

7. Building and Facilities Use

7.1 No Smoking, Vaping or use of tobacco Products

The Oswego Public Library is dedicated to providing a healthful, comfortable and productive work environment for our employees, patrons and visitors.

The U.S. Surgeon General, in the report, *Reducing the Consequences of Smoking*, concluded that:

- Second-hand smoke is a cause of disease, including lung cancer, in healthy nonsmokers, and
- The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

In addition, the U.S. Environmental Protection Agency and National Cancer Institute have concluded that passive smoke causes cancer and heart disease, including approximately 3,000 lung cancer deaths and over 30,000 heart disease deaths annually among nonsmoking adults.

In light of these findings, The Oswego Public Library shall be entirely smoke-free, effective June 1, 1999, smoking, vaping or use of tobacco products will be strictly prohibited within the library or outside within 100 feet of library-owned property. This policy applies to all employees, patrons, contractors and visitors.

All individuals share in the responsibility for adhering to and enforcing the policy. Any problems should be brought to the attention of the appropriate supervisor and handled through the normal chain of command.

Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other library rules.

*New York State Law states that smoking is not allowed within a distance of 100 feet from the building.

Revised 6/4/19

7.2 No Loitering

Loitering in the library, on library steps, entryway or library property thereby creating a nuisance to those who are trying to enter or exit the building or to use library resources is prohibited.

Revised 6/5/19

7.3 Fire Escape Plan

The library is on a fire system-- The Fire Dept. will be notified immediately if the system is triggered. Call 911. Do not attempt to put out any fires with fire extinguishers but exit the building quickly once you have cleared your floor. Head count will be done by the staff member in charge for the day. Follow the following procedure:

Children's Floor—The Children's Coordinator & staff should clear the Children's Room & upper level addition. Check bathrooms & proceed down emergency stairwell /fire exit. Upon leaving the building, go to the front of the County Court House (facing E 2nd St) for head count.

Adult Floor—The Librarian & staff should clear all the main floor and addition. Proceed out front door or fire exit whichever is closest. Staff should go to the front of the County Court House (facing E 2nd St) for head count.

Lower Level & Administration offices—Director & Secretary should clear all administrative office areas, lab & community room. Staff should check bathrooms. Proceed out the side door or nearest emergency exit. Upon leaving the building go to the front of the County Court House (facing E 2nd St) for a head count.

Basement—Custodian should clear out basement & proceed to the front of the Oswego County Court House (facing E 2nd St) for a head count. .

Approved July 1 2009

7.4 Study Rooms

The Oswego Public Library has Study Rooms located on the main floor addition and on the upper floor addition available for tutoring or small group planning sessions. The following criteria shall apply when using the study rooms:

1. Reservations for use of a study room must be made at the main floor circulation desk the day of use.
2. The tutor or organization's representative must sign in at the main circulation desk and provide their contact information (phone or e-mail & organization they represent).
3. Groups are limited to two (2) to four (4) people.
4. Tutors and groups may reserve a study room for up to two (2) hours at the circulation desk.
5. Use of the study room may be extended for up to an additional two (2) hours if no other group or organization has signed up.
6. No food or drink may be consumed in the study rooms
7. Study rooms may not be used to distribute or solicit orders or sell goods or services of any kind.
8. Failure to comply with these criteria may result in denial of access to the study rooms.

Board approved: May 7, 2019

7.5 Use of Administrative area (Board Room, Staff and Office area)

The Administrative area may be used only for library designated activities such as Board of Trustee meetings, Friends of the Library meetings, and other administrative functions as approved by the Board of Trustees. .

Revised 6/4/19

7.6 Community Rooms

Mission Statement

The Mission of the Oswego Public Library is to be the learning center for the Greater Oswego area and the place people turn to for the discovery of ideas, the joy of reading and the power of information. Community needs drive our services. We believe that library services should be delivered in a welcoming, convenient and responsive manner.

Policy:

The Board of Trustees makes the Library Community Room available for uses that will enhance the Library's role as an essential community resource. Programs in the Library's Community Room shall not impede the delivery of regular public Library Services.

1. Permission to use the Community Room does not constitute Library endorsement of the policies, beliefs, goals or activities of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the Library without prior approval of the Board of Trustees or its Designee.
2. The Library Board of Trustees or its Designee reserves the right to approve or disapprove each application for the use of the Community Room. It may impose added restrictions it deems appropriate for a particular program or use. The Library Director shall be authorized to implement procedures for the use of the Community Room consistent with this Board-approved policy.
3. The Board of Trustees or its Designee may deny, rescind, or cancel any application when it is deemed to be in the interest of the Library to do so. Failure to observe regulations governing the use of the rooms may result in denial of use in the future.
4. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks notice to the organization or business requesting the space.
5. The room is scheduled on a first-come, first-served basis and is available at the sole discretion of the Board of Trustees or its Designee. No more than three (3) events will be scheduled per day. Exceptions must be approved by the Library Director.
6. One week notice must be provided in case of cancellation unless the organization or business is faced with an emergency situation. If the library is closed due to weather conditions, the organization or business will be notified that the Community Room is not available.
7. In the case of events (an event being where an organization invites the general public), the organization or business may be asked to provide a Certificate of Insurance that is acceptable to the Library Board of Trustees or Designee.
8. Use of the room by groups must be in compliance with local codes and regulations.

9. No meeting may have more than 95 people (75 if tables are used) in attendance. All applicable fire and building codes must be complied with.
10. Applicants must announce fire exits prior to the start of the meeting/program.
11. The use of open flames or candles in the room is prohibited.
12. Library facilities may be made available to non-library organizations and businesses for the pursuit of social, cultural, educational, recreational and non-partisan political activities. Religious organizations and businesses are eligible to schedule meetings but they may not hold worship or instructional services at the library.
13. No meetings will be allowed if there is any commercial intent or solicitation for profit or sales from the group, the individual, the organization or business. However at the discretion of the Board of Trustees or its Designee, the following will be permissible at Library sponsored programs:
 - a. Fund raising to benefit the Library and/or sponsored by the Library, Friends of the Library or other Library-related groups.
 - b. The sale of books, media, and other items by authors or artists as part of a Library program.
14. The Board of Trustees reserves the right to establish limitations on multiple uses of the room by any organization.
 - a. Reservations may not be made for more than three (3) successive months without specific authorization of the Library Director.
 - b. Reservations may not be made for more than two (2) days per month without specific authorization of the Library Director.
15. The room is available during regular library hours. The regular hours being Monday through Thursday 10-7:30, Friday 10-4:30 and Saturday and Sunday 12-4:30. Use of the room outside library hours must be obtained by special permission from the Library Board or Designee at least ten (10) days in advance of the meeting.
16. Reservations for the room should be made at least ten (10) days prior to the scheduled program and no more than 3 months in advance. The organization or business should indicate in their registration if they need the AV equipment or kitchenette and whether tables and/or chairs are required.
17. An authorized adult representative of the group or business must request the use of the Community Room. This representative will be required to sign a Community Room Reservation Application. By signing the form, the applicant agrees that the rules and regulations regarding the use of the Community Room have been read and understood. Failure to abide by these regulations may disqualify the organization or business from future use of the room.
18. All organizations and businesses are required to notify the Director or Library Designee when the meeting is finished.

19. When the room is scheduled for use by minors, an adult supervisor must be present in the room at all times.
20. All groups are responsible for their set-up in the Community Room. Please allow time for set-up and restacking of chairs and reflect that additional time needed in your reservation application.
21. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The Library assumes no responsibility for any loss or damage to personal property. Any items left for more than 24 hours will become the property of the Library and disposed of as the Library deems appropriate unless prior arrangements have been made.
22. The room must be left neat, clean and orderly. If substantial cleaning is required, a minimum charge of \$25.00 will be assessed and billed to the organization or business to cover cleaning costs or repairs. The group will be charged for any damage to the equipment or furnishing.
23. Refreshments may be served if noted on the application. However, no hospitality services or custodial assistance will be provided in connection with food service and groups will be responsible for cleaning and removal of all refuse. The Library does not supply porter service or storage space for supplies and equipment. No red juice will be allowed in this room.
24. Smoking is prohibited. Alcoholic beverages are prohibited unless special arrangements have been made with the Board of Trustees or its Designee. Any use of alcohol must be in compliance with NYS Alcohol Beverage Board regulations.
25. No object, poster or writing, etc. will be placed on the walls unless the group uses "Post it" papers. No tape, tacks, nails or glue are to be used to affix items to the walls.
26. The Library supplies AV equipment as a courtesy and assumes no responsibility for its availability or proper functioning. No organization or business may use the equipment unless they have received prior training from the staff. Organizations and businesses must arrange for training of the person who will be responsible for using the equipment when reservations are made.
27. The organization or business agrees to indemnify the Library and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorney's fees for defense of such claims, arising out of the organization's use of the Community Room. A representative of the organization or business must sign the indemnification form.

Revised 6/4/19

7.6a Indemnification Form for Use of Library

In consideration of our being permitted to use the Community Room of the Oswego Public Library on _____, we, individually and as officers of _____, agree, jointly and severally, to defend, indemnify and hold the Oswego Public Library, its Trustees, Director, and staff free from and harmless against any and all damages, suits, claims, demands, liabilities, costs and the like (including reasonable attorney's fees) arising out of or relating, directly or indirectly, to our use of the Library in connection with the accompanying application.

Dated at Oswego, NY on _____

Organization _____

Officer Signature _____

Title _____

Print Name _____

Phone Number _____

Officer Signature _____

Title _____

Print Name _____

Phone Number _____

Member Signature _____

Title _____

Print Name _____

Phone Number _____

Member Signature _____

Title _____

Print Name _____

Phone Number _____

7.6b Community Room Application

Oswego Public Library Community Room Application

Applicant/Organization _____

Program Description/Meeting _____

Reservation Details

Date _____ Start time _____ am/pm End time _____ am/pm

Allow for set up/clean up time within your reservation period.

Expected Audience: _____ Adults _____ Young Adults _____ Children
(Provide expected number of each group attending)

Use of kitchenette _____ No red juice will be allowed in this room.

Use of AV Materials _____

Person to be trained in AV use: _____
(Name & Phone number) Please print

Date of training: _____

Authorized representative completing the application:

Name _____ Title _____

Home Address _____ Home Phone _____

e-mail _____

Business Address _____ Business Phone _____

Person responsible for running the program _____

Please check the form submitted as required by the Community Room Policy:

Certificate of Insurance _____ Indemnification form _____

Agreement:

I hereby apply for use of the community room as specified above and agree to the policies, procedures, and regulations and requirements as set forth in the Community Room Policy, a copy of which I acknowledge that I have received, read, and understand.

Signature for Applicant/Organization

Signature for Library

Print Name & Title

Print Name & Title

Date

Date

7.7 Art Exhibit Guidelines and Policies

The Oswego Public Library encourages exhibitions and displays of paintings, photographs, sculpture and other art works for civic, cultural, educational and recreational purposes and has provided space in the lower level of the expanded library for this purpose.

Conditions of Art Exhibits:

The artwork will meet acceptable community standards.

Applications: An application for exhibits may be picked up at the circulation desk on the main floor. The completed application should be mailed or submitted to the Library Director.

Reservations will be considered on a first-come first-serve basis with preference given to multiple artist displays. Space may be reserved for one calendar month and only once in a calendar year. Reservations may not be made more than one year in advance.

Approval: Acceptability of an art exhibit is at the discretion of the Library Director, whose decision may be appealed to the Library Trustees.

The Library Director will work with a Committee on Art Exhibits that will recommend the selection and scheduling of artists' exhibitions for the Library. All requests by applicants for art exhibit space will be made to the Committee, which will meet on an as needed basis to jury exhibits.

Setting Up: Artists must arrange time(s) with the Library Director or the Director's Designee for hanging and/or setting up art works, and are responsible for proper and safe framing and hanging using the Library's existing system. The artist is responsible for the set up and removal of the display in a timely manner. The Library reserves the right to remove an exhibit that has been left past the reservation period.

Art Sales: An artist whose work is accepted for exhibition may, discreetly, indicate which works, if any, are for sale and, in order to arrange sales, display the artist's name and contact information. A recommended procedure is the use of a typed price list keyed to numbers attached to the art works. The Library does not engage in or arrange sales.

Receptions: Artists are welcome to reserve the Library Community Room (see Community Room Policy) for a reception connected with exhibit of work. Such receptions must be open to the public as well as invited guests. If food is to be served, it is the exhibitor's responsibility to provide paper goods and food at his/her own expense. Alcohol is not permitted. Tables and chairs are available from the Library and should be arranged with the Library Director.

Custodial help is not available. Groups and individuals will be responsible for cleaning and removal of all refuse.

Publicity: The Library Director or the Director's designee will facilitate publicity about an exhibit with local newspapers. If press releases are to be used by the exhibitor, they will first be provided to the Library Director in a timely manner, who will, after review, forward them to the local papers.

Insurance: The Oswego Public Library does not carry insurance on art work on exhibit at the Library and assumes no responsibility for the preservation, protection or possible damage or theft of any item

exhibited. All exhibitors will sign a form that releases the Oswego Public Library from any responsibility for exhibited items.

Permission to exhibit art works at the Oswego Public Library does not constitute an endorsement by the Library Staff or Board of Trustees.

Adopted: November 18, 2008

7.7a Art Exhibit Release Form

ART EXHIBIT RELEASE AGREEMENT

Please Print

Artist Name: _____

Address: _____

City/State _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-mail address: _____

Please sign and date below and attach an itemized list of display items.

Installation Date: _____

Removal Date: _____

I, the undersigned, have received and read a copy of the Oswego Public Library Art Exhibit Policy and agree to abide by all its rules and regulations. I understand that in offering my works of art to be displayed in the Oswego Public Library, that I release the Oswego Public Library, its Board of trustees and employees from any liability for injury or damages, destruction, loss, or theft of any item or items that ay occur during the display period or during installation or removal of the exhibit.

Signature of Exhibitor _____ Date: _____

Policy Committee:

Adopted: July 21, 2009

7.7b Art Exhibit Application Form

ART EXHIBIT APPLICATION FORM

Thank you for your interest in exhibiting at the Oswego Public Library. Please complete the following application and return it when you submit slides or photographs of your artwork to the Library Director.

Artist Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

E-mail address: _____

Please provide a brief description of the work you wish to exhibit. Include any information not readily conveyed by your slides or photographs such as details, technique, unique characteristics, etc.

Please complete the following:

The ideal number of works you would like to exhibit: _____

The size of the works you would like to exhibit: _____

The 4 to 8 week period you would like your exhibit to run: _____

Have you exhibited your artwork elsewhere? If so, please list when and where.

Will your artwork be available for sale? _____

Please send submission slides/photos and art exhibit application to:

Library Director, Oswego Public Library, 120 East 2nd Street, Oswego, NY 13126

Please contact the Library Director at 341-5867 if you have any questions.

Adopted: July 21, 2009

7.8 Bulletin Board Use

The Oswego Public Library Bulletin Boards are available for use by community members to publicize community events. The following criteria shall apply:

- All postings will be submitted to the staff member in charge of the bulletin board, reviewed for content, dated and posted.
- Individuals may not post their own notice.
- A section of the bulletin board will be reserved for library use
- Postings will be limited to announcements of community interest.
- The maximum size of any posting will be at the discretion of the designated Library staff person.
- No posting will extend beyond the perimeter of the bulletin board.
- Postings will be removed when no longer relevant or at the time the item has been posted for thirty (30) days.

Board approved: Feb 2, 2010

7.9 Artifact, Object and Document Loan Policy.

The Board of Trustees of the Oswego Public Library encourages the use of artifacts, objects and documents within the library's collection for non-commercial exhibition and approved study by other institutions. To provide access and protection for these items regulations are necessary.

1. The sole use of loaned objects will be for scholarly, educational, or cultural pursuits.
2. Loans of objects require their return by the date specified or sooner if the intended purposes have been completed. Objects will be in the same condition as borrowed. Requests for extensions of loan dates must be received in writing before the expiration of the loan.
3. The borrowing institution (the borrower) will maintain and display the objects consistent with good archival practice in a secured display environment. The library reserves the right to require practices equivalent to those of the National Archives and Records Administration.
4. No restoration, conserving, or alterations to objects may be made without advance written permission. No pins, nails, tapes, glues or other means of support may be used that mark or damage the material. Identifying numbers placed by the borrower for their purposes must be non-permanent in nature.
5. All costs of packing, transportation, and insurance are the responsibility of the borrower.
6. All damage in transit or at the borrowing institution is the borrower's responsibility and repairs will be done by the Center for the Conservation of Art and Historical Artifacts or a comparable professional institution acceptable to the library.
7. Objects with an appraised value must be insured by the borrower payable to the library for the full value stated on the loan form. Insured values in excess of \$1,000 require a certificate of insurance unless otherwise stated.
8. It is the borrower's responsibility to maintain verifiable digital images of the condition of the objects when loaned for any dispute of damage or condition.
9. If lost or damaged beyond repair, a replacement of equal historical value or compensation is required.
10. Items are for exhibit or approved study and no use or handling is permitted other than that necessary for those purposes. Items may only leave the borrowing institution for return to the library.
11. No photography of the objects by the borrower is permitted without permission.
12. Adequate recognition of the library shall be given in all news releases and publications. Credit lines to be displayed with the object or document shall read: "Loaned Courtesy of the Oswego Public Library." Since the provenance of objects may not always be clear, the borrower assumes all responsibility for obtaining other permissions and rights except those asserted by the library.
13. The borrower agrees to indemnify the library and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorney's fees for the defense of such claims, arising out of such loans and exhibits.

14. The Oswego Public Library may terminate this agreement, with or without cause, by providing notice to the borrower and require immediate return of all object(s).

Notes:

Policy Regarding Mediated Copying

Mediated copying occurs when a staff member does the copying for the requester, either for the requester's convenience or because the material being copied is particularly fragile or rare.

Approved by Board **3/4/14**

7.9a Archive Loan Agreement

Oswego Public Library
120 East Second Street
Oswego, New York 13126
Telephone: 315-341-5867
www.oswegopubliclibrary.org

Date _____
Start Date _____ End (Return) Date _____
Borrowing Institution _____
Address _____

Authorized Representative _____
Position _____ Telephone _____ Email _____
Exhibition Title _____
Items Being Borrowed _____

_____ Use additional sheets if necessary
Condition Review before Borrowing (as determined by the library) _____

_____ Use additional sheets if necessary
Initials of Library Reviewer and Date _____

Condition Review upon Return (as determined by the library) _____

_____ Use additional sheets if necessary

Initials of Library Reviewer and Date _____

Terms: _____

By signing this agreement, the signer asserts they have read the Artifact, Object and Document Loan Policy, that they have the authority to bind their institution to the terms of that policy and that their institution will abide by the terms of the agreement.

Signed on behalf of the borrowing institution:

Print Name: _____
Position: _____ Date _____

On behalf of the Oswego Public Library:

Carol Ferlito
Library Director _____ Date _____
Approved by Board 3/4/14

7.10 Photo Use Policy

- 1. Lending Privileges.** Most photographs and documents in the Oswego Public Library can be loaned to other educational organizations for exhibition or reproduction for exhibit purposes. Prior written approval must be granted by the Oswego Public Library as described herein and the borrowing organization must sign the "Oswego Public Library Loan Agreement." The loaned photograph must be returned to the Oswego Public Library at the agreed upon date.
- 2. Reproductions.** Publishers, commercial organizations, researchers, teachers, students or individuals may purchase copies of most photographs from the library's collections. Reproduction fees will be quoted prior to reproduction and payment may be requested in advance. If mutually agreeable, library scanning equipment may be used to minimize fees. Only library staff will handle collection materials for reproduction, except that other education organizations may borrow original photographs or copy photographs themselves. The Oswego Public Library reserves the right to approve the quality of a photograph, copy or digitization. No copy or digitized photograph may be re-sold or reproduced, nor may the purchaser charge someone else for the use of the reproduction.
- 3. Permission Form.** Anyone using materials from any Oswego Public Library collection for any purpose including reproduction, exhibition, publication, electronic distribution or otherwise must complete a permission form and receive the prior permission of the Oswego Public Library for the intended use. Permission is given for a one-time non-exclusive use as described on the Permission Form and Letter of Agreement. Any further or additional use requires new permission. Some photographs cannot be loaned or reproduced and the Oswego Public Library reserves the right to permit or deny photographic requests. In certain instances, approval of the Oswego Public Library Board of Trustees may be required. Adequate time will be required to obtain this approval.
- 4. Electronic Distribution.** Distribution of images and writings over the Internet is a form of publication; therefore, the digitization of materials is subject to the laws of copyright, privacy, and publicity rights as well as donor restrictions
- 5. Credit Line.** A prominent credit line under the exhibited original digitized or copy photograph, in an exhibition, publication, electronic distribution or otherwise, shall read "Courtesy of the Oswego Public Library."
- 6. Image Manipulation.** The Oswego Public Library's primary interest is to protect the integrity of the original. Materials from the collections may not be altered. The Oswego Public Library will not allow inversion of the original or the removal or addition of content. The Oswego Public Library will allow adjustments to contrast and sharpness. Images may be cropped at the edges or a portion may be selected from within a photograph. An explanatory statement must be added describing any changes. Any manipulation of the materials beyond that stated in this policy must be approved by the Director of the Library.
- 7. Copyright.** The copyright status of photographs and other materials is often difficult to determine because of factors including the employment status of the photographer, the date material was created, the date material was first published, and the information that accompanied the first publication. The Oswego Public Library has not been able to determine copyright status for many of the photographs and materials in its collections. Therefore, the Library is acting only as an owner of the physical original. The Library is not responsible for either determining the copyright status of the image(s) or for securing copyright permission for any use of the image(s). It is the obligation of the user to obtain

permission to use copyrighted materials. Possession of a library photograph does not constitute permission to use it, and the Library is not responsible for copyright infringement by a user.

8. Description of Intended Use. The intended use of the material must be clearly and honestly stated on the request form.

9. Complimentary Copy: The Oswego Public Library requests a complimentary copy of published materials reproducing or citing materials from our collections or digitized images at the highest resolution for the Library's research collection.

10. Anyone not adhering to the conditions stated herein may be denied future use of the collections. *Public comments and complaints regarding this policy should be addressed in writing to a member of the Board of Trustees, in care of the Director of the Library. The Trustees will review letters of complaint within 60 days and will respond in writing.*

Approved by the Board: March 8th, 2022

7.11 Programming

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience. Programming includes such activities as story times, films and activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

Selection of library programs topics, speakers, courses, classes, and resource materials should be made by library staff on the basis of the interests and needs of library users and the community. Library programming should not exclude topics, books, speakers, media and other resources because they might be controversial. The library does not conduct programming that is purely commercial or religious in nature.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Approved by Board of Trustees: June 7, 2011

7.12 Patron Code of Conduct

The Oswego School District Public Library (OPL) encourages people of all ages to visit the library. Those using the library and its resources have the right to expect a safe, comfortable environment that supports appropriate library services. To this end, the library is responsible for establishing rules of conduct to protect the rights and safety of library patrons, volunteers, and staff and for preserving and protecting the Library's materials, equipment, facility and grounds.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or Oswego City Police will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computer and other equipment. All incidents occurring in or on library premises will be officially documented and records will be maintained for two years.

Conduct Policies

Disruptive behavior includes, but is not limited to:

1. Committing or attempting to commit an activity that would be in violation of Federal, State, local or other applicable law, or Library policy.
2. Carrying firearms and dangerous weapons of any type (except by law enforcement officers and authorized security personnel)
3. Selling, using, or possessing alcohol/illegal drugs.
4. Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure. Abusive language and behavior towards the staff and other patrons will not be tolerated.
5. Fighting or challenging to fight, running, pushing, shoving, or throwing things
6. Eating in public areas of the library
7. Drinking from uncovered containers or drinking near any library equipment.
8. Smoking, chewing, vaping, or other tobacco use on Library property
9. Misuse of library property which includes moving furniture without the express consent of the library staff or use of furniture in any manner that may result in damage to the furniture
10. Purposely annoying others or prevent the legitimate use of the library and its resources. This includes loud talking & screaming which disturbs other patrons.
11. Endangering the health and safety of other patrons and staff.
12. Using restrooms for bathing, shampooing or doing laundry
13. Leaving packages, backpacks, luggage, or any other personal items unattended or spread out beyond your personal space may result in a loss of your property. The library is not responsible for unattended items
14. Bringing pets or animals, other than service animals necessary for disabilities, into the library except for library authorized programs.
15. Personal electronic devices (iphones, ipads, laptops, etc.) must be used with headsets or silenced so as not to disturb other patrons. Personal calls must be taken in lobby area or outside of the building.
16. Personal electronic devices (iphones, ipads, laptops, etc.) may be recharged in the library as long as they do not provide a hazard to patrons or staff.
17. Soliciting or conducting surveys not authorized by the library

18. Public health codes must be observed. Shirts, shoes and appropriate personal hygiene are required.
19. Entering non-public areas of the library without permission

Procedures

Adults (18 years and older)

Any violations of these rules will result in a discussion from the library staff to provide a warning and educate patrons and visitors about the policies and procedures of the Library

1. If the individual(s) continue the behavior, he/she will be asked to leave the library. If the individual(s) refuse, the police will be called to remove the individual(s) from the premises.
2. Any individual who refuses to leave the Library when requested or who commits a crime at the Library will be subject to arrest and prosecution.
3. Continued violation of these rules may result in expulsion from the library and forfeiture of library privileges i.e. barred.
4. Any individual could be denied the privilege of access to the Library for a period of time to be determined by the Library Director or designee.
- 5.

Adult use of Children's Room:

Adults are permitted in the children's room when accompanying a child or if the adult is actively reading, studying and using library materials from the children's area collection. Any adult not in compliance with this provision will be asked to use other areas of the library. If the individual does not comply with staff direction or repeatedly violates this policy, the individual may be barred from the library.

Behavior and Supervision of Teens (ages 12-17)

All teens are expected to abide by the "Rules of Patron Conduct" in effect for general patrons.

3.1 The Oswego SD Public Library takes the position that its staff members do not act *in loco-parentis*. It is the parent or person having responsibility for the child and only that person whom may restrict the child's access to library materials. The parent who would rather his/her child not have access to certain materials should so advise the child. The only restriction placed on an adult card is that a person must be 18 or older to take out video recordings. This is based solely upon the high fines placed upon overdue videos and the parent's ultimate responsibility for paying of said fines.

4.2 New Cardholders

1. Users must present their library card to check out materials or use computers.
2. Children under the age of 18 must have parental permission to access the internet. A dot will be place upon their card indicating they have received permission.
3. Patrons, regardless of their age, may check out any of the circulating collection (adult, children & YA collections) with the exception of the DVDs.
4. A patron must be 18 years or older to check out DVDs.

6.3 Access of Technology by Minors

It is the policy of the library that parents and guardians are responsible for setting guidelines and restrictions for use of the library computers by their minor children.

1. Children's computers have a commercially produced filter which attempts to block sites that might be considered objectionable.
2. The library cannot and does not guarantee that the filter will always block objectionable sites. Library staff cannot be responsible for supervising minors while they are using the Internet.

Behavior and Supervision of minors (under the age of 12)

The Oswego Public Library welcomes children and teens. Parents/caregivers are responsible for their child's safety and behavior while in the Library whether the parent/caregiver is present or not. The Library is not equipped-and it is not the Library's role—to provide long or short term childcare and cannot function as caregivers or babysitters. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

For the safety and comfort of children, a responsible adult or guardian must accompany children under the age of 12 when using the Library. **All minors are expected to abide by the Rules of Patron Conduct in effect for the general patrons.**

The responsible individual must supervise, guide and control the behavior of their charge or charges at all times. Violation of the rules of conduct can result in expulsion from the library and forfeiture of library privileges. Minor violations of these rules will result in library staff attempting to educate or warn individuals about the policies before enforcing such policies.

Violations often happen when a child is unattended or under-attended/ignored.

The behavior of the child is disruptive or inappropriate (or) the child appears to be a danger to herself or himself or others (or) the child appears to be threatened by others (or) the child appears to be ill or upset (or) the child has not been met by a parent or caregiver at closing.

- If a parent or other responsible adult cannot be located, unattended minors who are disruptive will be required to leave the library, if necessary in the custody of the Oswego Police and a letter will be sent to their parents.
- A second incident within a year will result in one-week suspension of library privileges and a certified letter to the parents.
- A third incident within a year will result in suspension & barring youth from the building until a meeting with a parent is arranged. Restoration of library privileges will only be after a mandatory meeting with the parents, library staff and a Board of Trustee representative and the minor. Under no circumstances will library staff take a minor out of the building or transport a minor to other locations.
- The minor whose library use is restricted may use the library only if accompanied by a parent/guardian or parent designated responsible adult.

BARRING PROCEDURE:

When the staff determines that a person has engaged in severe or repeated misconduct and the staff have determined that the individual involved should be barred:

- The Director/Librarian will notify staff, security guard and Board President the description of the underlying behavior, the name and the description of the barred individual when a barring is executed and the length of the barring; so that all staff, security guard and Board President are informed as soon as possible.
- Director or Librarian will issue a written barred letter to the individual involved notifying the individual that they are barred from entering the Oswego Public Library and its property. The letter shall indicate the reasons for the barring and the time period of the barring. A letter shall be sent registered mail if their address is known or hand delivered to the individual is not a registered patron.
- All incidents occurring in or on library premises will be officially documented and records will be maintained for two (2) years.

APPEAL PROCEDURE:

Should the individual disagree with the ruling, she/he may appeal the decision in writing within five (5) business days. Until the final decision is rendered by the Board of Trustees, the original sanction imposed remains in effect.

Such notice shall be filed with: both the Library Director and the Library Board President. , c/o Oswego Public Library 120 East 2nd Street, Oswego NY 13126.

- The individual filing an appeal will receive a reply within 5 days of the Board receiving their letter. That decision will be final.

Non-compliance with ban-trespassing.

If a barred individual enters the Oswego Public Library before the return date is listed in the barred letter, police will be called and the individual may be arrested for trespassing.

Revised 6/4/19

7.13 Disasters Policy

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the sounding of the fire alarm, immediately call 911 and have staff vacate the building as per policy 7.3.

The time to think about fires is before they happen. Familiarize yourself with the escape plan and orient all staff and volunteers to this information.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police 911 should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. When possible have another staff member contact the police at 911 or call 911 immediately after the caller hangs up, Clear the building. The police will handle the actual bomb search.

Snowstorms or hazardous weather conditions

In the event of snowstorms or hazardous weather conditions the Library will abide the following procedure:

The library will be delay opening until noon when the Oswego City School closes due to snow conditions that require extensive snow removal by the city. The library will remain closed at the discretion of the Director. In the Director's absence decisions will be made in order of responsibility All staff will be notified by the Director or designated person when the library is going to delay opening until noon. The closing announcement will appear on TV channels 3, 6 & 9 and on <http://www.localsyr.com/home> and <http://www.cnycentral.com> under closings and delays.

The library will be open regular hours when the schools close due to "cold conditions" that do not require snow removal. Should the library be open and weather conditions deteriorate, the Director or designated person will determine if the library should close based upon weather reports and recommendations from the city. At least one hour notice will be given to patrons within the building and to the general public. The closing announcement will appear on TV channels 3, 6 & 9 and on <http://www.localsyr.com/home> and <http://www.cnycentral.com> under closings and delays.

The President of the Board will be notified when the library closes.

Approved by the Board: March 8th, 2022

7.14 Filming & Photo Shoots

Individuals or groups who want to use the library as a setting or as background for filming and taking photos must first get permission from Library Administration. Please review the policy statement below.

1. Submit the request for permission form at least 1 week in advance of filming.
2. Permission is effective via email confirmation from the library administrator or designee within 48 hours of the request.
3. Have the permission form in hand during the filming.
4. Permission for filming or photographing will be granted under the following circumstances:
 - a) Filming does not interfere with patrons reading/studying, library business or library events or public space associated with the library (front & side entrances, parking lots, streets, ...)
 - b) The site within the library is appropriate to the project and used in a safe manner
 - c) The filming is limited to no more than 90 minutes & does not disturb patrons or staff.
5. Approved designated areas for filming and videotaping include:
 - a) Upper addition
 - b) Main floor addition
 - c) Children's room for Oswego Public Library PR only
 - d) Community Room
6. The applicant is responsible to provide their own supplies and equipment.
7. Photographers must provide their own subjects or obtain the written consent of anyone who is being photographed. A copy of said consent must be given to the library staff and placed on file in the Director's office.
8. The library reserves the right to obtain additional information.

OPL reserves the right to discontinue filming and/or photographing if applicant and/or associates are in violation of the policy

Approved 5/7/2019

7.14a FILMING & PHOTO SHOOT APPLICATION

Contact Information (Please print)

Your Name * _____

Your Phone * _____

Your e-mail * _____

Your address* _____

Description of why you wish to photograph in the library (example-for class)

What are the films and/or photographs being used for?

Number of people involved: _____

Brief description of filming/photo shoot, including proposed location (see approved location/s, item #5 in the policies section).

Dates and times preferred: (filming/ photo shoots are limited to 1 hour)

Preferred: Date _____ Time _____ to _____

Alternate: Date _____ Time _____ to _____

I HAVE READ AND UNDERSTAND THE LIBRARY POLICY FOR FILMING AND PHOTO SHOTS.

I agree to abide to the above policy. I understand and agree to indemnify and hold harmless any claims against the Oswego Public Library Board of Trustees, its employees or volunteers for any injuries or damage to equipment that may occur during this photo shoot

_____ **AGREE**

Applicant Signature: _____

For OPL use only

Date received: _____

Approved: _____

Denied: _____

Reason(s) for denial:

Late submission ___ space not available ___ request form not completed ___

Other _____

Confirmation e-mail sent: date _____

Library administration/designee:

7.15 Incident Reporting Policy

TBD

7.15 Library Incident/Accident Report Form

TBD