_\_\_

Received by Staff Member

\_\_\_\_\_

# Ocean City Free Public Library

## Video Selection Policy

The video selection policy is part of and subject to the Collection Development Policy of the Ocean City Free Public Library.

The Ocean City Free Public Library collects VHS videocassettes and DVD videodiscs to supplement the print and non-print collections and to provide information that may not be available in other formats.

### 1. Goals

- A.** The collection will be well balanced to serve the needs of the entire community. Materials shall be selected for all age groups and all levels of comprehension.
- B.** Selection will be based on informational, educational, instructional and recreational value.
- C.** Materials will be selected based on timeliness, demand, quality and authority.
- D.** The collection will represent all sides of a wide range of issues.

### 2. Selection Responsibility

The librarian in charge of acquisitions will be responsible for all decisions regarding the selection and purchase of videos.

### 3. Composition of Video Collection

Materials selection will be based on a general plan to maintain an equitable division based on circulation and demand. Approximately 15% of the collection will consist of family and children's videos; 25% of the collection will be informational, instructional, recreational, cultural and educational videos; and 60% of the collection will be

videos for adults representing classic films, international and contemporary cinema.

#### **4. Video Categories**

Videos will be selected from the following categories to reflect the interests of all age groups in the community.

**A.** Educational and informational: to include nature, the environment, the sciences, biography, history and economic, political, social issues, etc.

**B.** Instructional and recreational: to include self-help, sports and recreation, crafts, business, health, cooking, travel, exercise, how-to, etc.

**C.** Cultural: to include the world of art, music, drama, dance and literature.

**D.** Cinema: to include films from the international and contemporary cinema, classic films, and television programs.

#### **5. Selection Criteria**

**A.** Materials selected will meet high standards in quality and content.

Criteria:

- ✗content - present and potential relevancy to community
- ✗entertainment value
- ✗demand in the community
- ✗accuracy and depth of coverage
- ✗organization
- ✗quality of presentation
- ✗picture quality
- ✗sound quality
- ✗appropriateness for intended audience
- ✗presentation of all sides of controversial issues where possible
- ✗importance as a video of the times
- ✗insight into the human, social, cultural and psychological condition



- ✗ strengths and weaknesses of the current collection
- ✗ purchase price

**B.** Level of quality will be determined by the following:

- ✗ opinion of qualified reviewers in recognized, authoritative, review sources
- ✗ recognition by prizes, awards, lists of bestseller and notable videos, etc.
- ✗ longevity of appeal for reissued materials

## **6. Controversial Materials**

The Ocean City Free Public Library recognizes that some videos may be regarded by certain individuals or groups as controversial, whether because of bias, frankness or language, political expression, or moral implication. Selection will not be made based on anticipated approval or disapproval by any individual or group in the community, but rather on the evaluation of the video's literary merit, authenticity, honesty of presentation, topical interest and use to the audience for whom it is intended. The primary aim of materials selection is to establish a balanced collection, which adequately represents various points of view on many subjects. See also the Collection Development policy, especially sections about intellectual freedom, legislation, the selection process and the Library Bill of Rights.

## **7. Weeding**

In order to maintain an active, current and useful collection, it is important to constantly examine video materials in terms of significance to user needs and selection criteria.

Criteria for weeding:

- A.** Worn-out or broken: The shelf life for a VHS video is usually 1 to 7 years with an average of 100 circulations.
- B.** Duplicated: Consider for withdrawal multiple copies or videos containing material, which is duplicated in releases that are more current.

**C. Noncirculated:** Items that have not circulated within the last 2 years or less than 7 times in the last 5 years should be considered for removal.

**D. Timeliness:** Consider for removal material that is misleading or no longer factually accurate, or that has been superseded by a truly new edition or a much better video on the subject.

## **8. Film and Video Classification Guidelines**

The library selects videos in the following standard film and video classifications set forth by the Motion Picture Association of America:

- ✘ Family [G] : Appropriate for viewing by a person of any age
- ✘ Parental Guidance [PG]: Parents should exercise discretion in permitting a child to view
- ✘ Adult Accompaniment [PG-13]: Viewing should be restricted to persons 14 years of age or older or to persons younger than 14 who are accompanied by an adult.
- ✘ Restricted [R and NC-17]: Viewing restricted to persons 18 years or older.

## **9. Performance rights**

The Ocean City Free Public Library holds a public performance site license, which allows the library to exhibit publicly those videos and DVDs covered by the license. The public performance site license only applies to videos and DVDs shown on Ocean City Free Public Library property. Most videos owned by the library are for home-use only, public performance rights of videos are noted in the bibliographic record.

## **10. Replacements**

Titles are not automatically replaced because they are weeded, lost or damaged. The replacement criteria include:

**A. Demand for title**

- B.** Number of copies already held by the library
- C.** Existing coverage of the subject/genre in the video collection
- D.** Timeliness
- E.** Purchase price
- F.** Availability of more current materials on the subject
- G.** Relevancy to the collection.

## **11. Donations**

The library is pleased to receive gifts of money or videos from individuals or groups. The same criteria for selection will be applied to donated materials as are applied to all other videos considered for inclusion in the collection. The library will not accept materials that are not outright gifts. Donated materials will be used or disposed of as the library sees fit.

## **12. Note**

VHS videocassettes and DVD videodiscs are currently collected. Staff will monitor developments in new technology, which may supplement and/or complement the current VHS and DVD video collection.

*May 6, 2004 KMB*





## OCEAN CITY FREE PUBLIC LIBRARY 3D PRINTER POLICY AND PROCEDURE

### **PURPOSE**

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

### **POLICY**

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- I. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
  - c. Obscene or otherwise inappropriate for the Library environment.
  - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection. Patrons are responsible for any violations of copyright, patent or trademark infringement.
- II. The Library reserves the right to refuse any 3D print request.
- III. Cost: 3D printing at the Library is currently \$1 per hour, academic project \$0.50. To be paid upon print completion.
- IV. Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
- V. Only designated Library staff will have hands-on access to the 3D printer.

### **PROCEDURES**

The procedure for printing from the Library's 3D printers is as follows:

- I. Design creation:
  - a. Designs must be no bigger than 9.9 x 7.8 x 5.9 in.

- b. Any 3D drafting software, such as Tinkercad, 123D Catch, and Sculptris, may be used to create a design as long as the file can be saved in .stl file format.
  - c. Digital designs also are available from various file-sharing databases such as Thingiverse.com.
- II. Submitting a design for printing:
- a. Persons wanting to use the 3D printer shall email their file or website link to the Young Adult Librarian at [sara@oceancitylibrary.org](mailto:sara@oceancitylibrary.org). Files will be deleted after the projects are printed.
  - b. If there is high demand, the Library will schedule only one print per day per person or entity.
  - c. The files will be readied for printing in Makerbot or other authorized software. The Library will view all files in Makerbot or other authorized software before printing.
  - d. Wait/pickup time: Items may be picked up at the Reference Desk. It is sometimes difficult to estimate exact print times. Library staff will make an educated guess about the length of a job upon request.
- III. Please note that procedures governing the use of the Library's 3D printers are subject to change.



## **Ocean City Free Public Library Chromebook Lending Guidelines**

### **Eligible Borrowers**

Eligible patrons may borrow, for in Library use Only, a Chromebook laptop from the Library. In order to be eligible you must:

1. Have a valid Ocean City Free Public Library card.
2. Be 18 years old or older with a current photo ID that verifies the address we have on record.
3. Be in good standing with the library; no fines, no overdue items.

### **Check-out**

You must check-out the Chromebook at the Reference Desk on the second floor of the Library. Chromebook's are on loan for 1 day at a time. They are for in-library use only. Patrons are not permitted to leave the library with a Chromebook.

Each time you borrow a Chromebook, you will need to fill out a Lending Form. We will ask for your library card and a valid, current photo ID that verifies the address we have on record. Before checking out the Chromebook, our staff will go over each item in the bag with you, verifying that each item is present and in good condition. By signing this form, you accept responsibility for each item's presence and condition upon return. Each time you check out a Chromebook and fill out its associated lending form, we will make one copy for you to take, leaving the original in the Library.

### **Returns**

You must return the Chromebook to the Reference Desk on the second floor of the Library. Chromebooks cannot be returned to book drops. Our staff will make sure each item listed in the Lending Form is present and in good condition before signing off that they have been received. Please wait until we sign off before you leave, otherwise you may unknowingly incur damage, lost, and/or late fees. Patrons may not download or delete any applications, accounts, or content on to the Chromebooks. The library is not responsible for any costs incurred while

borrowers use the equipment and they should be returned in the condition that they are received. The library may not clear stored data from the Chromebook after it is returned and is not responsible for personal information left on the device. The library reserves the right to deny the use of library Chromebooks to any borrower who repeatedly loses equipment or returns equipment late.

### **Fees**

By borrowing a Chromebook, you agree to be responsible for certain costs if necessary.

Before you borrow and sign for a Chromebook, we will go over each item in the bag and check off its contents with you agreeing they are present and in good condition. Upon returning the Chromebook, we will perform the same checklist indicating whether or not each item is present and unharmed. The Lending Form includes the exact amount paid by the library for each item in the Chromebook bag. If any item does not receive a check mark from our staff upon return, you will be responsible for reimbursing the library the cost of the item.

### **Replacement Costs**

Chromebook \$305.00

Case \$10.00

Charging Cable \$10.00

This policy is subject to immediate change should the Ocean City Free Public Library see fit.

Approved by Board 2/11/2019



## ***Community Book Club Policy***

The Ocean City Free Public Library supports community book groups and encourages educational advancement within the community. In an effort to assist our local community book groups, the Library will attempt to provide book groups with multiple copies of their selected books.

The Library requests that Book Clubs provide us with accurate contact information for the leaders of the club. The Library also requests that the Book Club give at least **4 weeks'** notice for additional titles and changes in title. The selected book titles should be current, preferably with a publishing date older than 3 months and must be currently in print. If the book selections do not meet these criteria and if the book is older than 2 years, the library may not be able to acquire the materials

The Library will make every attempt to acquire and place on hold up to **6** copies of the selected book group titles. However, if a high demand title is selected the Library will not be able to give the Book Club preference.

Each Book Club will be issued a library card. The card will be used to reserve the selected books; however, the individuals in the book group must check the books out on their own library card. Book Club members **may** check out more than one copy of the selected title, but the patron who checks out the books will be held responsible for the materials.

Revised 10/6/17

***The Ocean City Free Public Library prohibits the following:***

- *Food, beverage, and cell phone usage in the Computer Center.*
- *Sending, receiving or displaying obscene or pornographic text or graphics inappropriate for a public and open environment.*
- *Engaging in any activity that facilitates sending, receiving or displaying inappropriate materials to a minor.*
- *Activities that disrupt the library or its network.*
- *Loading or downloading software from the Internet or using personal software programs on the library's computers.*
- *Making any attempt to modify, gain access to files, passwords or data belonging to others, seeking unauthorized access to the library's or any other computer system or damaging or altering software components of any network or database.*

Your available time will be limited to a 30 minute session.

You will be automatically logged off at the end of your session.

Your session may be extended an additional 30 minutes if another patron is not waiting to use a computer.

Printing fees are .15 cents per page.

Computers are available

Monday thru Friday --- 9:00am-8:30pm

Saturday --- 9:00am-4:30pm

Sunday --- 1:00pm-4:30pm

A complete hard copy of our internet policy is available at the Reference Desk.

**The Library adheres to the standards of the Children's Internet protection Act and provides filtered access on all computers and the wireless network. The filter helps protect from phishing scams, botnets and malware as well as block pornography and inappropriate content. The Library can't guarantee the filter's effectiveness. It is possible that users may access information that they find inappropriate.**

**I agree to use the Internet at the Ocean City Public Library with the understanding that I am responsible for appropriate use of the Internet and the computer itself. I realize that I am responsible for any damage that may occur while I am using the equipment specified for Internet use. I, hereby, hold harmless this Public Library (including the Library Board of Trustees, employees, agents, or subcontractors) for the content of the material that is retrieved through the Internet, or for any actions that may occur as a result of such actions."**

## Public Internet Access Policy

Public access to the Internet is available to all Ocean City Free Public Library cardholders on computers in the Computer Center located on the second floor of the Library as well as through the library's wireless network. The Library is making the Internet available to the public as an informational, educational, recreational, and cultural resource in support of our role as this community's information and learning center.

As part of our mission and the professional principles of librarianship, this Internet Use Policy affirms the protection of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all library resources, including electronic and individual, responsibility.

The Library does not endorse the viewpoints or vouch for the accuracy or authenticity of information found on the Internet. It is left to each user to determine what information is appropriate. Some or all of the resources on the internet may be unavailable at any time. Although many sources are free, the Library does not provide fees for web sites or services that charge a fee. Users must access these pay services using their own resources and at their own risk.

### **FILTERING SOFTWARE**

Since the Internet is an unregulated medium, it enables access to some material that may be offensive, disturbing, and or illegal, as well as materials that are personally, professionally, and culturally enriching to individuals of all ages. The Library adheres to the standards of the Children's Internet protection Act and provides filtered access on all computers and the wireless network. The filter helps protect from phishing scams, botnets and malware as well as block pornography and inappropriate content. The Library can't guarantee the filter's effectiveness and it is possible that users may access information that they find inappropriate.

If a user feels that an appropriate site has been blocked they can report this to the staff member on duty in the computer center who will review the site and make a judgment on providing access to the site.

Library staff will make every effort to guide users to sources on the Internet. The Library cannot be held liable for offensive sites that may be found on the Internet. Due to the sheer wealth of information on the Internet, librarians are not able to evaluate sites according to principles applied to collection development. Library personnel do not monitor or supervise Internet access except for the length of time of use and to ensure system uptime and availability. Users are encouraged to evaluate the validity of information accessed via the Internet. The Library assumes no responsibility for any damages, direct or indirect, arising from connections to the Internet. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transaction files, and communications are vulnerable to unauthorized access and use and, therefore, should be considered public. Since, the Library computers for Internet access are located in public areas which must be shared by Library users of all ages, backgrounds, and sensibilities, individuals are advised to consider this when accessing potentially controversial information and images. **The Library reserves the right to end an Internet session at any time if it is creating a disturbance. Any user who is found to be causing a disturbance will be reminded of the library's policy and told that they will lose their Internet access privilege the next time this occurs.**

**The Ocean City Free Public Library prohibits the following:**

**Sending, receiving or displaying obscene or pornographic text or graphics inappropriate for a public and open environment.**

- **Engaging in any activity that facilitates sending, receiving or displaying inappropriate materials to a minor.**
- **Activities that disrupt the library or its network.**
- **Loading or downloading software from the Internet or using personal software programs on the library's computers.**
- **Making any attempt to modify, gain access to files, passwords or data belonging to others, seeking unauthorized access to the library's or any other computer system or damaging or altering software components of any network or database.**

**The library has the right to suspend or terminate a user's access to the Internet as a result of any such disturbance. Punishment will be determined by the following procedures: Any user who is found to be causing any above disturbance will be reminded of the library's policy and told that they will lose their privilege the next time this occurs.**

### COMPLIANCE WITH LIBRARY POLICY AND GUIDELINES

Violation of the policies and regulations that govern the use of the library's Internet resources may result in suspension or loss of privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

**WARNING:** Software and information downloaded from any sources including the Internet may contain computer viruses or other malicious software. The Library has installed a virus checker on its computers; however, this will not completely protect users from getting viruses and other malicious software. Patrons are advised to have virus-checking software on their computers.

The Ocean City Free Public Library is not responsible for damage to a patron's flash drive or computer, or for any loss of data, damage, or liability that may occur from use of the Library's computers.

### USER RESPONSIBILITIES

All users of the Internet are expected to use this Library resource in a responsible and courteous manner, and to follow all Internet-related rules, regulations, and procedures established for its use, including, but not limited to, those of the Library. Responsible, courteous use of the Internet includes:

- Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activity that prevents others from using it.
- Using the Library's Internet resources for educational, informational, and recreational purposes only.
- Refraining from using the Library's Internet resources to conduct a business or commercial enterprise, or from engaging in commercial activity such as the distribution of advertising.
- Not engaging in illegal or unethical use of the Internet.
- Respecting intellectual property rights by making only authorized copies of copyrighted, licensed, or otherwise-controlled software or data residing on the Internet.

- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from damaging or altering the setup of the equipment used to access the Internet at the Library.
- Refraining from altering or damaging software or data residing on the Internet.
- Refraining from the deliberate propagation of computer worms, viruses, spyware and any other form of malicious software.
- Refraining from the transmission of threatening, harassing, or abusive language and images.

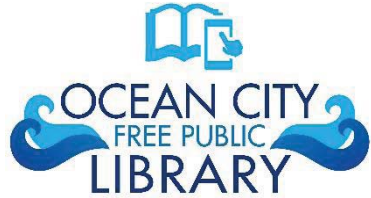
### CHILD SAFETY ON THE INTERNET

Responsibility for, and any restrictions of, a child's use of the Internet rests solely with his or her parents or legal guardians. Parents or guardians, NOT the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parental supervision of children searching the Internet is encouraged.

To assist parents, the Library has available in print form the pamphlet, "Child Safety on the Information Highway", published by the National Center for Missing and Exploited Children. The pamphlet includes, "Guidelines for Parents", and "My Rules for Online Safety". Parents are encouraged to review this information with their children. Librarians will make a copy of that pamphlet available to parents, children, and all others upon request (printed from the websites located at [safekids.com](http://safekids.com) & [safeteens.com](http://safeteens.com)).

Approved by Library Board of Trustees 02/21/2006

Revised and Approved By Library Board of Trustees 06/10/2013



## **iPad Loan Policy** **Ocean City Free Public Library**

### **Availability:**

There are currently five iPads available for check out by Ocean City Free Public Library card holders.

### **Eligibility:**

- The borrower must have a current Ocean City Free Public Library card with no outstanding fines.
- The borrower must be 10 years of age or older. If under 18, the borrower must have an iPad agreement with parent/guardian signature on file in the library.
- The borrower must have read and agreed to the iPad Lending Policy in its entirety.
- Only one iPad per person can be checked out at a time. Under no circumstances will a user be allowed to check out an iPad for another person.

### **Circulation:**

1. The iPads can be checked out at the Reference Desk. The iPads are loaned on a first-come, first-serve basis.
2. The loan period is two hours; in-library use only. Leaving the library building with an iPad will be considered theft of library property and will be reported as such to the proper legal authorities.
3. The iPad must be checked back in at a minimum of ½ hour before the library closes.
4. The iPad cannot be left unattended at any time. If one is found it will be returned to the Reference Desk.
5. Audio or video files must be played with a pair of headphones.
6. The iPad must be returned in the same condition as when it was borrowed. Users may not add or remove apps, download any programs, or change the configuration of the iPad in any way.
7. When the two-hour loan period has elapsed, the iPad must be returned to the Reference desk.
8. iPads can be renewed if no one is waiting.
9. The iPad must be returned with the power on so that a staff member can check all of the components.

10. The iPad user is expected to abide by the iPad Loan Policy, the Internet Access Policy and the Wireless Internet Access Point Policy of the Ocean City Free Public Library.
11. Library wireless connections are not secure, and appropriate caution must be taken with personal information.
12. Access to iPads may be revoked at any time, for any reason by the Library Administration.

**Fines and Damages:**

- If the borrower does not return the iPad by the time specified, fines will be assessed in the amount of \$2.00 every 2 hours.
- The library will not be held responsible for any damage or loss of data while using a library iPad.
- Borrowers are required to report any problems experienced with the iPad during their borrowing period. The working condition of the iPad will be assessed before checkout and upon its return. Do not attempt to troubleshoot problems with iPad.
- Borrowers are responsible for damage to an iPad plus a processing fee of \$10.
- If the borrower modifies the iPad operating system (i.e. jailbreaks the iPad) it voids the warranty and he/she will be charged the replacement cost of the iPad.
- The replacement cost for a lost or stolen iPad is \$500.
- A charge of \$50.00 will be assessed for each lost power cord and adapter; \$20 for a lost or broken case.

**Disclaimer:**

- The library is not responsible for any files left on the device or for loss or damage to files.
- The library is not responsible for unauthorized access to personal accounts that the user fails to properly sign-out of, including but not limited to email, Twitter, Facebook, Google Drive and Dropbox.
- The library is not responsible for any issues or damages that the iPad may cause to any other equipment to which the iPad is connected.



## **Ocean City Free Public Library Kindle Lending Guidelines**

### **Eligible Borrowers**

Eligible patrons may borrow a preloaded Kindle e-Reader from the Library. In order to be eligible you must:

1. Have a valid Ocean City Free Public Library card.
2. Be 18 years old or older with a current photo ID that verifies the address we have on record.
3. Be in good standing with the library; no fines, no overdue items.

### **Check-out**

You must check-out the Kindle at the Reference Desk on the second floor of the Library. Kindles are on loan for 2 weeks at a time. Renewals are not permitted, but you may reserve the next available device upon returning one that was borrowed.

Each time you borrow a device, you will need to fill out a Lending Form. We will ask for your library card and a valid, current photo ID that verifies the address we have on record. Before checking out the device, our staff will go over each item in the e-reader bag with you, verifying that each item is present and in good condition. By signing this form, you accept responsibility for each item's presence and condition upon return. Each time you check out a device and fill out its associated lending form, we will make one copy for you to take, leaving the original in the Library.

### **Returns**

You must return the Kindle to the Reference Desk on the second floor of the Library. Devices cannot be returned to book drops. Our staff will make sure each item listed in the Lending Form is present and in good condition before signing off that they have been received. Please wait until we sign off before you leave, otherwise you may unknowingly incur damage, lost, and/or late fees. Patrons may not download any material on to the devices and they should be returned in the condition that they are received.



## **Fees**

By borrowing a device, you agree to be responsible for certain costs if necessary.

Before you borrow and sign for a device, we will go over each item in the bag and check off its contents with you agreeing they are present and in good condition. Upon returning the device, we will perform the same checklist indicating whether or not each item is present and unharmed. The Lending Form includes the exact amount paid by the library for each item in the e-reader bag. If any item does not receive a check mark from our staff upon return, you will be responsible for reimbursing the library the cost of the item.

Due to the value of the e-readers and their popularity, the overdue charge has been set at \$5/day.

## **Replacement Costs**

Kindle \$100.00

Case \$10.00

USB Cable \$10.00

## **Holds**

You may reserve a Kindle with our Reference Staff either in person(at the Reference Desk located on the second floor of the Library) or by phone(Reference Desk Ext. 5231). As soon as a device is available, we will call you and you will have 2 days from that date to check it out. Failure to pick up a device in a timely manner will result in your hold's removal and it will be given to the next person in line. If you choose to reserve an e-reader again you will be moved to the bottom of the holds list. There is no limit to how many separate times you can place a hold on an e-reader; however, you cannot request a device while you already have one checked out. Should you return a device to the library and there is no one on the waiting list, you may borrow it again provided that you complete a new lending form.

This policy is subject to immediate change should the Ocean City Free Public Library see fit.

## Laptop Loan Policy

### Purpose:

The purpose of this policy to ensure that the laptop computers are used in a safe and secure setting, that there is a sufficient amount of time for use of the computers and that damage to the computers is kept at a minimum.

### Procedures:

- Laptops are available for students' grades four and up.
- Laptops are for Student use only and cannot be removed from the Young Adult Area. **The laptop cannot be left unattended at anytime.**
- Users must be in good standing, with no outstanding long-overdue materials or excessive fines on their account.
- Borrowers have a Laptop Loan Consent Agreement signed in person, prior to use.
- Laptops will be available on a first-come, first-served basis. They cannot be reserved ahead of time. There will not be a wait list.
- Audio or video files must be played with a pair of headphones.
- None of the settings or configurations on the laptop can be altered and nothing can be saved to the hard drive of the laptop.
- Laptops can only be checked-out while the Young Adult Librarian is on duty.
- The normal loan period for borrowing a laptop is 2 hours. Laptops must be returned to library staff at least 30 minutes prior to library closing. Borrowers will be informed of return time, even if this does not allow for the entire 2 hour loan period.
- When the loan period has elapsed, the laptop must be returned to the Young Adult Librarian at the Young Adult desk
- Laptops can be renewed if no one is waiting.
- **If the Borrower does not return the laptop by the time specified, fines will be assessed in the amount of \$10.00 for every hour after time specified.**
- The laptop must be returned with the power on so that a staff member can check all of the components.
- The library will not be held responsible for any damage or loss of data while using a library laptop.
- **Damages will be assessed based on severity of damage. Total replacement costs are \$2,500.**
- Library wireless connections are not secure, and appropriate caution must be taken with personal information.
- The laptop user is expected to abide the Laptop Loan Policy, the Internet Access Policy and the Wireless Internet Access Point Policy of the Ocean City Free Public Library.
- Access to laptops may be revoked at anytime, for any reason, by the Young Adult Librarian or by the Library Administration.



## **Ocean City Free Public Library Mobile Hotspot Lending Guidelines**

### **Eligible Borrowers**

Eligible patrons may borrow a T-Mobile Mobile Wi-Fi Hotspot from the Library. In order to be eligible you must:

1. Have a valid Ocean City Free Public Library card.
2. Be 18 years old or older with a current photo ID that verifies the address we have on record.
3. Be in good standing with the library; no fines, no overdue items.

### **Check-out**

You must check-out the T-Mobile Mobile Wi-Fi Hotspot at the Reference Desk on the second floor of the Library. The Hotspots are on loan for 1 week at a time, once a month. Renewals are not permitted, but you may reserve the next available device upon returning one that was borrowed.

Each time you borrow a device, you will need to fill out a Lending Form. We will ask for your library card and a valid, current photo ID that verifies the address we have on record. Before checking out the device, our staff will go over each item in the Hotspot bag with you, verifying that each item is present and in good condition. By signing this form, you accept responsibility for each item's presence and condition upon return. Each time you check out a device and fill out its associated lending form, we will make one copy for you to take, leaving the original in the Library.

### **Returns**

You must return the Hotspot to the Reference Desk on the second floor of the Library. Devices cannot be returned to book drops. Our staff will make sure each item listed in the Lending Form is present and in good condition before signing off that they have been received. Please wait until we sign off before you leave, otherwise you may unknowingly incur damage, lost, and/or late fees. Patrons may not download any material on to the devices and they should be returned in the condition that they are received.

## **Fees**

By borrowing a device, you agree to be responsible for certain costs if necessary.

Before you borrow and sign for a device, we will go over each item in the bag and check off its contents with you agreeing they are present and in good condition. Upon returning the device, we will perform the same checklist indicating whether or not each item is present and unharmed. The Lending Form includes the exact amount paid by the library for each item in the Hotspot bag. If any item does not receive a check mark from our staff upon return, you will be responsible for reimbursing the library the cost of the item.

Due to the value of the Hotspots and their popularity, the overdue charge has been set at \$5/day.

## **Replacement Costs**

Hotspot \$75.00

USB Cable \$10.00

## **Holds**

You may reserve a Hotspot with our Reference Staff either in person (at the Reference Desk located on the second floor of the Library) or by phone (Reference Desk Ext. 5231). As soon as a device is available, we will call you and you will have 2 days from that date to check it out. Failure to pick up a device in a timely manner will result in your hold's removal and it will be given to the next person in line. If you choose to reserve a Hotspot again you will be moved to the bottom of the holds list. There is no limit to how many separate times you can place a hold on a Hotspot; however, you cannot request a device while you already have one checked out. Should you return a device to the library and there is no one on the waiting list, you may borrow it again provided that you complete a new lending form.

This policy is subject to immediate change should the Ocean City Free Public Library see fit.



## **Ocean City Free Public Library Museum Pass Lending Guidelines**

### **Eligible Borrowers**

Eligible patrons may borrow a preloaded Museum Pass from the Library. In order to be eligible you must:

1. Have a valid adult Ocean City Free Public Library card.
2. Be in good standing with the library; no fines, no overdue items.

### **Check-out**

Museum Passes are on loan for 1 week at a time and one per household. Renewals are not permitted, but you may reserve another available pass upon returning one that was borrowed. Patrons may borrow one Museum Pass at a time. Passes will be checked out from the second floor Reference Desk.

### **Returns**

You must return the Museum Pass to the Reference Desk on the second floor of the Library. Passes cannot be returned to book drops. Please wait until we sign off before you leave, otherwise you may unknowingly incur damage, loss, and/or late fees.

### **Fees**

By borrowing a Museum Pass, you agree to be responsible for certain costs if necessary.

Due to the value of the Museum Pass and their popularity, the overdue charge has been set at \$5 per day with a \$50 maximum fine. After four weeks, the patron will be charged the replacement cost of the Museum Pass.

The replacement cost of lost or stolen Museum Passes is the cost of the pass.

### **Holds**

You may reserve a Museum Pass from our Reference Staff either in person or by phone. Museum passes cannot be reserve through the library website. As soon as the pass is available, we will call you and you will have 2 days from that date to check it out. Failure to pick up a pass in a timely manner will result in your hold's removal and it will be given to the next person in line. If you choose to reserve a Museum Pass again, you and any other members of your household will be moved to the bottom of the holds list. There is no limit to how many separate times you can place a hold on a Museum Pass; however, you cannot request a pass while you already have one checked out. Should you return a pass to the library and there is no one on the waiting list, you may borrow it again.

This policy is subject to immediate change should the Ocean City Free Public Library see fit.

August 14, 2017.



## Playaway Launchpad Lending Policy

### Eligible Borrowers

Eligible patrons may borrow a Playaway Launchpad from the library. In order to be eligible you must:

1. Have a valid Ocean City Free Public Library card.
2. Be 18 years old or older with a current photo ID that verifies the address we have on record.
3. Be in good standing with the library; no fines, no overdue items.

### Checkout

Launchpads are on loan for 1 week at a time. They cannot be renewed, nor can holds be placed on them. They are not available for interlibrary loan. Borrowers may borrow only one Playaway Launchpad at a time. There is no fee.

Launchpads are circulated in a case, which contains the Launchpad tablet, adapter and cord. Launchpads are to be checked out at the main Circulation desk. Library staff will check to make sure all items are in the case before checking the item out.

### Return

**Playaway Launchpads must be returned to the circulation desk!** There will be a \$5.00 fee for returns to a book return box, in addition to the replacement cost for any damage incurred. Borrowers are responsible for the safekeeping, return of these items to the library in good working order, and assume liability for the equipment while it is in their care. Borrower is responsible for damaged and/or missing pieces of the lent items. Patron agrees to cover the cost of damage and/or replacement costs, as determined by the library. The library may not clear stored data from the Playaway Launchpad after it is returned and is not

responsible for personal information left on the device. There is a reset button on the screen that a child may press to clear any information on the tablet.

The library does its best to provide clean, secure, and fully functional equipment, but is not responsible for unforeseen hardware or software failure.

The Playaway Launchpad package is not considered returned until all items associated with it, including (but not limited to) AC adapter, USB cord, tablet, protective bumper, and carrying case, have been returned to the library in good condition. If any items are missing upon return, the library reserves the right to refuse acceptance of the equipment until all items are returned. Replacement costs are as follows:

Playaway Launchpad tablet with protective plastic bumper \$129.99

USB/AC power adapter \$10

USB cord \$10

Plastic carrying case \$10

This refusal does not waive any late fees.

There is a \$0.50 per day late fee per Playaway Launchpad. The library reserves the right to deny the use of Playaway Launchpads to any borrower who repeatedly loses Playaway Launchpads or returns equipment late.

Borrowers agree to abide by the library policy and procedures.

This policy is subject to immediate change should the Ocean City Free Public Library see fit.



## Portable DVD Player Lending Policy

Updated 2/26/07

- Patrons must present a valid library card to borrow portable DVD player. Borrowers must be in good standing with The Ocean City Free Public Library.
- Portable DVD player may be borrowed for up to 3 hours.
- Portable DVD player is available on a first come, first serve basis; it can not be reserved ahead of time.
- Portable DVD player can not be renewed.
- Borrower will not leave the library with the portable DVD player.
- Borrower will not leave the portable DVD player unattended (using restroom, leaving the library to make or take a cell phone call, etc.)
- Borrower will not tamper with the portable DVD player.
- Portable DVD player can be used with library and/or educational materials **ONLY**.
- Borrower will cooperate fully with Library Staff as they inventory components and operations.
- Borrower will return portable DVD player no later than 1 hour before closing.
- When returning the portable DVD player, borrower will physically hand it to a librarian; borrower will not leave it on the desk or put it in the book drop.
- Borrower will report any problems with the portable DVD player immediately.
- The library will not “hold” a checked-out DVD player while a borrower leaves the library.
- Borrower assumes full financial responsibility for the portable DVD player and all its components while in possession of the DVD player.
- Borrower agrees to pay all costs associated with damage to or loss of the Portable DVD player and its component parts (headphones, AC adapter, remote control) as determined by current market rates.
- Borrower agrees that the Library may use any appropriate means to collect amount owed.

By signing this waiver, I acknowledge the aforementioned rules and will abide by them:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Portions of policy adapted from:

<http://www.unhm.unh.edu/policies.html>

## Read Away Fines Policy

The staff at the Ocean City Free Public Library established this policy with the goal of encouraging children to use the library in order to develop a love of reading and learning. Children and teens, age 18 and under, as well as non-reading children being read to by a parent or caregiver may read away their overdue fines.

- Only fines on juvenile patron cards may be read away.
- Only late fines may be read away; fines for lost or damaged items will not be included.
- \$1.00 will be deducted from a child's fines for every 20 minutes read.
- The reduced amount will only apply to current fines. Credit will not be given towards future fines.

### Procedure:

- Patron may check in at the Children's services desk, Young Adult desk, Reference desk or Bookmobile.
- Staff member will note the Patron's library card number and current time.
- Patron will be free to read anywhere within the library, or Bookmobile, but will have to return to the same desk when they are finished reading.
- Staff member will note the end time and remove the appropriate fine from the Patron account.
- Patrons, who violate the Patron Conduct Policy or other library policies, while reading away fines, will not have their fines removed.

Adopted May 14, 2018



## **Ocean City Free Public Library Roku Lending Guidelines**

### **Eligible Borrowers**

Eligible patrons may borrow a preloaded Roku streaming media device from the Library. In order to be eligible you must:

1. Have a valid Ocean City Free Public Library card.
2. Be 18 years old or older with a current photo ID that verifies the address we have on record.
3. Be in good standing with the library; no fines, no overdue items.

### **Check-out**

You must check-out the streaming media player at the Reference Desk on the second floor of the Library. Roku's are on loan for 1 week at a time and 1 per household. Renewals are not permitted, but you may reserve the next available device upon returning one that was borrowed.

Each time you borrow a device, you will need to fill out a Lending Form. We will ask for your library card and a valid, current photo ID that verifies the address we have on record. Before checking out the device, our staff will go over each item in the streaming media player bag with you, verifying that each item is present and in good condition. By signing this form, you accept responsibility for each item's presence and condition upon return. Each time you check out a streaming media player and fill out its associated lending form, we will make one copy for you to take, leaving the original in the Library.

### **Returns**

You must return the streaming media player to the Reference Desk on the second floor of the Library. Devices cannot be returned to book drops. Our staff will make sure each item listed in the Lending Form is present and in good condition before signing off that they have been received. Please wait until we sign off before you leave, otherwise you may unknowingly incur damage, lost, and/or late fees. Patrons may not download or delete any titles, accounts, or content on to the streaming media players. The library is not responsible for any

costs incurred while borrowers use the equipment and they should be returned in the condition that they are received. The library may not clear stored data from the streaming media player after it is returned and is not responsible for personal information left on the device. The library reserves the right to deny the use of library streaming media players to any borrower who repeatedly loses equipment or returns equipment late.

## **Fees**

By borrowing a streaming media player, you agree to be responsible for certain costs if necessary.

Before you borrow and sign for a streaming media player, we will go over each item in the bag and check off its contents with you agreeing they are present and in good condition. Upon returning the device, we will perform the same checklist indicating whether or not each item is present and unharmed. The Lending Form includes the exact amount paid by the library for each item in the streaming media player bag. If any item does not receive a check mark from our staff upon return, you will be responsible for reimbursing the library the cost of the item.

Due to the value of the streaming media players and their popularity, the overdue charge has been set at \$5/day with a \$50 maximum fine. After 4 weeks, the patron will be charged the replacement cost of the entire media player bag (device, case, and cable)

## **Replacement Costs**

Roku \$100.00

Case \$10.00

USB Cable \$10.00

## **Holds**

You may reserve a streaming media player with our Reference Staff either in person (at the Reference Desk located on the second floor of the Library) or by phone (Reference Desk Ext. 5231). As soon as a device is available, we will call you and you will have 2 days from that date to check it out. Failure to pick up a device in a timely manner will result in your hold's removal and it will be given to the next person in line. If you choose to reserve a streaming media player again you will be moved to the bottom of the holds list. There is no limit to how many separate times you can place a hold on a streaming media player; however, you cannot request a device while you already have one checked out. Should you return a device to the library and there is no one on the waiting list, you may borrow it again provided that you complete a new lending form.

This policy is subject to immediate change should the Ocean City Free Public Library see fit.

## Purpose

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 video images at the Ocean City Public Library.

## Policy Statement

The Ocean City Public Library enriches our community by providing unlimited opportunities for information, education, inspiration and imagination. To complete this mission, the Library must offer a welcoming, open atmosphere and provide a quiet, comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Rules of Conduct, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

## Procedures

- Cameras are installed at library locations on an as needed basis.
- Signs will be posted at Library entrances informing the public that security cameras are in use.
- Security cameras may be placed in both indoor and outdoor areas where security staff and designated Library staff can randomly monitor activity.
- Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's Rules of Conduct is restricted to designated staff: The Library Director, Assistant Library Director and Information Technology Department Head.
- Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law.
- Designated staff as described above may have access to real-time monitors. Images will be viewed on desktop monitors placed in secure areas to ensure private access.
- Security Cameras differ in their recording length, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
- In situations involving banned-and-barred patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images are archived in the Administrative Offices 5 years.
- Questions from the public may be directed to the Executive Director or Assistant Library Director

## Guidelines

- Digital video security cameras may be placed in both indoor and outdoor areas where security staff and designated Library staff can periodically monitor activity.
- Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Ocean City Public Library nor the City of Ocean city is responsible for loss of property or personal injury.
- Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as entrances, book stacks, public seating areas, hallways, stairways, delivery areas and parking lots.
- Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.
- Cameras will not be installed for the purpose of monitoring staff performance.
- Images will typically be stored for an average period of 21 days. As new images are recorded, the oldest images will be automatically deleted. The length of time varies depending on the camera's memory and recording length.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.
- A copy of this policy may be shared with members of the public upon request. The policy is also posted on the Ocean City Public Library's official website:
- [www.oceancitylibrary.org](http://www.oceancitylibrary.org)

## Social Media Policy

### Purpose

Social media provides a valuable and timely way for the Ocean City Free Public Library to disseminate information about and promote library news, events, programs, projects and services, resources, and community information. It also serves to inspire conversation and expand the Library's connection with the Ocean City community.

The Ocean City Free Public Library regards Social Media as equally important as any other venue for the dissemination of library information. The Library does not consider social media to be a traditional public forum for the general exchange of ideas and viewpoints, but a limited public forum for discussing Library programs, events and materials. The Library does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on social media accounts.

The Ocean City Free Public Library does not endorse the advertisements promoted on any social media site. These advertisements are displayed by vendors and do not express the Ocean City Free Public Library's views or positions.

### Definition of social media

Social media is defined as any web application, site, or account created, maintained, and/or used by the Ocean City Free Public Library that supports the Ocean City Free Public Library social media purpose statement.

Social Media refers to community created content sites such as blogs, Facebook, Instagram, YouTube, social networks, Pinterest, Twitter and other content sharing sites. It includes:

- material created by the library and maintained by library staff
- material created by library staff on sites hosted and created by the library
- material created on other social media sites when acting as a library employee

Library social media offerings are intended to create a welcoming and inviting online space where library users will find useful and entertaining information. In some forums, users may be able to interact with library staff and other library users.

## Usage rules

The Ocean City Free Public Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, this page is not a public forum and is monitored and managed by Ocean City Free Public Library staff. Comments, posts, and messages are allowed on the Library's social networking sites as long as they conform to the Library's social media policy. All comments, posts, and messages will be periodically reviewed and the Ocean City Free Public Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate or off-topic. The Ocean City Free Public Library is not responsible for or liable for any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

When interacting with the public, the Library:

- Seeks to promote community engagement and discussion
- Is not responsible for the content of public comments
- Is not obligated to, but reserves the right to delete offensive, abusive, or inappropriate comments
- Will not engage in discussion of a religious, political, or personal nature
- Reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post

Users should have no expectation of privacy in postings on Library sponsored social 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. Messages can potentially be read by anyone once posted, regardless of status on friends, follower, or subscriber list. The Library recommends that users do not post their personal information or contact information on social media sites. By posting on the library's social media site, the user gives the OCFPL permission to use or reference the content of any posting he/she makes without compensation or liability on the part of the library.

When interacting with the Library, the public user:

- Is encouraged to engage in discussion with the library
- In posting to Library social media, shall abide by all library policies
- Should report offensive, abusive, or inappropriate content to the library, for review and possible removal



- Should follow the library's Rules of Behavior and Internet Use policies
- May be blocked from commenting on Library social media due to repeated offensive, abusive, or inappropriate comments, at the discretion of Library Director.

Content containing any of the following will be removed immediately upon discovery from any Ocean City Free Public Library social media forum:

- Obscene content, hate speech, sexual content or links to sexual content
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Plagiarized material
- Comments, links, or information unrelated to the purpose of the forum
- Spam or other commercial, political, or religious messages unrelated to the Library or its social media postings
- Solicitation of funds
- Any images, links, or other content that falls into the above categories
- 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 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.

The Ocean City Free Public Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social media service, and does not endorse or review content outside the “pages” created by the Library. Participation in the Library’s social media services implies agreement with all Library policies and the Terms of Service of each individual third-party service. If a user does not agree to these terms, they are not to use the services provided.

The Library asks that individual user complaints be addressed directly to the Library Administration so they can be addressed quickly and specifically. Social Media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs. Complaints and negative posts may be deleted if they are harassing, obscene, personally name staff members or meet the other criteria in this policy. The library will inform the individual by direct message explaining why the post was deleted.

## Copyright, Public Records, and Intellectual Property

Users are responsible for compliance with all State and Federal laws including, but not limited to Federal copyright laws when they post any content on social media. If the Library is notified of a posting that violates copyright laws, that posting will be removed immediately.

Library social media sites are subject to applicable public records laws. Any content maintained in Library social media is a public record, including all comments and messages exchanged with the Ocean City Free Public Library. The Library is responsible for responding completely and accurately to any public records request for social media content.

Content created for social media is the property of the Library. The Library’s intellectual property may be shared or promoted to other accounts from Library accounts by sharing or liking content as appropriate to each media platform.

## **Wireless Internet Access Point Policy of The Ocean City Free Public Library**

The library will provide Internet access points or “hot spots” for users with portable computers or devices capable of receiving wireless signals. These access points will allow users to access the Internet from their laptop/handheld computers when sitting within range of the access points.

All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. Another possible security measure may include the use of a personal firewall. Security measures are the responsibility of the wireless access users.

### **FILTERING SOFTWARE**

Since the Internet is an unregulated medium, it enables access to some material that may be offensive, disturbing, and or illegal, as well as materials that are personally, professionally, and culturally enriching to individuals of all ages. The Library adheres to the standards of the Children’s Internet protection Act and provides filtered access on all computers and the wireless network. The filter helps protect from phishing scams, botnets and malware as well as block pornography and inappropriate content. The Library can’t guarantee the filter’s effectiveness and it is possible that users may access information that they find inappropriate.

If a user feels that an appropriate site has been blocked they can report this to the staff member on duty in the computer center who will review the site and make a judgment on providing access to the site.

Library staff will provide general information on the settings necessary to access the Internet via these connections, but are not responsible for any changes you make to your computer’s settings and cannot guarantee your hardware will work with our wireless connection.

If a user has problems accessing the Internet over these connections, staff will verify the library’s connections are up and running, but they cannot assist in making changes to the user’s network settings or perform any troubleshooting on the user’s own computer. Please refer to your owner’s manual or other support services offered by your device manufacturer.

The Internet is a public communications network, which means that there can be untrusted parties between you and anybody you communicate with. Wireless poses the same risks to your personal information that a wired network poses, as well as some new risks. Cautious and informed wireless users should choose not to transmit their credit card information and passwords while using any wireless “hot spot.” As with most public wireless “hot spots,” this connection is not secure. Potentially any information being sent or received could be intercepted by another wireless user. Please take appropriate precautions when using this service.

The Library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to security issues or consequences caused by incorrect configurations, viruses, hacking, or library systems.

The Library does not condone illicit or illegal activities and will not be held responsible for such actions of individual users of the wireless hotspot.

Print services are available over the wireless connection. Please see the Reference Desk for the “Wireless Printing Instructions” handout.

Use of these access points is governed by our Policy on Public Access of the Internet.

*Board Approval – 04-12-2005*

*Revised and Approved by Library Board of Trustees- 06-10-2013*