



366 Main Street, Goshen, New York

www.goshenpubliclibrary.org

Policy and Regulations Manual

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Introduction to the Policy and Regulations Manual

The Goshen Public Library and Historical Society, (hereinafter referred to as the “Library”) was first chartered by the State of New York as an association library in 1894. As a result of a public vote in March 1984, it subsequently received an absolute charter from the Regents of the State of New York as a school district public library in June 1990.

Mission

The mission of the Goshen Public Library and Historical Society is to provide and promote open and equal access to ideas and to the resources and services of the Library in order to meet the informational, educational, and cultural needs of the community. The Library strives to enrich reading and the use of technology for lifelong learning and the enhancement of the individual’s quality of life.

Goshen Public Library & Historical Society By-Laws

ARTICLE I OPERATING STATEMENT

The Library shall carry out all aspects of its operation according to the laws of the United States of America and the State of New York.

Revised March 2022

ARTICLE II MEETINGS

Section 1: Organizational Meeting: The organizational meeting of the Library will be held in accordance with NYS Education Law at the next regular meeting scheduled after the annual election, the date of which will be determined by Board resolution.

Section 2: Regular Meetings: The Board shall meet monthly at its discretion, though no fewer than 11 times per year, to receive and approve reports, and to transact all other necessary business according to the laws of the United States, and the State of New York.

Section 3: Special Meetings: Special meetings may be called by the President or upon request of a majority of Board members.

Section 4: Procedures for Meetings: Procedures for regular meetings shall conform with NYS Education Law and Open Meetings Law.

Section 5: Rules of Order: Robert's Rules of Order Newly Revised will govern conduct of the meetings unless changed by a two-thirds vote of the Board.

Section 6: Privilege of the Floor: Any member of the public, present at the meeting, may speak during privilege of the floor. The chair of the meeting shall designate a maximum amount of time for privilege of the floor in order to run the meeting in an efficient manner. Comments may not personally denigrate staff or Board members. Attendees' behavior shall be held to the Library Rules of Conduct.

Revised March 2022

ARTICLE III BOARD OF TRUSTEES

Section 1: Membership and Term of Office: The governing body of the Library is the Board. The Board shall consist of seven members, each elected for a three-year term by the qualified voters of the Goshen Central School District (hereinafter referred to as "GCSD"). The term of office for new Trustees shall begin with the organizational meeting following their election.

Section 2: Trustee Eligibility: As governed by the laws of the State of New York, Trustees shall be of voting age and residents of the GCSD.

Section 3: Education: As of January 2023, New York State law requires Trustees to complete a minimum of two hours of trustee continuing education annually in order to remain informed about current library issues. Continuing education may include in-person, or live online or self-paced online lectures, workshops, courses, seminars, or institutes; regional, state, or national library association conference programs; state or national library trustee association conference programs; any other format or combination of formats, as approved by the system of which the library is a member. New York State Law requires that all Trustees be annually trained on the topic of sexual harassment prevention. The Board shall work with the Director to conduct an orientation program for new Trustees.

Section 4: Vacancies: Any vacancy may be filled by the Trustees' appointment of a successor. Said appointment shall be valid only until the next regularly scheduled election of Trustees. At that next scheduled election the remaining term shall be filled in accordance with New York State Education Law, Section 226: Powers of Trustees of Institutions.

Section 5: Quorum: A simple majority of the Board (four Trustees) shall constitute a quorum at any meeting of the Board. A majority of the whole (four Trustees) is required for a motion to pass, regardless of the number of Trustees in attendance.

Section 6: Powers of the Board of Trustees: The Board shall have the full power to employ a Library Director (hereinafter referred to as the "Director"), appoint the Treasurer, Clerk of the Board, Clerk of the Vote and consultants as needed to carry out the work of the Board; to define the purpose of the Library, the goals and objectives of its service; to appropriate funds in order to carry out the work of the Library and to make all proper provisions and regulations for the management, direction, preservation and security of the Library building, its grounds and its contents; and to conduct the affairs of the Library in a manner which it deems to be for the public good in accordance with Section 90.2 of the Regulation of the Commissioner of Education: Standards for registration of public, free association and Indian libraries.

Section 7: Trustee Absences: Absence from three consecutive regular Board meetings and/or 50 percent of meetings in a fiscal year shall constitute automatic dismissal from the Board unless the Board defers dismissal by majority vote. The President shall inform the absent Board member in writing of his/her dismissal. If dismissal is deferred by Board action the President shall inform the absent Board member in writing of the conditions of their deferral.

Revised March 2022

ARTICLE IV OFFICERS

Section 1: A. Elected Officers: The officers of the Library shall be President, Vice President, Secretary and Auditor of the Bills.

B. Appointed Officers: Treasurer and Clerk of the Board shall be employed from outside the Board membership and shall hold their positions at the will of the Board.

Section 2: Election and Term of Officers: Officers shall be elected for a one-year term by members of the Board at the annual organizational meeting. No Trustee shall serve more than two consecutive years in the same office with the exception of the Auditor of the Bills who may serve for four consecutive years with Board approval.

Section 2A: Method of Election: The Board President shall appoint a nominating committee at the last regularly scheduled meeting prior to the organizational meeting. The said committee shall be composed of two members of the Board. The President cannot be on the nominating committee. The committee shall present a slate of nominees at the organizational meeting, listing the name of one candidate for each office, provided the consent of such nominees has been obtained. Additional nominations, with the consent of the nominees, may be made from the floor. In the absence of nominations from the floor, the slate of nominees as presented by the nominating committee shall be accepted when the Secretary of the Board casts the sole vote. In the event that there are nominations from the floor, an election shall be held by vote. The terms of newly elected officers shall begin immediately and continue until their successors are elected. Election of

officers shall be the last item on the agenda of the organizational meeting.

Section 3: Removal Appointed officers serve at the will of the Board. An officer may be removed from office for cause, by a positive vote of five (5) members of the Board.

Section 4: Duties of the Officers:

A. Duties of the President: The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board; and carry out all decisions of the Board; serve as an ex-officio member of all standing committees and preside over the Executive Committee; and shall perform all other duties which pertain to the office.

B. Duties of the Vice President: The Vice President, in the absence or disability of the President, shall assume and perform all the duties of that office; and shall chair one of the standing committees, as appointed by the President.

C. Duties of the Secretary: The Secretary shall prepare and transmit designated correspondence at the direction of the Board and take minutes of a meeting in the absence of the Clerk of the Board.

D. Duties of the Auditor of the Bills: The Auditor of the Bills shall audit and approve bills for payment.

E. Duties of the Treasurer: The Library Treasurer shall be appointed independently by the Board, shall be the disbursing officer of the Board and shall perform such duties delegated upon the office. Particularly, the Treasurer shall receive tax monies from the school district, pay out funds in accordance with the Board of Trustees, reconcile all bank records, and provide monthly reports of income and expenses. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

F. Clerk of the Board: The Clerk of the Board, a resident of the school district, shall keep a true and accurate record of all meetings of the Board and issue notice of all regular and special meetings.

G. Clerk of the Vote: The Clerk of the Vote, a resident of the school district, shall be appointed independently by the Board, and shall oversee annual and special elections, performing necessary duties and working with the Board of Elections and School District in this capacity as may be required.

Revised March 2022

ARTICLE V LIBRARY DIRECTOR

Section 1: The Library Director shall be considered the chief executive officer of the Library and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of buildings and equipment, the preparation of the budget, the selection and direction of the staff, the efficiency of the Library's service to the public, the development of Library services, the operation of the Library under the financial conditions set forth in the annual budget; and shall represent the Library at gatherings of civic organizations.

Section 2: The Director shall be responsible for appointment, assignment, transfer, promotion, or dismissal of all staff as specified by NYS Civil Service law. All staff changes shall be reported to the Board.

Section 3: The Director shall be appointed by the Board in conformance with the Education Law, performing

such duties as are usually required of the Library Director and such other duties as the Board may direct. The Director shall attend all meetings of the Board, and may take part in its deliberations, but shall have no vote. The Director shall submit to the Trustees a monthly report on the progress and conditions of the Library, and an Annual Report accompanied with recommendations and suggestions for changes and improvements.

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ARTICLE VI STANDING COMMITTEES

Section 1: Standing Committees: The following standing committees shall operate as organs of the Board, to create policy and support the Library Director in carrying out necessary business of the Library:

- Executive
- Human Resources
- Physical Resources
- Community Resources
- Sunshine

Section 2: Membership of the Standing Committees: The standing committees shall be composed of Trustees. Members shall volunteer and be confirmed and appointed by the President with the approval of the Board. The Director shall serve as consultant to the committees. In the interest of good governance, the Board shall endeavor to rotate committee appointments among Trustees. Experienced Trustees should volunteer as committee chairs whenever possible.

Section 3: Chairperson of Standing Committees: The Chairperson of each committee shall be a Trustee appointed by the President with the approval of the Board.

Section 4: Meetings and Reports: All standing committees shall meet as necessary to carry out their functions. The Director shall submit a written report at each Board meeting summarizing any activities relevant to the standing committees.

Section 5: Executive Committee: The Executive Committee shall consist of the Board President, Vice President, and a third officer (Auditor of the Bills or Secretary). Meetings shall be called by the President.

Section 6: Human Resources: The Human Resources Committee shall work in cooperation with and support of the Director in matters of personnel. The committee, consisting of the Board Vice President and two other Trustees, will complete the annual evaluation of the Library Director, based on the information gathered from all Board members. The committee presents findings to the Board in an executive session. The Board President then presents the evaluation to the Director. The Board President and Director sign the evaluation. Evaluation documents shall become part of the Director's personnel file.

Section 7: Physical Resources: The Physical Resources Committee shall work with the Library Director in matters of the physical building and property upon which the Library is located, including maintenance, cleaning, safety, security, insurance, and capital improvements.

Section 8: Community Resources: The Community Resources Committee shall communicate significant actions by the Board to the community. The committee will also develop the 'Dear Neighbors' Letter from the Board in the annual newsletter mailed to all residents of the Goshen Central School District.

Section 9: Sunshine Committee: The Sunshine Committee of the Goshen Public Library Board of Trustees shall consist of one member. Funds shall be collected from each Trustee, as needed. If there is a surplus in the fund, contributions may be adjusted accordingly. Likewise, if there is a deficit during the year due to great activity, another contribution may be requested.

On behalf of the Board, the Sunshine Committee's mission is to respond to life events that affect the Board and Library staff by sending, for example, cards, flowers, or balloons, or by donating a gift book as a memorial. After the card or gift is sent, the Board will be notified. It is requested that the Board keep the Committee apprised of events that need to be acknowledged.

Section 10: Ad-Hoc Committees: Ad-Hoc committees can be appointed as needed by the Board President and at the will of the Board. Ad-Hoc committees may report directly to the President or to a standing committee but will have no voting or decision authority on behalf of the Board or the Library. As may suit the requirements, Ad-Hoc committees may include members outside the Trustees.

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ARTICLE IX AMENDING THE GOVERNING RULES

Amendments to the governing rules must be approved by a two-thirds vote of the Board. Amendments may be proposed at any regular meeting but adoption shall not be made prior to the next monthly meeting.

Approved February 8, 1999

Revised: April 9, 2003

Revised: May 10, 2004

Revised: July 14, 2008

Revised May 13, 201

Revised March 2022

Financial Policies

I. Investment Policy

This written policy shall set forth a series of guidelines to be adhered to in order to properly safeguard the funds of the Library.

The Library may place its funds into any of the following accounts or investments: checking and savings accounts, money market accounts and certificates of deposits (CD's) insured by an approved commercial bank or trust company depository licensed to do business in the State of New York. Investments of the Library may also be placed in US government obligations, *i.e.*, Treasury Bills, Notes and Bonds, or in any other Federal Agency obligation which is directly backed by the US government. Investments of the Library may also be made in Repurchase Agreements (Repos), provided the transaction entered into complies with the recommended guidelines of the State of New York as issued in 1984, by the State Comptroller's office, as may be amended from time to time.

The responsibility of the investment of Library funds lies with the Treasurer. The funds of the Library are essentially of three categories: operating, capital reserve and restricted capital. The operating funds are used in the day to day operation of the Library and are raised primarily through the levy of local property taxes. Operating funds may be invested in checking accounts, money market accounts, CD's, or any other form of approved investment. Capital reserve and restricted capital funds are segregated moneys which have been allocated specifically to capital projects or to the acquisition of new equipment. Funds in the Capital Fund category are to be invested exclusively in interest bearing accounts, e.g., money market and CD's.

The Treasurer is entrusted with the responsibility to ensure that all deposits and investments of the Library are properly secured either by FDIC coverage in a commercial bank or trust company or by the assignment of pledging of direct obligations of the US government or an agency thereof, the State of New York, or any of its political subdivisions to secure the deposits and investments of the Library. It will be required for approved depositories to pledge such securities only if the total of funds on deposit exceed \$100,000.00. It will be required that said Library depositories provide, upon request, a complete detailed listing of all obligations pledged to secure the deposits in excess of \$100,000.00.

The elected officers of the Library are authorized to conduct the banking and investment affairs in behalf of the Library in the absence of the Treasurer, each being individually capable of signing checks and withdrawals, opening and closing accounts and authorizing the purchase/redemption of other investments in consultation with the Director.

II. Capital Asset Policy

Capital Asset Definitions and Guidelines

Capital Asset Classification

Capital assets are assets purchased or constructed by the Goshen Public Library and Historical Society (hereinafter referred to as The Library) that have a useable life of 3 or more years and that have a value equal to or greater than the established capitalization threshold. The following categories are used for the Library:

- Land
- Land Improvements
- Buildings
- Building Improvements
- Office Equipment
- Furniture and fixtures
- Computers or Software (Excluding PCs and laptops)
- Other

Capitalization Threshold and Useful Lives		
Class of asset	Threshold	Useful Life (yrs)
Land	\$5,000	Note 1
Land improvements	\$5,000	10
Buildings	\$5,000	40
<i>Furniture and fixtures:</i>		
Office equipment	\$5,000	5
Furniture	\$5,000	10
Shelving	\$5,000	20
Computers (Excluding PCs and Laptops)	\$5,000	3
Antiques	\$5,000	Note 2
Works of art and historical treasures	\$5,000	Note 2
Construction in progress	\$5,000	Note 3
Note 1 - Not depreciated. Note 2 - Depreciation is not required for Works of Art and Historical Treasures that are inexhaustible. Note 3 - Depreciation will not be recorded on Construction in progress. Upon completion, the asset will be recorded in appropriate asst classification and depreciation will begin in accordance with the threshold.		

Capital Asset Acquisition Cost

Capital assets should be recorded at their historical costs. The cost of a capital asset should include any ancillary costs that are necessary to place the asset in its intended condition for use. These include the vendor's invoice (plus the value of any trade-in, if reflected on the invoice), initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include charges such as freight and transportation charges, site preparation costs and professional fees. The costs of capital assets for government activities do not include capitalized interest.

Capital Asset Donations

Donated capital assets should be reported at fair value at the time of acquisition plus ancillary charges, if any. Donations are defined as voluntary contributions of resources to a governmental entity by a non-governmental entity.

Note: Fair value is the amount at which an asset could be exchanged in a current transaction between willing parties.

Modified Accrual Basis

Do not report revenue from the donation of a capital asset when using the modified accrual basis except in the following situation:

If the Library receives a donation of a capital asset and intends to sell the asset immediately, revenue should be recognized in the period the asset is donated, and the capital asset should be reported in the same fund used to report the revenue as "Assets Held for Sale." Intent to sell should be evidenced by a sale or contract to sell the capital asset before financial statements are issued.

Revenue should be measured as the amount at which the capital asset is sold or its contract price. If the Library does not intend to sell the donated capital asset immediately or it does not meet the criteria for intent to sell as stated above, the donation should not be reported in the operations of the governmental funds.

Revenue from donations of financial resources such as cash, securities, or capital assets, should be recognized when the entity has an enforceable legal claim to the donation and when it is probable the donation will be received – regardless of when the financial resources are actually received. Revenue should be measured at the fair value of the financial resource donated.

Full Accrual Basis

According to GASB Statement No. 33, *Accounting and Financial Reporting for Non-Exchange Transactions*, entities currently using proprietary fund accounting must recognize capital asset donations as revenues and not as contributed capital.

Governmental funds will have to meet the standards of GASB No.33. Donations must be recorded and reported at fair value on the date of acquisition. Recipients of donated capital assets will recognize the donation and related revenue when the transaction is complete and the assets are received, providing all eligibility requirements have been met. Promises of capital asset donations should be recognized as receivables and revenues (net of estimated uncollectible amounts) when all applicable eligibility requirements have been met, providing that the promise is verifiable and the resources are measurable and

probable of collection.

In some cases, donated capital assets are given with the stipulation (time requirements) that the assets cannot be sold, disbursed or consumed until a specified number of years have passed or a specific event has occurred. For such cases, the capital asset should be reported in the statement of Net Assets as “*Net Assets – Restricted*” as long as the restrictions or time requirements remain in effect.

Leased Equipment

Equipment should be capitalized if the lease agreement meets any one of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term.
- The lease contains a bargain purchase option.
- The lease term is equal to 75% or more of the estimated economic life of the leased property.
- The present value of the lease, excluding executory costs, equals at least 90% of the fair value of the leased property.

Leases that do not meet any of the above requirements should be recorded as an operating lease and reported in the notes of the financial statements.

Depreciating Capital Assets

Capital assets should be depreciated over their estimated useful lives in accordance with this policy, unless they are inexhaustible.

The straight-line depreciation method (historical cost divided by useful life) is the method that will be used.

Depreciation will be calculated on an annual basis. The first year of depreciation will be included in the first year following the completion or acquisition of the asset. Also, a full year of depreciation expense will be included in the year of disposition. Accumulated depreciation will be summarized and posted to the accounting general ledger for the entity-wide financial statements.

Residual Value

Residual value is the estimated fair value of a capital asset or infrastructure remaining at the end of its useful life. In order to calculate depreciation for an asset, the estimated residual value must be established before depreciation can be calculated. The use of historical sales information becomes a valuable method for determining the estimated residual value in computing net gain or loss from sale.

The Library generally purchases assets with the intent to use such asset until its usefulness is exhausted. **Therefore, the Library will estimate residual value to be zero for all capital assets.**

Sale of Capital Assets

When an asset is sold, a gain or loss must be recognized when:

- Cash is exchanged and the amount paid does not equal the net book value of the asset;
- Cash is not exchanged and the asset is not fully depreciated or has a residual value.

A gain or loss is not reported when:

- Cash exchanged equals the net book value and the asset does not have a residual value;
- Cash is not exchanged and the asset is fully depreciated or has a residual value.

Computation of Gain and loss from Sale of Assets

To compute a gain or loss, proceeds received must be subtracted from the asset's net book value.

Example:

Asset's Historical Cost	\$10,000
Less: Accumulated Depreciation	\$7,000
Net Book Value	\$3,000
Subtract Proceeds Received	\$2,000
Loss from Sale of Asset	\$1,000

Capital Asset Categories

Land

Land Definition: Land is the surface or crust of the earth, which can be used to support structures, and may be used to grow crops, grass, shrubs, and trees. Land is characterized as having an unlimited life (indefinite).

Depreciation Methodology: Land is an inexhaustible asset and is not depreciated.

Capitalization Threshold: The Capitalization threshold for land is \$5,000.

Examples of Expenditures to be Capitalized as Land

- Purchase price or fair market value at time of acquisition
- Commissions
- Professional fees (title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- Accrued and unpaid taxes at date of purchase
- Other costs incurred in acquiring the land
- Right-of-way

Land Improvements

Land Improvements Definition: Land improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use. Land improvements include such items as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, flagpoles, retaining walls, fences, and outdoor lighting. They can be exhaustible or non-exhaustible.

Non-Exhaustible Land Improvements – Expenditures for improvements that do not require maintenance or replacement. Expenditures to bring land into condition to commence erection of structures, and expenditures for land improvements that do not deteriorate with use or over the passage of time are additions to the cost of land and are generally not exhaustible and therefore not depreciated.

Exhaustible Land Improvements – Expenditures for improvements that are part of a site, such as parking lots, landscaping, and fencing, are usually exhaustible and are depreciated.

Depreciation Methodology: Land improvements that are inexhaustible assets are not depreciated. Exhaustible land improvements are depreciated on a straight-line basis over 20 years. The straight-line

depreciation method (historical cost less residual value, divided by useful life) will be used for land improvements.

Capitalization Threshold: The Capitalization threshold for land improvements is \$5,000.

Examples of Expenditures to be Capitalized as Land Improvements

- Site improvements such as excavation, fill, grading, and utility installation
- Removal, relocation, or reconstruction of property of others (railroad, telephone etc.)
- Fencing
- Landscaping
- Parking lots
- Skating rinks, basketball courts, tennis courts, etc.
- Retaining walls

Buildings

Buildings Definition: A building structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not to be transportable or moveable. Buildings that are an ancillary part of the state's highway network, such as rest area facilities, will be reported as infrastructure, rather than as buildings.

Depreciation Methodology: The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for buildings.

Capitalization Threshold: The capitalization threshold for buildings is \$5,000.

Examples of Expenditures to be Capitalized as Buildings

Purchased Buildings

- Original Purchase price
- Expenses for remodeling, reconditioning or altering a purchased building to make ready to use for the purpose for which it was acquired
- Environmental compliance (i.e., asbestos abatement)
- Professional fees (legal, architect, inspections, title searched, etc.)
- Payment of unpaid or accrued taxes on the building to date of purchase
- Cancellation or buyout of existing leases
- Other costs required to place the asset into operation

Constructed Buildings

- Completed project costs
- Interest accrued during construction
- Cost of excavation or grading or filling of land *for a specific building*
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Professional fees (architect, engineer, management fees for design and supervision, legal)
- Cost of temporary buildings used during construction
- Unanticipated costs such as rock blasting, piling or relocation of the channel of an underground stream

- Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building
- Additions to buildings (expansions, extensions or enlargements)

Building Improvements

Building Improvements Definition: Building Improvements are capital events that materially extend the useful life of a building or increase the value of a building, or both. A building improvement should be capitalized as a betterment and recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold, or the expenditure increases the useful life or value of the building.

Depreciation Methodology: The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for building improvements and their components.

Capitalization Threshold: The capitalization threshold for building improvements is \$5,000.

Examples of Expenditures to be Capitalized as Improvements to Buildings

NOTE: For a replacement to be capitalized, it must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building. A replacement may also be capitalized if the new item/part is of significantly improved quality or higher value compared to the old item/part, such as replacement of an old shingle roof with a new fireproof tile roof. Replacement or restoration to original utility level would not be capitalized. Determinations would be made on a case-by-case basis.

- Conversion of attics, basements, etc., to usable office, clinic, research or classroom space
- Structures **attached** to the building, such as covered patios, sunrooms, garages, carports, enclosed stairwells, etc.
- Installation or upgrade of heating and cooling systems, including ceiling fans and attic vents
- Original installation/upgrade of wall or ceiling covering, such as carpeting, tiles, paneling, or parquet
- Structural changes, such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids or other interior framing
- Swimming pools
- Installation or upgrade of window or door frames, upgrading of windows or doors, built-in closets and cabinets
- Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
- Exterior renovation, such as installation or replacement of siding, roofing masonry, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, wiring required in the installation of equipment (that will remain in the building)

Other costs associated with the above improvements:

Maintenance Expense The following are examples of expenditures **NOT** capitalized as improvements to buildings. Instead, these items should be recorded as maintenance expense.

- Adding, removing and/or moving of walls related to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Plumbing or electrical repairs
- Cleaning, pest extermination, or periodic maintenance
- Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of carpet, tile, or panel sections; sink and fixture refinishing, etc.

- Maintenance-type exterior renovations such as repainting, replacement of deteriorated siding, roof or masonry sections
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new one of the same type and performance capabilities
- Any other maintenance-related expenditure which does not increase the value of the building

Office Equipment, Furniture and Fixtures

Machinery and Equipment Definition: Fixed or movable tangible assets to be used for operations, the benefits of which extend beyond one year from date acquired and rendered into service.

Improvements or additions to existing personal property that constitute a capital outlay or increase the value or life of the asset should be capitalized as betterment and recorded as an addition of value to the existing asset.

NOTE: Costs of extended warranties and/or maintenance agreements, which can be separately identified warranties and/or maintenance agreements, which can be separately identified from the equipment, should not be capitalized.

Categories of Machinery and Equipment

- Office equipment
- Furniture
- Computers (excluding PCs and laptops)
- Shelving
- Antiques
- Other

Capitalization Threshold: The capitalization threshold for machinery and equipment is \$5,000. Personal computers (PC's and Laptops shall not be capitalized.

Depreciation Methodology: The straight-line depreciation method (historical cost less residual value divided by useful life) will be used for machinery and equipment.

Examples of Expenditures to be Capitalized as Machinery and Equipment

- Original contract or invoice price
- Freight charges
- Handling and storage charges
- In-transit insurance charges
- Charges for testing and preparation for use
- Costs of reconditioning used items when purchased
- Computer software and hardware
- Parts and Labor associated with the construction of equipment
- Lawn maintenance equipment and tool kits

Works of Art and Historical Treasures

Works of Art and Historical Treasures Definition: Collections or individual items of significance that are owned which are not held for financial gain, but rather for public service. Collections or individual items that are protected and cared for or preserved and subject to an organizational policy that requires the proceeds from sales of collection items to be used to acquire other items for collections.

Exhaustible collections or items – items whose useful lives are diminished by display or educational or research applications.

Inexhaustible collection or items – where the economic benefit or service potential is used up so slowly that the estimated useful lives are extraordinarily long. Because of their cultural, aesthetic, or historical value, the holder of the asset applies efforts to protect and preserve the asset in a manner greater than that for similar assets without such cultural, aesthetic, or historical value.

Depreciation Methodology: The straight-line depreciation method (historical cost less residual value, divided by useful life) will be used for exhaustible collections. Inexhaustible items are not depreciated.

Capitalization Threshold: Works of art and historical treasures acquired or donated will be capitalized at a threshold of \$5,000.

If a collection is held for financial gain and not capitalized, disclosures must be made in the notes that provide a description of the collection and the reasons these assets are not capitalized. When donated collection items are added to non-capitalized collections, program expense equal to the amount of revenues should be recognized.

Examples of Expenditures to be Capitalized as Works of Art and Historical Treasures

- Collection of rare books, manuscripts
- Maps, documents and recordings
- Works of art, such as paintings, sculptures and designs
- Artifacts, memorabilia, exhibits
- Unique or significant structures such as monuments and statues

Construction in Progress

Construction in Progress Definition: Construction in Progress reflects the economic construction activity status of buildings and other structures, infrastructure (highways, energy distribution systems, pipelines, etc.), additions alterations, reconstruction, installation, and maintenance and repairs, which are substantially incomplete.

Depreciation Methodology: Depreciation is not applicable while assets are accounted for as Construction in Progress. Upon asset completion and placement into service, the value of such asset is removed from Construction in Progress. Depreciation then begins based upon depreciation life of the appropriate asset category. See appropriate capital asset category when asset is capitalized.

Capitalization Threshold: Construction in progress assets should be capitalized to their appropriate capital asset categories upon the earlier occurrence of execution of substantial completion contract documents, occupancy, or when the asset is placed into service.

III. Purchasing Policy

Inasmuch as the budget is approved to provide for the day-to-day operations of the Library, with major expenditures for equipment and services taken into consideration, and

Inasmuch as our major budget concern is that the total expenditure approved shall not be exceeded, and

Inasmuch as it is the duty of the Director to “develop the library budget, supervise the expenditure of Library funds and the collection of Library revenues, and administer grants”

It is our policy that the Director has discretion in authorizing expenditure of all funds allocated. Budget line

modifications will be made in consultation with the Treasurer and will be included in the monthly Treasurer's Report. Expenditures for services and equipment which will exceed the total approved budget allocation (and will require the use of unanticipated revenue or unallocated fund balance) must be presented to the Board for their approval.

Equipment not subject to government pricing and capital expenditures are subject to the following guidelines:

- Telephone, Internet or catalog quotes will be obtained for expenditures from \$250.00 - \$1,500.00.
- Three written estimates (including Internet or catalog pricing) will be obtained for expenditures between \$1,500.00 - \$7,500.00.
- A Request for Proposal (RFP) will be submitted to at least three vendors for expenditures between \$7,500.00 - \$20,000.00.
- Formal advertised bidding will be implemented for expenditures over \$20,000.00.
- For capital projects estimated to be \$20,000 and over (labor and materials) we will solicit a minimum of three proposals using the following process:

The Physical Resources Committee will define the project and will recommend contractors to contact where possible.

Contractors will be contacted by telephone. A written project description, defining the project as a public works project, will be mailed to interested parties requesting a proposal. Proposals will be reviewed with the use of checklists for contractors and references (*see Appendix A attached hereto*).

The Physical Resources Committee will review all proposals and present them to the Board with the committee's recommendation.

Revised October 8, 2012 Approved

Financial Policies Appendix A Checklist for Contractors

- Will certificate of insurance be furnished?
- How long will the job take, and how quickly can it be scheduled?
- Can you furnish references?
- Will debris be removed? Is there an extra charge?
- If there are noxious fumes, how does this affect employees?
Do they need to leave the building?
- If furniture must be moved, is there an extra charge?
- How many contractor's employees will be on the job site?
Who is the designated crew chief?
- What are the steps involved in completing the project?
- What are the payment terms? Are overruns anticipated?
- Are there any applicable warranties for the parts or labor?

Reference Checklist: (references will be contacted by telephone)

- Was the work completed in a timely manner?
- Were the contractor and the employees neat?
Did they clean up upon completion?
- Did the contractor adhere to the quoted price?
If there were overruns, of what nature were they?
- Did you have experience with the contractor being responsible for any damages?

IV. Credit Card Use Policy

The Goshen Public Library & Historical Society (the “Library”) uses commercial credit cards (the “GPL&HS Credit Card”) to expedite operations, take advantage of sales tax exemptions, reduce the use of petty cash and staff reimbursements, and to simplify purchasing and accounting procedures.

The GPL&HS Credit Card is intended to facilitate the purchase and payment of materials for the conduct of Library business only. Improper use, including personal use, of the GPL&HS Credit Card will subject the user to disciplinary actions, up to and including termination of employment.

The Business Office shall maintain a list of the GPL&HS Credit Cards issued to each individual and shall request that the card(s) be returned upon termination of the employment relationship. All GPL&HS Credit Card purchases made by the cardholder must be accounted for prior to the last of employment.

The Library Director will be the authorized administrator on the GPL&HS Credit Card and will be responsible for:

- approving authorized users;
- setting individual credit limits; and
- terminating users and notifying the issuer to cancel cards.

All authorized users will be required to sign a credit card user agreement.

Approved June 12, 2023

Public Relations Policy

The administration and staff of the Goshen Public Library and Historical Society seek an open and active relationship with the Goshen Central School District's residential and business communities that form our tax base. A range of outlets arrayed to communicate Library-related news, benefits, collections, policies, programming, new materials, *etc.* is indispensable to maintaining the Library's profile in the community, and to ensure that information reaches every segment of our constituency.

This will be accomplished through the following avenues:

1. One print newsletter per year will be mailed out to every Goshen Central School District resident in early spring announcing the annual budget vote and election. Our annual report, detailing the Library's financial picture, as well as highlights from the preceding year will also be included.
2. Bimonthly (i.e., emailed 2x a month) electronic newsletters will be sent to our opt-in email list containing time-sensitive information, such as news updates, current programming, and policy or procedural changes. To ensure that those without internet access are reached, e-newsletters will be printed and made available at the library and key locations throughout the community.
3. E-blasts (single-subject e-newsletters) will be sent out on an as-needed basis to our electronic opt-in mailing list to promote special programming and events, or to quickly relate important breaking information about the Library.
4. Social media posts via Facebook, Instagram, Twitter, Snapchat, *etc.*: Our public relations clerk and department heads will use current and trending social media outlets to reach a wide range of our constituency to promote programming, events, and new materials.
5. Current trends in reading, education, book publishing, literacy, or information on other Library or relevant community events will also be posted.
6. Local newspapers, magazines, and community calendars will be utilized to promote Library programs and events.

As part of the Library's mission is to actively engage with the community, library staff members are encouraged to participate in community outreach and community events as personnel considerations and budget allows. Face to face communication with School District residents--both inside and outside of the Library--will remain a priority.

Revised October 9, 2017

General Library Policies

I. Rules of Conduct

The following policies are determined by the Library Board of Trustees and are subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Rules of Conduct

The Library building and services are available to the general public for purposes consistent with the Library's mission. We request your cooperation with regard to the following Rules of Conduct which prevail:

The rights, opinions and property of all people will be respected.

Library visitors will not engage in conduct that disrupts or interferes with the normal operation of the library or disturbs staff and library users. Such conduct includes: the usage of abusive or threatening language or gestures; creation of unreasonable noise; and loud or boisterous behavior or talking.

The reading room is reserved for research, reading, and study. Loud conversation, use of cellphones, audio devices without headphones, eating, drinking, smoking, game playing, and sleeping are not allowed. Tutoring and business meetings are to be held in the designated spaces only.

Soliciting, selling, and petitioning are not permitted.

Shirts and shoes must be worn at all times.

Pets, except service animals, will remain outside the building.

The Library takes no responsibility for children left unattended. Children under the age of 10 are not allowed in the building without an adult/caregiver and must be accompanied by an adult/caregiver while in the Just for Kids area.

Library staff is responsible for assisting patrons with their information needs. Care givers are responsible for the safety and conduct of children in their care while in the Library or on its grounds. Children will not play on the stairs, run, crawl, pound on the computer keyboards, or move library materials from one shelf to another.

Children enrolled in Library Programs will remain in the Just for Kids area until picked up by their parent/caregiver. Other arrangements can be made with the library staff member in charge of that program prior to the start of the program.

Care givers are expected to be aware of the Library's Hours of Operation and to pick up their children prior to closing. In the event a child is left at closing, the Goshen Village Police will be contacted to provide supervision for the child.

Children can ask a library staff member to call home for them or to use a personal cell phone to call for a ride home.

Library materials will be properly signed out before being removed from the building.

The parking lot is available for people on Library business only. Cars will be parked in marked spaces only.

Staff and handicapped parking will be respected.

Restrooms will not be used for laundry or bathing. Nothing other than tissue provided will be flushed in Library toilets.

In so far as all materials in the Library are open to public view, patrons should be aware that viewing Adult Content images, graphically violent images, or images depicting Criminal or Sexual conduct, is inappropriate conduct, and if within the proximity of minors will be viewed as Endangering the Welfare of Children and treated as such.

Patrons will not engage in unlawful behaviors on Library property. Any violation of the above rules may result in Denial of Service and Expulsion from the Library.

Approved June 10, 2002

Revised July 10, 2006

Revised December 2012

Revised February 2020

II. Suspension of Library Services Policy

The Library Director may suspend library services for individuals in response to inappropriate behavior. Library services may be suspended anywhere from three days for minor infractions, to permanent suspension for criminal offenses, depending upon severity and frequency of behavior.

The Library Director will keep a confidential file of information on all incidents in which a form has been filed. The purpose of the file is to track any serious problems that are reported by the staff. It will be used to document incidents of inappropriate behavior and to track problems of a reoccurring nature.

If the decision is made to suspend a patron for more than the remainder of the day, the Library Director will complete a "Notice of Library Suspension" letter. A copy will be made available to the patron. In the case of a minor, the library will attempt to notify the parent or guardian and provide them with a copy of the letter.

Behavior infractions and staff response:

Behavior infractions will be divided into three categories: Inappropriate or Disruptive, Violent or Threatening, and Criminal. Staff response will vary according to infraction ranging from a verbal warning to a ban of one year or longer, detailed below.

1. Inappropriate or disruptive behavior may include:

- Loud talking or yelling
- Loud audio equipment or phones
- Suggestive actions or behavior
- Food in the library
- Inappropriate dress (e.g., no shoes, no shirts or swimming suits)
- Blocking entrances or pathways
- Running or chasing in the building
- Climbing on furniture
- Littering

- Swearing, cursing, or disrespectful language
- Excessive displays of affection
- Smoking in the library or anywhere on library grounds

Staff response: Up to two verbal warnings will be given by the staff. If a third warning is needed, the individual may be asked to leave the Library for the day. If they do not comply, or they return after being asked to leave, they may receive a three day ban.

2. Violent or threatening behavior may include:

- Hitting or punching
- Verbal abuse of staff or other patrons
- Excessive emotional, hostile, or uncontrolled behavior
- Intentional entry into restricted areas of the building
- Possession of alcohol
- Panhandling or soliciting
- Intrusive behavior including staring at or following staff or patrons with the intent to annoy, harass, violate privacy, or otherwise interfere with staff or patron activities
- Possession of firearms or other weapons

Staff response: Staff response will vary according to the severity of the disruption or threat, ranging from a warning, being asked to leave for the day, or calling the police. A ban for up to a month may follow from the Library Director depending upon the severity of the behavior. Continuance of the behavior may result in a ban of one year or longer.

3. Criminal behavior may include:

- Physical assault
- Alcohol or drug intoxication
- Exhibitionism
- Inappropriate touching or other sexual harassment
- Possession of illegal drugs
- Child pornography
- Theft
- Vandalism

Staff response: Staff will respond by calling the police for any of the above infractions. A ban of one year or longer may follow from the Library Director. In the case of a child or vulnerable adult, the suspension of library services will apply to their caretaker.

Approved August 8, 2022

III. Library Services

The Library staff will provide guidance and assistance to individuals to obtain the information they seek. New services will be developed, and existing services revised as need is defined.

A. Library Programs

The Library will develop programs, exhibits, book lists, *etc.* to stimulate the use of the Library and its materials for the enlightenment of people of all ages.

Adult Services

Adult programs will be planned in accordance with the informational, instructional, cultural, and entertainment needs and interests of the community.

Programs offered by the Library are free and open to the public, although in some instances materials fees may be charged or registrants may be required to provide their own materials.

Grant funded programs will be subject to the regulations of the grantor.

Some regularly scheduled programs offered at the Library under its auspices will have limited registration as dictated by space, staffing, and quality considerations. These considerations include public safety and the educational value of the program. For planning purposes, registration will be required for most programs, and may be limited to a given number of participants due to space limitations or the nature of the program. For programs requiring registration, first preference will be given to residents of the Goshen Central School District. Out-of-district patrons will be automatically placed on a waiting list. Those on the waiting list will be contacted if space becomes available.

In developing programs, the Library will not sponsor events that promote businesses or for-profit enterprises. Although professionals or business people may be presenters, any information must be of general interest to the audience. Presenters are not allowed to solicit or sell products or services. However, authors may sell and autograph their books and music performers may sell their work. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

The Library reserves the right to cancel a program due to low registration. A program is automatically cancelled if the Library is closed due to inclement weather. Cancelled programs are not automatically rescheduled.

Children's Services

In an effort to support our youngest patrons and their caregivers, the Children's Department will regularly provide Early Literacy programs for children from birth-age 5 as per the New York State Library's initiatives as a foundation of our programming base. The Children's Department will regularly provide continued literacy and educational support for school age children in grades K-12 and encourage library use throughout the school year including book-based discussion groups as well as craft, art, trends, and technology instruction. The Children's Department will also provide a Summer Reading Program during the months of June, July, and August with a variety of programs and experiences for children ages 18 months-18 years to support the maintenance of literacy skills, encourage library use, and develop a love of reading.

Childrens' Programs will fall into two general categories: Drop-In and Registration Required. Drop-In programs will be open to the public including out-of-district patrons and will be run on a "as supplies last"

basis. Registration-required programs will have a limited class size and be governed by the following rules:

1. Programs will be open to Goshen Central School District residents first. Out-of-district patrons may put their names on a wait list and will be invited to join the class if it is not full on the day it is being held.
2. Programs using an online registration will have required fields for age or grade restrictions determined by the content of the program. Children must meet these requirements to be eligible for the program. Programs using in-person or phone registration will have age or grade restrictions that will be verified by the person taking the registration.

The Library reserves the right to cancel a program due to low registration. A program is automatically cancelled if the Library is closed due to inclement weather. Cancelled programs are not automatically rescheduled.

B. Interlibrary Loan and Database Searching

The Library accepts responsibility for securing information beyond its own resources by:

- Enabling cardholders from RCLS libraries to borrow materials found through the RCLS IL database with valid cards from RCLS libraries.
- Providing access to on-line services, and teaching patrons how to use them.

If an item cannot be borrowed through RCLS, an out of system request will first be placed through the Southeastern Access to Libraries (SEAL). This service will be available to anyone with a valid RCLS card in good standing.

- New titles will not be borrowed through SEAL.
- AV materials (audiobooks, music CDs, DVDs) will be lent at the discretion of the Adult Services Department Head.
- Patrons whose accounts show fines of more than \$10 will be unable to borrow items until sufficient payment is made.

If the item cannot be borrowed through SEAL, a request can be made to participating libraries throughout the United States. The requests must be made through the Reference Desk and only on behalf of a patron with a valid Goshen Library Card in good standing. Patrons of other libraries will be directed to their home libraries to place an ILL request.

Fees - Conditions of Use

The Library does not charge a fee for borrowing via interlibrary loan. Lending Libraries determine any conditions regarding the use of their materials. The Library will strictly observe any conditions for use of loaned materials that are imposed by a lending library.

Returning ILL Materials

ILL materials must be returned in person to the Library's circulation desk. They may not be left in the book drop or returned to any other RCLS library.

C. Home Delivery

The Library will arrange to select, based on stated preferences, and deliver materials to homebound Goshen Central School District residents with a valid Goshen library card. The library card will be held at the Circulation Desk.

Approved February 10, 1997

Revised April 10, 2000

Revised and Approved October 10, 2022

Revised and Approved December 11, 2023

IV. Library Card Registration

All people are entitled to use the Library facilities and resources. However, to borrow materials or use a public computer, a valid library card is required. Use of a library card belonging to another person, except when authorized to use that card to pick up items being held for its owner, is prohibited.

A. Residents of Goshen Central School District and other areas with which the Library has a contract.

Adults: All residents and/or taxpayers of the Goshen Central School District, and residents of the Town of Goshen living in the Chester School District age 18 or older are eligible for an adult library card with Direct Access privileges, free of charge. Proof of identity and residency are required to obtain a library card. A current photo ID with a current address in the Goshen Central School District satisfies the requirements. If the photo ID does not provide a current address, the applicant may provide evidence of current residency. If the applicant is unable to provide proof of current residency at the time of application, the Library may accept a single form of documentation and issue a provisional card. The provisional card would allow one-time use. Procedure for issuance of a card and final verification will be on file and available at the circulation desk.

Children: Residents of the Goshen Central School District and residents of the Town of Goshen living in the Chester School District age 17 or younger are eligible for a juvenile library card with Direct Access privileges, free of charge. The parent/guardian and child are required to come into the Library to fill out and sign the application form. The parent must show proof of residency, as specified above, on behalf of the child. If the completed application is submitted through the schools via Library staff, no in-person visit or proof of residency is required. Parents/guardians are responsible to see that their children obey the Library Rules of Conduct as well as Library policies and procedures.

Temporary Residents: Residents of the Goshen Central School District who are here temporarily (examples: exchange students, *au pairs*, summer residents, residents of a juvenile home) are eligible for a library card without Direct Access privileges, free of charge. The same proof of identity (with the exception of a photo ID) and address as for permanent residents are required. Juvenile application forms for the residents of the group home must be signed by the resident or counselor in charge.

B. Direct Access

The RCLS Direct Access Plan and RCLS ILS policies govern all Direct Access within the RCLS service area. All permanent cardholders in the RCLS service area are eligible for free direct access borrowing upon presentation of their valid home library card. Residents of communities outside the RCLS service area aged 18 or older may obtain a library card upon payment of a fee equal to the per capita Library expenditure for residents of the Goshen Central School District.

Revised and Approved December 11, 2023

V. Replacement Cards

Replacement of lost or damaged cards will only be issued to the individual named on the card with proper identification.

The privileges of borrowing library material and using library computers may be denied at any time by the Director for abuses such as neglecting to return library materials when they are due, refusing to reimburse the Library for fines or lost materials, destruction of library materials, or abuse of Library policies or Library Rules of Conduct.

Revised and Approved December 11, 2023

VI. Confidentiality Statement

In recognizing the Library's position of special trust with members of the public, the Board wishes to clarify its policy and responsibilities with regard to confidential information about patrons (and patron use of library resources) that comes into the Library's possession.

As the choice of books and other library materials, along with the use of the informational resources of the Library is essentially a private endeavor on the part of each individual patron, the Library shall make every reasonable and responsible effort to see that information about that patron and their choices remains confidential. For people to make full and effective use of library resources they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use, or the questions they ask. The awareness of existence of such a possibility inhibits free usage of the library, its resources, and facilities, and is contrary to the American Library Association ("ALA") Library Bill of Rights (*see Appendix A attached hereto*), ALA Freedom to Read Statement (*see Appendix B attached hereto*), and ALA Freedom to View Statement (*see Appendix C attached hereto*).

Therefore, the Board has adopted the following guidelines concerning the disclosure of information about library patrons, to wit, no information shall be disclosed regarding or including:

- A patron's name (or whether an individual is a registered borrower or has been a patron).
- A patron's address.
- A patron's telephone number.
- The Library's circulation records and their contents.
- The Library's borrower's records and their contents.
- The number or character of questions asked by patrons.

The frequency or content of a patron's lawful visits to the Library or any other information supplied to the Library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution, government agency or agency without a valid process order or subpoena or search warrant. Upon presentation of such a process order or subpoena, the Library shall resist its enforcement until such a time as proper showing of legal entitlement has been made in a court of competent jurisdiction.

All Library employees and volunteers are hereby instructed to comply with these guidelines.

All requests for information about library patrons will be directed to the Director or, in the absence of the Director, the Librarian-in-charge (LINC). Requests for information not made pursuant to a process order, subpoena or search warrant will be denied. If a law enforcement officer requests information about a library patron, the staff member approached should immediately contact the Director or LINC.

If the law enforcement officer has a process order, subpoena or a search warrant, the Director or LINC will contact the Library's attorney for a review of the document's legal sufficiency and explain this procedure to the law enforcement officer. Review of the search warrant must be immediate.

The Library's attorney may provide assistance on-site during the search. If the Library's attorney is not available, action on a subpoena will be deferred until it has been reviewed, but the search directed by warrant must be allowed to proceed. Any above action which is handled by the LINC shall be reported to the Director.

The Board recognizes that it is only through continued public confidence that these guidelines are being upheld, that the public can maintain its confidence in the public library. It is this confidence that is vital to the Library's role in the community and community's right to know.

Revised and Approved December 11, 2023

VII. Loan Policies

Loan periods; number of renewals; fine schedule; and circulation item limits for all materials can be found at the circulation desk upon request. These rules are subject to change due to library system procedures. The most current policies will be updated as necessary on the circulation document.

Renewals. Telephone renewals will be accepted if the patron provides their barcode number. Material may be renewed electronically by patrons or staff subject to system-wide restrictions.

Reserve requests will be accepted for most materials which are listed in the catalog. Patrons may place holds on items in the system independently or with the help of library staff. Printed library materials not available in the RCLS collections may be requested through interlibrary loan at the reference desk.

Patrons who have been notified that they have library materials overdue will have an RCLS ILS status of delinquent.

VIII. Problem Materials

A. Notice

Patrons will receive a notice of overdue materials once an item is delinquent by approximately one week. A second overdue notice may be sent approximately 2-3 weeks later if the item remains overdue. Items are billed at the original cost.

B. Lost Items and Replacement

If a lost item is paid for and then returned in good condition within 30 days, the patron will be reimbursed for the amount of the replacement cost (but not the fine).

Patrons who claim they have returned overdue materials are encouraged to look again. Their claim is noted and the shelves are rechecked. If the material is not located, the patron is held responsible as long as their library card has not been reported missing.

Approved February 10, 1997

Revised May 13, 2002

Approved October 10, 2022

IX. Returned Checks

Since any returned check incurs a bank fee assessed to the Library, any patron whose check does not clear will be charged the amount of that fee in addition to the original amount of the check. Until these charges are cleared, the patron will not be allowed to borrow library materials.

Approved June 10, 2002

X. Materials Selection

The authority and responsibility for selection of specific materials rest with the Director, and under their direction, to the professional staff who are qualified for this activity by reason of education, training, and experience. Selection decisions are governed by the following policy.

Procedure

The professional staff utilizes their professional expertise and judgment, based on understanding of community needs and knowledge of authors and publishers, and the Library budget in the process of selecting materials. They are aided by authoritative professional reviews (including those provided in Library Journal, Booklist, New York Times Book Review and School Library Journal), standard lists of basic works, recommendations of professional journals, and bibliographic essays prepared by subject specialists.

Recommendations from the public are welcomed and will be given careful consideration in terms of overall objectives and the existing collection.

Principles of Selection

The principles regarding the selection and retention or withdrawal of library materials are designed to implement the Library objectives.

The ultimate goal is the development and maintenance of a well-balanced collection of the best and most useful materials available in terms of the overall needs of the community and within the limits of budgetary restrictions. Intrinsic to this goal are certain fundamental principles which will insure that the diversified interests and needs of all the community are met. The Library therefore endorses the "Library Bill of Rights" (see [Appendix A](#) attached hereto), "The Freedom to Read" Statement of the American Library Association (see [Appendix B](#) attached hereto), and "The Freedom to View" Statement of the American Library Association (see [Appendix C](#) attached hereto).

All materials acquired should meet high standards of quality in content, expression, and form. Factors to be considered in evaluating an item: factual accuracy and authoritativeness, effective expression, significance of subject, sincerity and responsibility of opinion, current usefulness, interest, or permanent value. When judging the quality of materials several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merits while others are considered on scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

Each work would be considered as a creative unified whole with consideration given to the total purpose of the item.

The form in which materials are acquired should be appropriate to the content and anticipated use.

Additional criteria include: insight into human and social conditions; present and potential relevance to community needs; suitability of subject and style for intended audience; relation to the existing collection; reputation and significance of the author; attention given by critics, reviewers, and the public.

The same criteria used in selecting materials apply to the systematic removal or replacement of outdated, no longer useful, seldom used or worn items. Each withdrawal should be judged individually with reference to the standard library tools and the collection as a whole.

Areas of Special Interest

Works of fiction should meet the literary standards of the period in which they were written. The language and style should be suitable to the content and the author's purpose.

- The Library will not attempt to furnish materials needed in connection with school assignments. Textbooks are generally not acquired except in cases where suitable material is not available in other forms. The public library collection will serve as a complement to the school library collections, enriching the student's resources for personal interest and individual projects.
- The Library does not attempt to develop a comprehensive research collection in any one field except local history. Books of a highly technical or specialized nature are inappropriate to the general needs and interest of the Library community.
- An attempt is made to acquire authoritative materials representing all points of view and all sides of controversial issues. The Library does not promote particular beliefs or views but presents opposing views for examination by the public. The presence of an item in the Library collection does not indicate an endorsement of its contents by the Library.
- The Library will not include proselytizing works representing political, economic, moral, religious, or other vested positions when these materials do not conform to the selection criteria.

Censorship

- Once an item has been accepted as qualifying under the selection policies and rules it will not be removed at the request of those who object to it unless it can be shown to be in violation of these policies or is appropriate for systematic removal.
- There is a formal procedure for expressing concern regarding Library materials or resources. A written Statement of Concern must be fully completed, signed, and submitted to the Director. See Statement of Concern Policy.

Approved April 15, 1991.

Revised and Approved December 11, 2023

XI. Statement of Concern Policy

The Goshen Public Library and Historical Society selects materials based on the Materials Selection Policy. The Library acknowledges that occasionally Goshen Central School District residents may have concerns about individual materials in the Library's collection. The Library will handle concerns, ensuring that the concern is respectfully heard and that the fundamental principles of intellectual freedom, as expressed in the Library Bill of Rights (see [Appendix A](#) attached hereto), Freedom to Read Statement (see [Appendix B](#) attached hereto), and "The Freedom to View" statement of the American Library Association (see [Appendix C](#) attached hereto) are upheld.

Concerns shall be handled in the following manner.

A Goshen Central School District resident may express concern about specific titles or materials in the collection by talking to or writing to the Library Director. If the Goshen Central School District resident continues to have concerns, the resident should request from the Director a Statement of Concern Form and initiate the more formal procedure.

Requirements and guidelines for the Statement of Concern.

- Goshen Central School District residents with a current (not expired) library card may submit a Statement of Concern.
- The Statement of Concern Form must be filled out completely to receive consideration. Forms missing information or responses, or which are unsigned, will not be reviewed.
- The Statement of Concern Form may address concern about only one item/resource, not the entire body of work of a given author, nor all items of a given genre, theme, or topic.
- Organizations and groups are not eligible to submit this form.
- The completed Statement of Concern Form may be mailed or emailed to the Library Director or hand-delivered to the Library.

Acknowledgement of receipt of the completed Statement of Concern Form.

- a. Once a fully completed written Statement of Concern is received by the Director, it shall be acknowledged by letter. The letter will contain copies of this policy (explanation of the procedure) and the Materials Selection Policy.
- b. If the resident has checked out the item(s), no further action will be taken until said item(s) are returned to the Library.

Procedure following receipt of a completed Statement of Concern Form.

- a. The Director, the Department Head and selectors of the department from where the item(s) are housed (the "review committee") will review the completed Statement of Concern Form and read, listen to, or view the material in question in its entirety taking into consideration Library policies.
- b. The Director will respond in writing within thirty (30) days of receipt of a completed Statement of Concern Form. Accompanying the decision, as applicable, will be relevant professional book/media reviews and library policies.
- c. The letter will include the steps the Goshen Central School District resident may take if unsatisfied with the decision.
- d. The Director will provide the Library Board of Trustees with copies of the Statement of Concern and the Library's written response.

6. Reconsideration by the Library Board of Trustees:

- a. If the Goshen Central School District resident who submitted the Statement of Concern is not satisfied with the decision of the Director, he or she may bring the matter to the Board of Trustees. To do so, a written request for appeal must be made to the Board of Trustees within thirty (30) days of the date of the Director's response. The request may be sent to the Board of Trustees, c/o Goshen Public Library & Historical Society, 366 Main Street, Goshen, NY 10940.
- b. The Board reserves the right to undertake a thorough investigation prior to making a decision. That investigation will include a complete examination of the material in question and the relevant Library policies. It may also include consultation with Library staff, the Library's legal counsel, the Ramapo Catskill Library System, and professional organizations or other resources as the Board deems

necessary in order to make a fully informed decision. The Board may take up to 90 days from receipt of the appeal for this process.

- c. Until a decision is made by the Board of Trustees, the material in question will remain available without restriction.
- d. The Goshen Central School District resident submitting the appeal will be informed in writing of the Board's decision through US Mail at the address on the Statement of Concern Form.
- e. The determination of the Board of Trustees is final. Whatever the decision, the principles of the Library Bill of Rights will be reiterated, as well as how the decision is in accordance with those principles.
- f. The determination will stand for five years from the date of the determination. No new Statement of Concern on the same material will be considered prior to the end of the five year period.

Revised and Approved December 11, 2023

Statement of Concern Form

The Goshen Public Library & Historical Society has a Materials Selection Policy and an Exhibit Policy and a procedure for gathering input about particular items. Completion of a Statement of Concern Form is the first step in that procedure. If you wish to register concern about a Library resource, please request the Statement of Concern form from the Library Director.

Appendix A American Library Association Library Bill of Rights

- I. The American Library Association (ALA) affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.'
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council, amended October 14, 1944, June 18, 1948. Amended February 2, 1961, January 23, 1980, and January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Appendix B American Library Association The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be

"protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions.

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or*

aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only

to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix C American Library Association Freedom to View

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

- To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council.

Gifts Policy

Objectives of Policy: The Goshen Public Library and Historical Society recognize individuals', groups, and organizations' wishes to make gifts to the Library in an effort to enhance services. Outlined here is the policy guiding the establishment of sponsorships and memorial dedications of materials (*i.e.*, books), items and enhancements to the Library. This policy will be reviewed regularly, and proposed amendments shall be submitted to the Board for approval. As with all Library policies, this policy will be made available to the public.

Eligibility: Application will be reviewed by the Library Director and approved by the Board of Trustees. The Board will not approve applications to honor pets.

Sponsorships/Dedications: The Board will approve a list of items/enhancements available for sponsorship and/or memorial dedication upon the recommendation of the Library Director in collaboration with the staff. All sponsorships/memorial dedications are based on the lifetime of the item/enhancement. Each sponsorship/memorial dedication will be acknowledged and preserved in a Memorial Album. A value will be attached to each approved item to cover the purchase, delivery, and installation of the item/enhancement, including any ongoing maintenance period.

The inscription on plaques can be "In (Loving) Memory of _____", "Donated by _____," "Sponsored by _____," or other suitable verbiage. Alternative inscription can be used but must first be approved by the Board.

Gifts of materials (books, *etc.*) will be added to the collection if they meet the same standards of purchased materials. Gift materials not meeting these standards, those that are out-of-date, unneeded duplicates of items already owned, or those in a format not suitable for library use, may be declined. Gift materials will be integrated into the regular Library collections in normal sequence, available to all Library patrons, and otherwise handled as any other material belonging to the Library. Gift materials may be marked with an appropriate bookplate. The Library will not determine a dollar amount for books or donations.

Maintenance: Ongoing maintenance for the care of the material/item/enhancement will be for its lifetime. Should the item become unsafe, the Board reserves the right to remove it or part of it immediately in the interest of health and safety until repairs or replacement can occur. However, the Board reserves the right to remove items that have been damaged or excessively worn and are, in the view of the Board beyond economical repair or replacement. The Board accepts no liability for damage to any items/enhancements from vandals, or other third parties that may occur in the course of routine maintenance.

Application: Application forms may be picked up in the Business Office or downloaded from our website at www.goshenpubliclibrary.org and should be returned to the Business Office. Payment must be received with a completed application form. Checks should be made payable to the Community Foundation of Orange and Sullivan. This check will not be deposited unless the application has been approved by the Board. In case of a denial, the check will be returned. It may take a number of weeks for a decision by the Board to be reached depending upon the Board's meeting schedule and review process. A letter for tax purposes may be given to the donor if requested at the time the donation is made, acknowledging the receipt of the gift.

Adopted December 12, 2022

Physical Facilities

Library facilities, as specified below are available for use by non-profit community groups or representatives of the Goshen Central School district. Library facilities are NOT available for the conduct of private (for profit) business, including sale presentation, business meetings, tutoring, etc.

Meeting Room Policy

The Goshen Public Library and Historical Society offers its meeting room spaces for use by individuals and groups for non-commercial, educational, cultural, informational, intellectual, and civic purposes. Library and Friends Group sponsored programs will have first priority to all of these spaces at all times. Room availability is contingent on there being no conflict with Library programs or meetings.

The Library Board of Trustees or Director reserves the right to determine use of the rooms, to assess fees for the use of the rooms, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

Each group/individual requesting use of the meeting rooms must complete an application before scheduling a meeting/event at the Library. The fact that a group has been permitted to meet at the Goshen Public Library & Historical Society does not constitute an endorsement of the group's policies and/or beliefs.

Policy Guidelines:

1. Groups/individuals reserving the meeting room spaces must adhere to the Goshen Public Library's Rules of Conduct. and the Unattended Child Policy.
2. No group or organization using the meeting rooms may discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the use of the meeting rooms.
3. No admission fee may be charged, contributions solicited, or dues collected. The only exceptions are library or library-affiliate programs; or in the case of paid registrations at conferences or institutes, held in cooperation with the Library, or payment of fees for regularly scheduled education courses sponsored by nonprofit organizations.
4. No product or service may be sold, though payment may be charged for materials required for education or direct group, with prior review and approval of the Library Director.

(Note: applicable to the Pomares Community Room, Small Meeting Room A and Small Meeting Room B.)

Adopted April 2019

Study Room Policy

Study rooms may not be used for private parties, social gatherings, or activities that advertise a product or service. By reserving the study room, you are agreeing to the following policies.

Policy Guidelines:

- No group, organization or person using the study rooms may discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the use of the study rooms.
- All publicity for the meetings/events held in the Library must carry the name of the organization or person sponsoring the meeting/event. The Library will not take reservations or registrations for individuals to a meeting/event on behalf of the sponsoring organization or person. The Library must not be identified as a sponsor.

- Groups may not use the name, address or logo of the Goshen Public Library and Historical Society as the official address or headquarters of the group/organization, nor may the library's address, telephone number, or email be used as contact information.
- Groups of more than 4 people under the age of 18 using the study rooms must be supervised by an adult.

Reservations/Scheduling:

- Study room reservations can be made online via our website (goshenpubliclibrary.org), by phone or in person.
- Study rooms may be booked in advance in 1 hour increments up to 2 hours.
- Study rooms may not be reserved more than 3 months in advance and no patron may have more than two future meetings on the calendar at a time.
- Patrons may not reserve more than one study room for the same reservation time.
- Patrons must have a valid Goshen Public Library card and be at least 18 to make a reservation.
- If the room is unreserved, patrons may sign up to use the room on a first come/first serve basis for one hour at a time up to 2 hours.
- Reservations will be cancelled if not occupied 15 minutes after the start of the reservation period. Repeated no-shows may result in a study room ban.
- Study rooms will close 15 minutes prior to the library closing.

Tutoring Policy

- Tutors may book study rooms for tutoring purposes; either the tutor or the student being tutored must be a Goshen Public Library cardholder.
- Tutors may not tutor more than 4 students at a time in the study room.
- Tutors and students must bring their own supplies.
- Tutors and students must abide by the patron's Rules of Conduct and Unattended Child Policies.
- Children under the age of 18 who are being tutored are the responsibility of the tutor while on Library property until they are released to a parent/guardian.
- Tutoring must be academic in nature.

Use/Care of Study Room:

- The door to the study room must remain unlocked and Library staff is permitted to enter at any time.
- The room is to be left in the condition in which it was found. All trash should be disposed of in the appropriate containers provided.
- No food and only beverages in covered containers are permitted in the room.
- The capacity of the room must not be exceeded.
- No materials are to be affixed to the walls or table(s) in the study room.
- Groups or individuals using the study room must abide by the patron's Code of Conduct, Unattended Child Policy, and the Internet Use Policy.
- The patron making the reservation is liable for any damage done to the room during the reservation time.
- The Library is not responsible for loss or damage to any personal property.
- The Library reserves the right to revoke permission to use the study rooms at any time

Adopted April 2019

Outside of Regular Business Hours Event Policy

The Board of Trustees of the Goshen Public Library & Historical Society (the "GPL&HS") recognizes the value of hosting events for the informational, educational, and cultural benefit of the community. The Board also recognizes the importance of providing the space needed for events hosted by the Junior Friends of the Goshen Public Library & Historical Society, Friends of the Goshen Public Library & Historical Society and the Goshen Library Foundation, as these organizations' efforts benefit the patrons and further the mission of the GPL&HS.

Events sometimes cannot be held during regular operational hours of the GPL&HS or may begin/end outside regular hours. The following is the policy for events held in the building or on the grounds of the GPL&HS, which may occur outside of regular hours of operation:

- GPL&HS-sponsored events receive first priority.
- After hours events hosted by the Friends of the GPL&HS, Junior Friends of the GPL&HS, and Goshen Library Foundation should first receive Board approval, as per Meeting Room policy.
- The request must identify the nature of the function to be scheduled, approximate number of attendees, time and date of the proposed function, and special facility conditions needed (use of tables, chairs, technology, etc.).
- Outside groups cannot host after-hours events in the building or on the grounds of the GPL&HS.
- All after-hours events are subject to the Library's Rules of Conduct policy.
- Attendees of after-hours events can only access the entryway, Pomares Community Room, kitchenette, and the patio of the GPL&HS. Collection rooms, small meeting rooms, and staff areas are not accessible to attendees of after-hours events.
- The Library Director's attendance at after-hours events is encouraged. In the event the Library Director cannot attend, a designated staff member or GPL&HS trustee may be tasked with ensuring the opening/closure of the building and grounds for the event.
- The Board may authorize a representative of the Friends of the GPL&HS, adult representative of the Junior Friends of the GPL&HS or Goshen Library Foundation to follow the closure procedure of the building.
- The Library's building closure procedure must be followed by the designated closer.

Adopted June 11, 2022

Insurance and Indemnity

Whenever the Library facilities are used, there is the possibility that persons may be injured and may bring legal action against the Library and sponsoring organization for personal injury. The Library carries a public liability insurance policy to protect the Library against such action. Since it is possible that the organization may also be sued for such liability, the organization should protect itself by obtaining a temporary insurance policy protecting said organization and naming the Library as an "additional insured." Any such organization agrees to indemnify and hold the Library harmless against any and all damages, costs, and expenses, including reasonable attorney's fees, which the Library may incur as a result of the sponsoring organizations use of the Library.

Approved February 10, 1997

Exhibit Policy

Goshen Public Library & Historical Society (the "Library"), an educational, cultural, and civic institution, provides exhibit and display areas consistent with its mission. Educational, cultural, civic, and governmental groups and local artists and collectors may reserve an exhibit space in accordance with this Exhibit Policy. Purely commercial use of the display space is prohibited.

Exhibits and displays do not reflect endorsement or advocacy for any point of view by the Library.

Two areas available to the public for displays: one vertical glass display case in the Library lobby, and the Pomares Community Room (the "Community Room"). The views expressed in the works or objects exhibited at the Library are those of the artist (or owner) and are not necessarily those of the Library and its staff, Trustees, or agents, or the Friends of the Goshen Public Library & Historical Society and its membership.

Liabilities

The Library assumes neither responsibility nor liability for the possible damage, destruction or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Exhibitors must sign the release on the *Exhibit & Display Application* form before the exhibit begins. It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation.

Guidelines

- Library use of any exhibit/display space takes precedence in scheduling.
- All exhibits and displays must be approved by the Library Director or their designee.
- Requests must be submitted on a completed *Exhibit & Display Application* and an itemized list of works to be exhibited.
- Requests will be considered in the order they are received.
- The Library will preview the work to be shown prior to granting permission to exhibit. Factors considered in the approval process include:
 - Artwork must be the original work of the submitting artist.
 - Consistency with the Library's mission.
 - Relevance to and consistency with community needs, interests, and standards.
 - Space requirements for display. The Community Room is a community space for all ages, including pre-school children, and used for large group meetings.
 - Fragility of the art.

The Library reserves the right to require modifications to, or to reject, any part of an exhibit or display.

The Library reserves the right to limit the size, number, and placement of items; the schedule of any display; the frequency with which an individual or group may present an exhibit or display.

The Library reserves the right to limit or modify a request for an opening or other reception around the exhibit.

- Exhibitors are responsible for the installation and removal of their displays in coordination with the Library. Exhibits or displays not removed on or prior to the established end date will be removed by the Library.
- Exhibits cannot in any way disrupt the normal routine of the Library.
- Artists displaying their work may post their prices and contact information. The Library is not responsible for the sale of artwork.
- The exhibitor will provide a display card or title label indicating the title of the work, artist, medium and price. The Library will provide exhibitor with the label specifications.
- Permission to photograph or reproduce any work accepted for exhibition, for purposes of publicity, is considered granted unless otherwise stated in writing on the *Exhibit & Display Application*.

Reservations And Cancellations

Exhibits may be for 30 or 60 days. In order to provide equitable access to exhibit and display areas, non-Library exhibits and displays may remain for no more than 60 days. Groups may reserve a specific area for no more than 60 days annually. Individuals may reserve a specific area for no more than 60 days every two years.

The Library reserves the right to cancel or reschedule any exhibit or display if a Library event/program needs the area. To the extent it is reasonably practicable, the Library will provide two (2) weeks' notice of cancellation.

Sales

Works of art on display at the Library may be offered for sale. Prices will be established by the artist. The artist is responsible for transacting the sale of any work directly with the purchase; no sales will be made through the Library staff. Works that are not for sale must be clearly designated "NFS" (not for sale). Works sold must remain on exhibit throughout the designated period.

Fees

The *Exhibit & Display Application* will note any fees for exhibit and display and reception fees. The Library Board of Trustees may modify fees on an annual basis.

Failure to comply with any part of this policy may result in denial of future exhibit and display privileges.

Adopted October 10, 2023

Bulletin Board Policy

The Library bulletin boards are to be used for the posting of notices of:

- Library business or activities
- Public service items of educational or cultural interest to the community
- Civil Service examination notices
- Local jobs and services
- Local legal notices

Members of the public are not permitted to post notices. Any notice to be considered for posting must be submitted to the reference desk for review and approval. Approved notices will be dated, initialed and posted by authorized Library personnel. Notices posted without authorization will be removed.

All notices intended for posting on the Library bulletin boards must contain the following:

- Name of sponsoring agency
- Address and telephone number of sponsoring agency or authorized representative.
- Notice size (physical dimensions) can be restricted if deemed necessary to maximize available space.

Notices will be removed when they are no longer timely and may be removed after two weeks if space is required for more current items.

Authorization to post a notice does not constitute advocacy or endorsement of the viewpoints of the organization represented.

Failure to comply with these rules may result in denial of future posting privileges.

Approved June 10, 2002

Freedom of Information Law (FOIL) Policy

The purpose of this policy is to provide information and guidance for a member of the public to access records of the Goshen Public Library & Historical Society, Goshen, NY (the "Library") with a Freedom of Information Law ("FOIL") request.

The Library will furnish the information and records required to be disclosed by the New York State Freedom of Information Law (Article 6, Sections 84-90 of the Public Officers Law). FOIL allows members of the public the right to access government records, with certain exceptions. The full text of the FOIL law, guidance issued by the New York State Committee on Open Government, and other information about the law can be found on the Committee's website, <https://www.dos.ny.gov/coog/index.html>.

Designation of Records Access Officer

The Business Office Assistant is designated as the Library's "Records Access Officer" and shall be identified as the Records Access Officer in materials provided to the public.

The Records Access Officer shall:

- Ensure the Library appropriately responds to public requests for access to Library records within five (5) business days of the receipt of the request.
- Receive and process requests for access to Library records in the manner prescribed by the law.
- Maintain Library governance records for public inspection upon request.

Requests for Public Access to Library Records

All requests for records must be in writing and include the requestor's contact information in order to respond to the request.

All requests must include a detailed description of the records being sought, including, but not limited to, dates, titles, file designations, or any other information that will assist the Library in locating the requested records.

A request can be submitted by:

1. Emailing the Library Records Access Officer at kcw@goshenpubliclibrary.org with an email cc: to clemmer@rcls.org using the subject line FOIL Request;
2. Faxing the request to 845.294.7158, Attn: Library Records Access Officer (Business Office); or
3. Mailing it to the Library Records Access Officer to the following address:
Goshen Public Library & Historical Society
366 Main Street, Goshen, NY 10924
ATTN: Library Records Access Officer (Business Office)

Response To Requests For Public Access To Library Records

Within five (5) business days of the receipt of a compliant written request, the Library will:

1. Furnish a written acknowledgment of the receipt of the request and a statement of the approximate date when the information will be made available; or

2. Deny access in writing and state the basis for denying access. A denial of access to any record will be sent in writing and will summarize the reason for the denial.
3. If the Library does not respond to a request made by email within five (5) business days, please re-submit the request via fax at 845.294.7158. Attn: Library Records Access Officer (Business Office).

Appealing A Denial of Public Access To Library Records

The Library Director is designated as the Library's "FOIL Appeals Officer."

All appeals of a denial of a request for Library records must be submitted in writing within 30 days of the denied request to the FOIL Appeals Officer and include the requestor's contact information in order to respond to the request.

All appeals must include the date of the original FOIL request, a detailed description of the records that are being sought, including but not limited to dates, titles, file designations, or any other information that will help the Library find the requested records, and the reason provided for the denial.

The FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is completed with a determination as to whether the requested records were adequately withheld or must be released.

Copies of all appeals and the determinations will be sent by the Library to the Committee on Open Government in accordance with Section 89(4)(a) of the Public Officers Law.

An appeal can be submitted via:

1. Emailing the Library FOIL Appeals Officer at *clemmer@rcls.org* with an email cc to: *kcw@goshenpubliclibrary.org* using the subject line FOIL Request; or
2. Faxing it to (845)243-3739, ATTN: FOIL Appeals Officer (Business Office); or
3. Mailing it to the Library FOIL Appeals Officer to the following address:
Goshen Public Library & Historical Society
366 Main Street, Goshen, NY 10924
ATTN: FOIL Appeals Officer (Business Office).

Fees

The Library reserves the right to charge the requestor for costs following Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.

Adopted June 12, 2023

Technology Policies

Computer Use & Internet/Wireless Usage Policy

In keeping with its mission of providing public access to information of all types in a wide range of formats, Goshen Public Library & Historical Society is pleased to provide access to computers as well as free wireless internet access for the use of our patrons.

Patrons must accept the Library's Computer Use & Internet/Wireless Usage Policy to gain access. Paper copies of this policy are also available upon request at the Reference Desk.

- Only software installed by the Library may be used. Programs may not be downloaded from the Internet to be installed or run on our machines. Patrons found to have installed software on our machines, or to have been at our machines when unauthorized software was being used, will be temporarily or permanently (depending on the situation) banned from computer access (length of time may vary).
- Internet service is intended for research or educational use. We are aware that all websites are prone to infiltration with cookies, unwanted pop-ups, spyware, malware, adware, and viruses; or require enormous amounts of bandwidth. Such sites have the potential to infect or hijack the computer or slow down the entire network. The Library reserves the right to block such sites. Visiting a site which may compromise the security of the network or cause network slowdown may result in the loss of computer privileges.
- The Library cannot guarantee online services accessibility, performance, security, or uptime. Access to online sites and services may be subject to intermittent connectivity or unplanned outages which are outside the Library's control.
- The Library will not be held liable for any misuse of its public access terminals or its wireless network. "Misuse" includes, but is not limited to:
 - Use of the network to make unauthorized entry into other computational, informational or communication services or resources.
 - Distribution of unsolicited advertising.
 - Invasion of the privacy of others.
 - Engagement in any activity that is harassing or defamatory.
 - Use of the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper orientation.

Violations will result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

- Visiting Internet sites containing graphic adult content images or graphically violent images is inappropriate conduct and may result in loss of computer privileges. If such sites are viewed within the proximity of minors, such viewing will be considered to be endangering the welfare of a child and will be treated as such. Visiting Internet sites depicting criminal sexual activity is illegal and will result in permanent loss of computer privileges.
- As with all formats of information, patrons must respect copyright laws and licensing agreements. Acts or behaviors which may be illegal jeopardize a source's files, or the Library's account or access to resources, will result in permanent loss of computer privileges.
- A valid library card is needed to log on to the computer. A guest pass for that day may be requested at the Reference Desk for those who do not have a library card. Patrons who live in the RCLS service area should apply for a library card at their home library. Use of another person's library card to access computers is prohibited.
- Goshen Public Library & Historical Society does not assume any responsibility for the safety and integrity of personal equipment, laptop or other electronic communication device configurations or data files.
- Patrons are responsible for setting up their laptop and software to permit wireless access through the Library's network. Library staff can provide basic directions related to Wi-Fi access; however, staff cannot configure an individual's personal laptop or provide assistance with the installation of hardware or software.
- Wireless users assume all risks and responsibilities to provide anti-virus protection and appropriate security settings on their laptops.

- Library staff is available for basic assistance. Users who need more extensive instruction may schedule an appointment at the availability of the IT Help Desk or the Reference Desk.
- Children aged 9 or under must be accompanied by an adult when using electronic resources. It is strongly recommended that parents supervise the use of the Internet by their minor children.
- Patrons should be aware that the Internet is not a secure network and that third parties may be able to obtain information regarding users' activities.
- The Library's wireless network may require periodic maintenance and the Library cannot be held responsible for unforeseen downtime.
- Any malfunction or problem should be reported immediately to the Reference Desk or network administrator, including any pertinent details such as an application crash. Patrons must not try to correct the problem themselves.
- Patrons must abide by the Library's Rules of Conduct.
- Patrons abusing the equipment, or the Library policies are subject to immediate disciplinary action and may be permanently banned from further use.

Approved: April 11, 2022