

Darwin R. Barker
Library and Museum Association

Operational Policy Manual

Darwin R. Barker Library and Museum Association
Board of Trustees

Board Approval—November 2024

The policies contained within this manual supersede all previous issues.

7 Day Street
Fredonia, NY 14063
(716) 672-8051

Library email: director@barkerlibrary.org
Library website: <http://www.barkerlibrary.org>

Museum email: curator@barkerlibrary.org
Museum website: <http://www.barkermuseum.org>

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Code of Conduct Policy

The Board of Directors of the Darwin R. Barker Library and Museum Association has established rules of behavior that patrons must adhere to when in the library or museum. These regulations serve to make the library a welcoming and safe place for patrons, maintain a safe workplace for staff, and preserve and protect the library's materials, facilities, and property. Please help us by adhering to the following:

- Library and museum materials, furniture, and equipment should be treated with respect.
- Patrons should conduct themselves in ways that respect other patrons and staff.
- Polite cell phone use is allowed in the library and museum. Please turn phones to "silent" mode and speak in a manner that will not disturb others.
- Children under age 8 must be accompanied and directly always supervised by an adult in all areas of the library and museum. The library is not responsible for unattended children.
- Patrons must wear shoes and shirts.
- Pets should not be brought inside the library or museum (except for service animals).
- Smoking (including products that create a vapor such as e-cigarettes), consuming alcohol, or using illegal substances on library or museum property is not allowed.
- Non-alcoholic beverages may be consumed if they are in closed containers.
- Individuals carrying guns must have a concealed weapons permit on their person.

The Board establishes policies, and the Director supervises implementation of policies and procedures. Any patron not abiding by these regulations may be required to leave the library or museum and may forfeit his or her library privileges.

CIRCULATION POLICY

HOURS:

Check website for current hours

COMPUTERS: *Computers available.*

WIFI password: 1111111111

SYSTEM CATALOG: To access the Chautauqua Cattaraugus Library System Catalog go to barkerlibrary.org and click on SYSTEM CATALOG. The ILS system used is KOHA.

LOAN PERIODS

- Most materials circulate for three weeks.
- Popular fiction and periodicals circulate for one week.
- DVDs circulate for one week.

ALL items will automatically renew twice UNLESS there are holds on an item. Once all renewals have lapsed items must be returned and can be checked out again if no holds are on an item.

BOOK RETURNS: The book drop outside the entrance is open 24/7 for returns.

ITEM HOLDS AND INTER-LIBRARY LOAN OPTIONS

- All items from the 38 member libraries are available for circulation & can be placed on hold @ the circulation desk, or personally all patrons can access their personal account online & place holds there, as well. The ILS system used is KOHA. The username for sign on is your personal library card number. A pin number is required for access.
- New materials that the library does not own may be requested at the Circulation Desk for purchase consideration.
- The interlibrary loan service available for out-of-system requests, is for books, only. There is a \$2 fee for each title request.
- The library will notify you by telephone when ALL HOLDS are available for pick-up, or via email if you have an email account on file with the library.

FINES

Overdue fines for all items is .05/day EXCEPT DVDS, they are .50 /day.
Suspension of borrowing privileges will occur when fines reach \$10.00.

****ALL CHANGES OF PERSONAL INFORMATION MUST BE MADE IN PERSON WITH
APPROPRIATE ID****

NON-ALCOHOLIC DRINKS & WATER ALLOWED IN CLOSED CONTAINERS

LIBRARY LOAN POLICY

The Darwin R. Barker Library does not take responsibility for personal property loaned for display purposes. Every precaution will be taken to keep loan material as presented but there is no Library liability for damaged or lost items.

Graham Tedesco-Blair
Library Director

Lender of materials

Date

Internet and Computer Use Policy

Darwin R. Barker Library provides computers and Internet access in support of the library's mission in providing services that allow for the retrieval of general information and information literacy. The internet access is intended as an informational and educational resource. While computer access has filtering, in accordance with the Children's Internet Protection Act (CIPA), the library cannot guarantee the filtering software will work 100% of the time nor will it deny access to websites that parents may find objectionable.

The library does not serve in the role of a parent or guardian. The library staff CANNOT act in the place of parents or guardians. As with private use of all other library materials, it is the responsibility of the parents and/or guardians to monitor their access to internet websites, as well as their children's access.

Library patrons are expected to follow all local, state and federal ordinances, regulations and laws pertaining to proper, legal computer usage. Users engaged in illegal activities involving library computers may be subject to prosecution and loss of library access. This includes the display, printing, sending or dissemination of obscene or pornographic material.

Darwin R. Barker Library assumes no responsibility for any damages, direct or indirect, or loss of privacy of financial information accessed via the internet. Library patrons should be aware that the use of public computers is not a private or secure system, third parties may obtain access to information regarding user's activities and accounts, accessed on the public terminals.

By signing in to use any of the public terminals, patrons are agreeing to the above terms and conditions. Any library staff member has the authority to remove those who do not abide by or follow these policies.

Materials Selection & Collection Development Policy

Objectives

The purpose of the Darwin R. Barker Library is to provide all members of the community and surrounding area with thoughtfully selected materials which will enhance all patrons in their pursuit of information, research, and the creative use of leisure time. Darwin R. Barker Library must have a selection policy that will accommodate community interests and needs. Materials are selected that will represent all points of view concerning issues of importance to our society. Differences in age and educational levels will also be considered during the selection process. Library materials will be selected in a variety of formats including, but not limited to, videos, print, sound recordings and electronic media.

Responsibility for selection

The ultimate responsibility for material selection rests with the library director who operates within the framework of the policies determined by the Darwin R. Barker Board of Trustees. This responsibility may be shared with other library staff members, however, because the director must answer to the library board and community members for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for selection

The following main points considered in materials selection are: individual merit of the item, popular appeal & demand, material suitability for patron population, existing library holdings and budget restrictions. Material reviews are a major source of information used in the selection process. The following are some, but not all review sources used in the selection process: Booklist, American Libraries Magazine and the New York Times Book Review.

Gifts & donations

The library accepts books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If due to condition, duplication, or dated information the director may dispose of them at will. Memorial gifts of materials or money are also accepted and will be designated a memorial with a bookplate placement in the designated gift.

Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn materials is dependent upon current interest and demand, usefulness and relevancy. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees.

Challenged Materials

Although materials are carefully selected, there may arise differences of opinion regarding suitable materials. Registered library card holders residing in the Village of Fredonia or the Town of Pomfret requesting that material be reconsidered for inclusion in our collection may complete a “Reconsideration of Library Resources” form to have a piece of material reviewed. Forms are available at the circulation desk. No more than three reconsideration requests may be made by an individual patron per year. The Association does not accept reconsideration requests made by groups or organizations.

REGULATIONS FOR USE OF THE STEELE MEETING ROOM

The Darwin R. Barker Library is proud to offer the Steele Room as a pleasant space for community organizations to gather for meetings and other activities. We ask that you review the following guidelines before booking the Steele Room.

1. Available during Library/Museum Hours

2. Scheduling

- Sign up is free of charge.
- Library or museum sponsored programming takes preference over other users.
- The calendar is kept in the library. Scheduling is made by library personnel. Contact Barker Library @ 672-8051 during regular hours or email a request to info@barkerbarkerlibrary.org
- In person scheduling is also available at the library circulation area. A name and phone number of a contact person must be given and listed in the reservation book.
- A copy of the rules is given to each group of users

3. The room must be vacated 15 minutes before closing.

4. No smoking is allowed in the building

5. There can be no admission fee to any meeting. Nothing may be sold nor can a commitment for future payment be made from those attending a meeting. There is no solicitation of services and nothing can be offered for sale while using the room

6. Frequency of use by a group: All recurring groups must schedule meetings in advance. Room availability is on a first come first serve basis

A. Groups that meet monthly: An organization must schedule each meeting. A group must not assume that because it meets on a specific day each month that the room will automatically be reserved for them. Other groups may reserve for that specific time.

B. Groups that meet weekly: An organization must schedule each meeting. A group must not assume that because it meets on a specific day each week that the room will automatically be reserved for them. Other groups may reserve for that specific time.

C. Use by library or museum sponsored programs takes preference over other users.

7. Restrooms are located near the Steele Room for use. If the bathrooms need attention please notify the library circulation staff.

8. Seating is available for 35 people. Users are responsible for setting up and putting away any furniture or any other library or museum items used. Maximum capacity is seventy-five.

9. The room has WI-FI connectivity and a large screen tv.

10. Food may be served at library or museum sponsored functions/meetings ONLY.

Refreshments: Light snacks (i.e. cookies, chips) and covered drinks are allowed. Under certain circumstances the staff refrigerator can be used for storing items while using the room but permission must be granted from circulation staff. Please clean up and deposit all trash in the large black trash can located in the staff kitchen area, which is the room next to the bathrooms in the immediate area. There are recycling bins available, as well. Barker Library is a firm RECYCLER! Please do your part, too.

11. All props and materials brought in by groups for their meetings must be removed after each meeting. There is no storage space available.

12. The above rules are subject to change at the discretion of the Darwin R. Barker Library and Museum Association. Management reserves the right to review all applications for meetings and the decision is final.

Thank you for supporting Darwin R. Barker Library & Museum. We are here to provide services to all who seek knowledge & information sharing.

Volunteer Guidelines

“The more you give of yourself, the more you find yourself.”

Lailah Gifty Akita

Volunteering can be a rewarding experience, especially at your public library and/or museum. As a volunteer your energy and time enhances Darwin R. Barker Library and Museum ability to provide opportunities for direct public participation in library services. Volunteerism strengthens and enhances the Library and Museum’s relationship throughout the community while allowing the individual to contribute to the community, achieve a sense of satisfaction, and learn more about the Library and Museum. While volunteers help to expand and enrich services they are not used to replace the work done by the paid staff.

Volunteers will be recruited without regards for any legally protected characteristics including; race, age, religion, gender, marital status, physical appearance, socioeconomic or educational level. Volunteers between the ages of 14-18 must have parental permission and will work under the supervision of an appropriate staff member. All volunteers are expected to conduct themselves in a manner adherent to the policies in place for paid staff. Volunteers can be released from volunteer duties at any time with the discretion of the Library and Museum. There is no compensation or health benefits associated with the volunteer program.