

By-Laws
Of
The Oriskany Public Library

ARTICLE I -----NAME

The official name and address of the library are:

Oriskany Public Library
in the Helen B. Lawrence Building
621 Utica Street
Oriskany, New York 13424

The library operates under character number 8087, granted by the Board of Regents of the State of New York on April 16, 1937. The Library's fiscal year shall be from June 1 through May 30th.

ARTICLE II -----TRUSTEES

Section 1

The library Board of Trustees shall consist of seven members whose terms are staggered such that no more than two trustees shall be appointed each year.

Section 2

- A. At least five trustees should reside within the legal boundaries of the Village of Oriskany.
- B. Additional trustees shall reside within the legal boundaries of the Oriskany Central School District.

Section 3

- A. Library trustees are appointed by the Board of Trustees of the Village of Oriskany based on the recommendation of the library Board of Trustees.
- B. Vacancies which occur for reasons other than expiration of term shall be filled, expediently, for the balance of the unexpired term by the library Board of Trustees.

C. Any Trustee failing to attend three (3) consecutive regular meetings without legitimate reasons shall be deemed to have resigned.

D. No salaried library staff member may serve as a Trustee.

Section 4

The terms of office of each trustee shall be five years. No Trustee may serve more than two full consecutive terms.

Section 5

The Board of Trustees is responsible for the overall operation of the Library including:

- a. Appointment of a Library Manager dedicated to managing the Library in a manner consistent with the policies established by the Board.
- b. Establishing policies under which the Library will be operated.
- c. Preparing and presenting annual operating budgets to the Village of Oriskany.
- d. Maintaining liaison between the general public and the library.
- e. General Planning for both immediate and long-range library operations.

ARTICLE III-----OFFICIERS

Section 1

The officers of the Board shall be a President, a Vice- President, a Secretary, and a Treasurer. The Secretary, and the Treasurer need not be members of the Board.

Section 2

A nominating committee shall be appointed by the President two (2) months prior to the end of the library fiscal year.

Section 3

Officers shall be elected for a term of one year at the last regular meeting of the library fiscal year by a majority vote of the Board.

Section 4

All officers shall have the usual powers associated with their office (unless specifically noted).

Section 5

Any Officers of the board who is not a member of the Board shall not have voting powers.

Section 6

Vacancies among the officers shall be filled by an election conducted by the Trustees present at a regular meeting.

ARTICLE IV-----MEETINGS

Section 1

Regular meetings shall be held at dates and times established by the Board at the beginning of the library fiscal year and shall be open to the public except when individual personnel issues are being discussed.

Section 2

Special meetings shall be held at the call of the President or three (3) Trustees.

Section 3

A simple majority of the designated number of Board members shall constitute a quorum.

Section 4

The order of business shall be as follows (unless there is a consensus for a change agreed upon by a simple majority of the Trustees in attendance);

- a. Roll Call
- b. Report of the Library Manager
- c. Review of minutes of the previous meeting
- d. Financial report and approval of expenditures
- e. Unfinished business
- f. New business
- g. Adjournment

ARTICLE V-----COMMITTEES

Section 1

All committee actions are subject to approval by the majority of the Board.

Section 2

All committees will be appointed by the President with the approval of the Board. Non-Board members may be appointed by such committees to bring special capabilities for the resolution of problems confronting the committee.

ARTICLE VI-----LIBRARY MANAGER

Section 1

The Library Manager shall be the executive and administrative officer of the library.

Section 2

The Manager shall be held responsible for the proper performance of duties as specified in the Job Description provided by the Board.

Section 3

It shall be the duty of the Director to attend all meetings of the Board including budget of public meetings where action may be taken affecting interests of the library. The Manager shall have the right to speak on all matters under discussion at the Board meetings, but shall not have the right to vote on any motions.

ARTICLE VII-----AMENDMENTS

These By-Laws may be repealed or amended, in whole or part, by a majority vote of the whole Board at a regular meeting. It must, however, have been presented in writing at a prior meeting.

Adopted 5/20/9

CENSORSHIP POLICY

on

Oriskany Public Library Materials

1. Any individual or group may not restrict the freedom of library patrons in selecting and using library materials. However, challenges to the appropriateness of library materials can be made to library personnel.
 - a) Library personnel shall defend the principles of freedom to read and provide a copy of the Freedom to Read statement.
 - b) Library personnel shall make available a Request for Reconsideration of Library Materials form if the Challenger wishes to make a formal complaint.
 - c) Complaints and/or objections to the appropriateness of library materials will be considered in terms of this library's Materials Selections Policy, Library Bill of Rights, and Freedom to Read Statement.
 - d) If necessary, this library will seek the support of New York Library Association's intellectual Freedom Committee.
 - e) Removal of library materials will occur only under the direction of the Board of Trustees.
2. Any formal complaint and/or objection to particular library selection(s) will be forwarded to the Library Manager who will respond within one month.
3. In the event that the person or group registering the objection is not satisfied, a meeting with the Library Manager will be scheduled.
4. If the complainant still feels that the problem has not been dealt with adequately, a final appeal can be made to the Board of Trustees.

REQUEST FOR RECONSIDERATION OF LIBRARY'S MATERIALS

Name _____ Date _____

Address _____ Phone No. _____

City _____ State _____ Zip _____

Resource on which you are commenting:

____ Book ____ Hardcover ____ Paperback ____ Magazine

____ Audiovisual Resource ____ Newspaper

____ Content of Library Program ____ Other

Title _____

Author/Producer _____

What brought this title to your attention? _____

To what do you object? (Please be specific, cite pages) _____

What do you feel might be the result of using this material? _____

For what age group would you recommend it? _____

Is there anything good about it? _____

Did you read the entire book? (Or did you view the entire film or program) _____

Are you aware of the judgement of this material by literary critics? _____

What do you believe is the theme? _____

What would you like your library to do? _____

Please comment on the resource as a whole as well as being specific on those matters which concern you. (use other side if needed.)

Optional

What resource(s) do you suggest to provide additional information on this topic?

Signature of Complaint (Date)

FOR LIBRARY USE ONLY

Oriskany Public Library

Circulation Policy

Purpose:

To document criteria for circulation of materials belonging to Oriskany Public Library.

Service Area (Eligibility of Use):

Oriskany Public Library was chartered to serve all residences within the boundaries of the Village of Oriskany. Our normal service area has since been expanded to include the entire Oriskany School District. The Oriskany Public Library will not register loan materials to anyone residing outside the Mid-York Library System.

Library Cards:

Registration Policy

The Oriskany Public Library registers anyone who resides within the Mid-York Library systems (Oneida, Madison, and Herkimer counties). Registrants must present appropriate identification (Driver's license, Student ID, etc.). Children under 12 years of age must have signed consent of their parent or guardian.

Lost Cards

Replace 1st card free; \$.50 per card thereafter.

Materials Loan Policies

Loan Periods

- Two weeks on all books and books on tape
- Two week on periodicals
- Two week on CD'S and VHS
- DVD'S 3 day with dollar donation
- Two week on children's read-a-long audio cassettes.

Telephone Services

The following Library Services are available via telephone:

Renewal of Books
Reserving of books and other materials
Requesting of interlibrary loan materials
Reference service

User Fees

\$.25 Black & White Copy Fee

\$.50 Color Copy Fee

\$1.00 Sheet Fax

Limitations

Maximum 10 items (except video cassettes)
Maximum 3 DVD & VHS cassettes (5 at discretion of Library Manager)
Maximum number of outstanding over-dues - 2
Maximum total fine per borrower - \$20.00
Maximum number of items a borrower may have on request at once - 20
Maximum days a request is good - 45
Online holds will remain active until filled or cancelled
Number of days since last activity before considering borrower inactive - 360
Borrower card life expires every 3 years

Special Loans

Exceptions to loan policies can be made at the sole discretion of the Library Manager. These include loans of reference materials and extended loans of any materials for educational use or special circumstances such as vacations.

Renewal of Materials*

Library materials may be renewed 3 times once—Materials on a "request list" (Hold) may not be renewed. The same will be for books borrowed from another library.

*Library Manager has discretion to renew any materials

Fines

\$.20 per day/item for all items except video
cassettes

\$2.00 per day/ DVD and VSH.

Notices

Overdue notices are sent by Oriskany Public Library
upon notification of Mid York. Three weekly
notices are sent after which billing begins.

Lost and Damaged Materials

Replacement Cost

Suspension of privileges

After 3rd Billing Notice

When \$20.00 or more is due to the Library

Non-Appropriate behavior in the library at discretion
of Library Manager.

**Oriskany Public Library
Collection Development Policy**

General

The Oriskany Public Library has defined its major roles as:

- 1) Popular Materials Center, and
- 2) Formal Education Support Center.

These roles will act as guidelines for the Collection Development Policy. The library tries to provide both print and non-print materials for the educational growth and reading needs of patrons. The library will emphasize books and reading materials first. As funds permit, other educational materials of benefit to the community may be increased including such things as DVDs.

Collection

A. Children - up to seventh grade

1. Select materials that will excite children about reading and encourage them to be lifelong library users.
2. Supply reference materials appropriate to age levels.

B. Young Adult - Jr./Sr. High

1. Select materials which will enhance Jr./Sr. High School curriculum
2. Select recreational reading that is contemporary, age-appropriate, and related to needs and interests.

C. Adult

Collection emphasizes material that fit our role as a Popular Materials Library to include recreational and informational areas.

D. Special Collections

1. Large-print books
2. New York State Collection
3. Family Life Collection
4. Dvds

Maintenance

A. The process of weeding is the systematic evaluation of our library's collection. The New York Library Association recommends that 5% of a library's collection should be weeded each year. This process usually takes place when needed at the Oriskany Public Library. The following guidelines are used to determine if materials should be discarded:

1. Any book that has not circulated for a period of 5 years.
2. Condition of book.
3. Periodicals and magazines are saved for 6 months.

B. Once this weeding is completed, the following steps are Taken:

1. Books that are removed from the collection are offered for sale at the library.
2. Any that remain are discarded.

Oriskany Public Library

Emergency Procedures

I. Policy for closing library due to emergencies

- A. The closing of the library may be required by natural, mechanical, or other emergencies.
- B. The responsibility of closing the library building rests with the Library Manager.

II. Employee Compensation

- A. In the event of an emergency closing of one day, all employees scheduled to work will be paid for the hours scheduled.
- B. All employees shall be paid if an emergency closing extends beyond one day. If scheduled to work.

III. Emergency telephone numbers should be posted near the telephone.

Fire Department	New York Telephone Repair
Police	Library Manager
Hospital	President - Board of Trustees
National Grid	

IV. Emergency Situations

- A. Electrical Failures
 - 1. Assist all users in exiting the building if night time.
 - 2. Determine if electrical failure is widespread or localized in the library building.
 - 3. Call authorities to determine extent or duration of electrical failure.
 - 4. Notify Board President
- B. Fire
 - 1. In case of small fire, use fire extinguisher.
 - 2. Activate fire alarm.
 - a. Make sure patrons have left the building.
 - b. Staff is to leave the building.
 - c. Close the doors upon leaving.
 - d. Notify Board President.

C. Health and Accident Emergencies

1. For any assistance that requires more than use of a first aid kit, notify the Fire Department,
2. The first aid kit is located in the Director's office.
3. Do not move an injured person who has had a bad fall or is unconscious.
4. Procedure for injury on premises: Injured party and/or library employee should immediately complete an Accident Report Form, no matter how minor the injury. If a library employee is injured, he/she must also complete a Workman's Compensation Form. The Library Manager should notify the proper authority who retains the liability insurance.

D. Weather Emergencies

1. In case of threatening weather conditions, Library Manager or Board President will determine if the library will remain open.
2. If a determination has been made to close the library:
 - a) Notify users and staff in the building.
 - b) Place notice on front door. Call WKTV for advance notification.

V. Abusive Library Patrons

- A. Violators of library rules who refuse to leave when requested will be subject to arrest. Call police immediately.
- B. Library users who harass or threaten patrons or staff, deface or destroy library materials or property, are caught stealing or engage in illegal activities will be subject to arrest. Call police immediately.
 1. Give complete details of incident.
 2. Give names of patrons and staff members involved and a complete description of subject.

ORISKANY PUBLIC LIBRARY

Accident Report

Date _____ Time _____

Place of
Accident _____

Name of Injured Party _____

Address:

Street _____

City _____ State _____ Zip _____

Telephone (Home) _____ Business/Cell _____

Witness: Name _____

Address:

Street _____

City _____ State _____ Zip _____

Telephone (Home) _____ Business/Cell _____

Detailed Description Accident: _____

Report Submitted

By _____

Send copy to proper authority who retains the liability policy (Board of Trustees, Village, Town, Etc.)

Retain copy for library file.

Exhibits Policy

The Oriskany Public Library welcomes the opportunity to allow community groups, organizations, or individuals to use the various display areas of the library as it is the library's function to provide access to intellectual and cultural resources to the community.

The library may be used to display examples of handiwork, historical material, aspects of nature, manufactured articles, etc. Exhibits and displays should have a civic, cultural, or educational theme. The Library Director will make the decision accepting or rejecting material offered for display in accordance to the suitability of items based on general community standards and the availability of exhibit space.

Requests for exhibits are to be made through the Library Manager and will be on a first come, first serve basis. The duration of the exhibit will be approved by the Manager. It is the responsibility of the exhibitor to set up and remove displays. Library areas that can be used to display materials include bulletin boards, the meeting room, and open spaces in the lobby. All publicity material relating to exhibits shall be submitted for approval by the Manager.

The Oriskany Public Library assumes no responsibility for the preservation, protection, damage and/or theft of any item displayed. Therefore, all items placed in the Library are done so at the owner's risk. All exhibitors are required to sign a form which releases the Library from any responsibility for the displayed articles.

Oriskany Public Library Exhibit Release

I, the undersigned, as an individual or representative of a group hereby acknowledge that the following materials are to be displayed in the Oriskany Public Library for exhibit purposes only. In consideration of the privilege for exhibiting them, I hereby release said Library from the responsibility for loss, or damage to these articles while they are on display.

Title of Exhibit: _____

From: _____ **To:** _____

Description of materials to be displayed:

(Signature)

(Date)

(Printed Name)

(Address)

(Telephone No.)

Organization (if applicable) _____

Oriskany Public Library

Fiscal Policies and Procedures

NOTE: Oriskany Public Library Fiscal Policies and Procedures as presented herein should be considered guidelines as currently understood by the Board of Trustees of the Oriskany Public Library. Should there be conflicts with any Federal, State, or Local statutes or regulations, those statutes/regulations prevail.

General.

Policies contained herein are for the annual Operating Budget of the Oriskany Public Library. Capital Budget Requests will be submitted as necessary to the Trustees of the Village of Oriskany for inclusion in the Village Budget.

The Fiscal Year of The Oriskany Public Library is June 1st through May 30th of each year.

The Trustees of The Oriskany Public Library will maintain a conservative fiscal posture to ensure continuing financial stability.

Budget Preparation Timelines.

Each year, the Library Manager and Treasurer will prepare a DRAFT Budget Request to be presented to the Board of Trustees by January 31st.

Trustees will review and modify the DRAFT Budget Request as necessary for consideration at the scheduled February Board meeting. If necessary, the President of the Oriskany Library Board of Trustees will convene a special board meeting(s) so that the Budget Request can be adopted by February 28th.

The treasurer of the Oriskany Public Library Board of Trustees will transmit the Budget Request as adopted by the Trustees to the Village of Oriskany for their consideration at their March meeting. Should the contribution requested from the Village of Oriskany vary from the amount requested by the Oriskany Public Library Board of Trustees, the budget will be returned to the Library Trustees for appropriate action.

Budget Revenues.

Revenues contained in the Oriskany Public Library's Budget Request will be only those deemed reasonably certain to materialize. For example, potential grants will not be included

without reasonable assurance from the source that such funds will be made available. Reasonable assurance in the case of potential grants will require that such grants have been approved for the amounts budgets during the last three years. Revenues from book fines will be based on prior year experience and any change in policy. Oriskany Central School's contribution will be based on our best estimate and consideration of their prior year's contribution. Oneida County's contribution should be known by the time the Library Budget Request is adopted.

Appropriations may be made from the Fund Balance as required to balance the budget. Such appropriations will be made with care and consideration of the future financial stability of the Oriskany Public Library. Should a deficit condition be anticipated, the Village Trustees will be notified immediately.

The Oriskany Public Library Budget becomes final only after the Village Budget is adopted. The Village Budget is expected to be adopted following a public hearing no later than April 15th.

Budgeted Expenditures.

Expenditures for Workmen's Compensation, liability and Property Insurance, Grounds Work and other Village Services are not included in the Oriskany Public Library's Operating Budget. Those items are funded or contributed by the Village of Oriskany.

Expenditures will be budgeted in accordance with prior planning by the Library Manager and Board of Trustees. Significant increases in any budget line will be footnoted.

Reporting.

Monthly Revenue and Expense Reports will be prepared by the Treasurer and approved by the Oriskany Public Library Board of Trustees at the following meeting. The Monthly Revenue and Expense Reports will show the revenues and expenses budgeted, and collections and expenditures to date. Bills received during the period between the end of this month and the following board meeting should be approved at that meeting.

A "Special Project" fund will be established to account for Revenues and Expenditures from the Oneida County contribution.

The Oriskany Public Library's Annual Report to NYS Department of Audit and Control is due sixty (60) days after the fiscal year ends. The Mid-York Annual Report due January 31st of each year is prepared by the Treasurer and the Manager. This is a more

comprehensive report containing information on library materials as well as finished data.

The Oriskany Public Library does not require an annual Independent Audit. The Board of Trustees may authorize an Independent Audit whenever deemed appropriate. The Library Trustees will cooperate fully with the Village of Oriskany should their auditors require financial information.

Payments to Vendors*

Payments will be made utilizing "Oriskany Public Library" payment vouchers. Two Oriskany Public Library Trustee signatures are required for payment. Unusual purchases must be approved in advance by the Oriskany Public Library Board of Trustees.

ORISKANY PUBLIC LIBRARY

GIFTS AND MEMORIALS

I. Conditions of Acceptance

- A. The library will accept gifts under the following conditions:
1. Gift materials will be judged by the library manager using the same material selection standards that apply to purchased materials.
 2. Memorial gifts of money will be accepted for purchase of materials. Materials purchased with these funds will be subject to the material selection standards of this library.
 3. Gift materials will be accepted with the understanding that this library reserves the right to use them in accordance with this library's selection policy. Gift materials may be added to the collections, sold, given to other libraries, or discarded.
 4. This library will not estimate the value of gift donations for the income tax considerations. The responsibility for this process lies with the donor.
 5. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and are in accordance with all pertinent laws.
 6. Personal property, art objects, portraits, antiques, and other museum objects may be accepted and then only on the condition that they may be sold, given away, or discarded at the discretion of the Trustees and the Library Manager.

II. Records Kept

A. The library will keep a record of:

1. Name, address, and telephone number of donor.
2. Description of gift.
3. Amount of cash donations.
4. Name of person if gift is a memorial

GIFTS AND MEMORIALS WILL BE FORMALLY ACKNOWLEDGED.

ORISKANY PUBLIC LIBRARY
HOURS OF OPERATION

HOURS OPEN:

Monday - 1:00pm - 6:30pm
Tuesday - 1:00pm - 6:30pm
Wednesday - 1:00pm - 6:30pm
Thursday - 1:00pm - 6:30pm
Friday - 1:00pm - 6:30pm
Saturday - Closed
Sunday - Closed

HOLIDAY CLOSINGS:

The library will be closed if any of the following holidays fall on a day the library is usually open:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
Black Friday or Good Friday

Holiday closings will be posted in the library a week before the holiday.

ORISKANY PUBLIC LIBRARY

MATERIALS SELECTION POLICY

I. Materials Selection Policy

The purpose of the Oriskany Public Library materials selection policy is to guide the Library Manager and to inform the public about the principles upon which selections are made.

This policy cannot replace the judgement of the Manager, but stating goals and indicating boundaries will assist her in fulfilling her responsibility to choose from the vast array of materials available.

The library sets as its major goal in materials section for its patrons the securing of informational, educational, cultural, and recreational materials in all media that fit their needs. The library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of its patrons.

II. Objectives

The primary objective of selection shall be to collect materials of contemporary significance and of permanent value. The library will always be guided by a sense of responsibility to both the present and future in adding overall balance. The library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. In addition, the library will provide a representative sampling of experimental and ephemeral (trending) materials.

III. Definitions

The word "materials" used for the specific forms of media, has the widest possible meaning (it may include books, pamphlets, maps, magazines, posters, videotapes, games, and original or reproductive artwork, dvds and cds).

"Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection.

IV. Criteria of Selection

No item in a library collection can be indisputably accepted or rejected by any established guideline. However, certain basic principles can be applied. Every item should meet the guidelines of the Collection Development Policy and as much of the following criteria as are applicable to its inclusion in the collection.

- A. The degree and accomplishment of purpose.
- B. Authority and competency of the author, composer, film maker, etc.
- C. Comprehensiveness in breadth and scope.
- D. Sincerity and fundamental objectivity.
- E. Clarity and accuracy of presentation.
- F. Appropriateness to the interests and skills of the intended users.
- G. Relation to existing collections.
- H. Relative importance in comparison with other materials on the subject.
- I. Importance as a record of the times for present and future use.

V. Guidelines for Selection

- A. As an overriding guideline, the Oriskany Public Library uses its Library Bill of Rights and Freedom to Read Statement as adopted and revised by the American Library Association.
- B. The Oriskany Public Library is a member of the Mid-York Library System. Since the resources of all member libraries in the system may be available to Oriskany Library patrons, the Library shall not needlessly duplicate functions and materials. However, a particular material will be purchased if it has been asked for three or more times on a patron Request List.
- C. The Library will not provide school textbooks or curriculum related materials unless they provide information not otherwise available. Legal and medical works will be acquired only to the extent that they are useful to the

layman. Other references used as selection guidelines include but are not limited to the following:

1. Mid-York Library System Book List
2. Book List Magazine
3. Online Catalog, including those specific to fiction, non-fiction, and children.
4. New York Times Best Sellers' Lists

A short range goal to add to a specific part of the collection is also a selection guideline.

**ORISKANY PUBLIC LIBRARY
PROGRAMMING POLICY**

I. General Policy

The Oriskany Public Library will initiate programs, exhibits, book lists, etc. to stimulate the use of library materials and services for all ages.

II. Goals and Objectives

A. Goals

1. To encourage and develop life-long use of the library.
2. To increase usage by the community residents.
3. To actively promote library services and materials.
4. To expose and acclimate community residents with the variety of resources in the modern library.
5. To present new ideas, skills, and trends.

B. Objectives

1. Gear programs to individual and community interests.
2. Provide a variety of informative and leisure type programs such as:

-film reviews	-book reviews
-cultural ideas	-crafts
-computer orientation	-guest lecturers
-book/media fairs	-magic/puppet shows
-school class visits	-story hour
-reading clubs	-thematic discussions

III. Minimum Programming

- A. A program to promote National Library week, and Children's Book Week.
- B. Co-Sponsor programs with groups and community agencies with the support of Library Policy.
- C. Have other programs at the discretion of the Library Manager.

IV. Program Planning and Preparation

- A. The Library Manager will supervise all library sponsored programs.
- B. The Library Manager may delegate program planning, preparation, and execution to qualified library volunteers under his/her supervision.

V. Program Resources

- A. The Library will utilize resources such as:
 - Friends of the Library
 - Mid-York Library Headquarters
 - Oriskany Historical Society
 - Oriskany Central School District
 - Other non-profit organizations
- B. The library will participate, when possible, in program exchanges with other libraries.

Oriskany Public Library

Public Relations Policy

- I. Definition - Nurturing the public's understanding of and good will toward the library. Public relations affect every person who has any connection with the library.
- II. Responsibility for Public Relations is a shared effort by the Board of Trustees, the Library Manager, and the Friends of the Library.
- III. Goals:
 - A. To inform the public of the library's resources, goals and objectives.
 - B. To obtain citizen support for library development.
 - C. To encourage use of library materials.
 - D. To encourage active participation in the various services and programs offered by the library to people of all ages.
- IV. Methods for achieving goals:
 - A. Inside the Library
 - Signs, posters, mobiles
 - Bulletin boards
 - Exhibits
 - Display racks
 - Lectures, forums, book reviews, and other programs
 - Photograph album chronicling library events.
 - B. Through Newspapers
 - Special Feature articles
 - Photographs
 - Letters from patrons
 - C. Through Community Advertising
 - Library sign
 - Window displays
 - Notices in store windows, restaurants, post office
 - Radio, television, online promotion.

D. Through Personal and Direct Publicity

Contacts with organizations through personal membership of
staff members, Board Members, Library Friends
Talks to groups by the Library Manager, Trustees, and
Friends
Use of telephone and internet

E. Library Publications

Distinctive letterheads and flyers

F. Dealing with the Public

1. Answering the telephone

- a. Always answer by saying "Oriskany Public Library".
- b. Speak clearly and audibly.
- c. Always be pleasant and courteous.

2. **Providing Directions**

- a. Always be pleasant and courteous.
- b. It is often advisable to accompany the user to locate materials.

3. **Answering Procedural/Informational Questions**

- a. Always be pleasant, courteous, and patient.
- b. Listen carefully.
- c. Try to determine the user's needs completely.
- d. Explain procedures slowly, carefully, and fully.
- e. Staff members unable to answer questions should refer them to the Library Manager
- f. Always attempt to find information by using:
 - All possible sources within the collection
 - Interlibrary loan service
 - Library Manager
- g. Always state source of information.

4. **Handling Complaints**

- a. Never become angry or upset.
- b. If fully aware of the policy or procedure in question, explain as carefully and completely as possible.

- a. ----- If the user's complaint is simply a suggestion, listen carefully and record it for future consideration.
- b. If the complaint is about an unfamiliar situation, policy, or procedure, consult the book of Library Policies & Procedures.
- c. Refer unresolved complaints to the Library Manager.
- d. Always attempt to represent the library in the most favorable manner possible.

**RULES OF CONDUCT FOR LIBRARY USERS
OF THE
ORISKANY PUBLIC LIBRARY**

1. On the premises of the library, the violation of any federal or state statutes or local ordinances will also be regarded as a violation of library rules.

1. Persons in apparent violation of any of these laws are to be reported to the police by the highest ranking staff member present. Legal action may also be taken through the filing of a complaint.

1. Patrons are expected to act in a manner that does not inhibit the ability of other patrons to use the library. Also, patrons are expected to treat library property and personnel respectfully. It is incumbent upon the library staff to see that the rights of individuals using the library are upheld. The following actions will take place upon infringement of acceptable behavior:
 - 1st offense-----**verbal warning**
 - 2nd offense-----**expulsion for that day**
 - 3rd offense-----**expulsion for a month. (If the offender is a minor, a written notice shall be sent to the parent or guardian).**

4. Library staff is not expected to assume responsibility for the care of unsupervised minors in the library

Oriskany Public Library

621 Utica Street - Oriskany New York 13424

Telephone (315) 736-2532

Dear

The Oriskany Public Library encourages the youth of our community to use our library materials and facility to Unfortunately, at times their behavior interferes with the ability for other patrons to use and enjoy the library.

Your son/daughter _____ has had repeated warnings concerning his/her behavior in the library. Since a cessation of this disruptive behavior has not occurred he/she will not be allowed back into the library until _____ unless accompanied by a parent.

Your cooperation is appreciated.

Board of Trustees
Oriskany Public Library

MEETING ROOM USAGE

For the

ORISKANY PUBLIC LIBRARY

AVAILABILITY;

Since the Oriskany Public Library is contained in a public building, its meeting room is made available for public use.

This room is available to organized groups or individuals from within the Oriskany Library District. Since this is a tax supported facility, it may be used only by those groups whose membership is open to all without restriction based on race, sex, or religious creed.

Library programming will have first priority in determining room use. However, a group will not be displaced within two weeks of a scheduled usage date.

Except for Library sponsored programs, groups shall be limited to using the room once a month. A limited series of weekly meetings may be scheduled at the discretion of the Library Manager.

At the discretion of the Library Manager large center area of the library proper may be used on a very limited basis.

FEES

Except as noted below, there will be no charge for use of this room or associated library audio-visual equipment. However, the user shall be responsible for the cost of any equipment repair/replacement necessitated by willful misuse of same.

Note; if the meeting results in extra expense in maintenance or wages, the group using the room must pay this expense.

REFRESHMENTS

Light refreshments may be served in connection with a meeting, but for no event shall alcoholic beverages of any nature be served or permitted in the room. Use of the kitchenette must be requested at the time the room is reserved. The library will not provide the refreshments.

LIABILITIES

The village and library are not liable for any losses, damages, liability costs and/or expenses that occur to any group using the library facilities regardless of whether it is personal or group property.

RESPONSIBILITIES

It is expected that any group using this room will treat the room and the property in the room with the respect accorded a public facility.

The group may adjust the furniture placement so that it will be conducive to their needs, but they will be expected to rearrange it as originally found.

The person signing the application for permission to hold a meeting outside of normal library hours will be responsible for ensuring that the room lights and equipment are turned off, windows and doors are securely locked.

An application previously approved, or subsequently submitted may be denied because of failure to comply with the rules and responsibilities.

REGULATIONS

No groups shall hold meetings that are political, religious, or commercial in nature. Usage shall not include an admission fee, distribution of literature, solicitation for memberships or payment of dues without the prior approval of the Library Manager.

All advertising of and/or all sale of merchandise or other materials is forbidden on the premises unless specific approval is obtained in writing from the Library Manager prior to the meeting.

SCHEDULING AND APPLICATION

The room may be reserved no more than thirty (30) days, but at least one week in advance of the day it is needed. The application should be submitted to the Library Manager. Meetings may be scheduled during or outside of library operating hours.

FRIENDS OF THE LIBRARY

Friends of the Library have been in existence since 1982. While somewhat active before Oriskany Public Library moved to its new location, the Friends of the Library have since renewed their efforts.

Approximately 20 members are in the organization. They meet the 1st Thursday of the month. Membership is a \$1.00 a year per member.

Revenues come from fund raisers, membership and some private donations. They usually plan at least two fund raisers a year, one being a yard sale and another a bake sale during election time. These two events bring in the most money.

Friends of the Library decide how to assist the Oriskany Public Library through the Library Director or the Board of Trustees. Their main purpose is to bring people to the library and promote reading. Friends sponsor various speaker programs--both , paid and volunteer. In addition to benefiting the community, these programs earn "points" toward the Mid-York Challenge Program. In 1992, \$700 of \$1,600 received from the Mid-York Challenge Program was a direct result of efforts by the Friends of the Library.

Donations are not limited to speakers and events; The Oriskany Public Library is in debt to the Friends of the Library for equipment including filing cabinets, outdoor signs and computers.

Their volunteer services are greatly appreciated by the Oriskany Public Library and the Community.

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, and January
23, 1980

by the ALA Council