

# Library Operating Policy

## Mission Statement

The Cambridge Public Library aims to provide the highest level of public library service in the most efficient and cost effective manner to all residents in the greater Cambridge community; including the citizens within the Village of Cambridge, the Town of Cambridge, Town of White Creek and Town of Jackson. Our goal is to stimulate the connections between people and ideas, to encourage literacy, and to promote free exchange of information and resources for cultural, educational, and economic development while fostering a sense of community in a welcoming environment.

In implementing our mission as stated, the library's operating policies are as follows:

1. The library will be open under the supervision of a librarian for 30 hours a week.
  - a) The Library Director's work week is as follows:  
Monday, Wednesday, Friday 10:00 AM – 12:00 PM,  
Tuesdays 10:00 AM – 5:00 PM and Thursdays 1:00 – 5:00 PM; plus  
an additional 13 hours of flex time for programs, additional desk  
hours, meetings, conferences or other library duties.
  - b) The Library Substitute's week is Saturday 10:00 AM – 5:00 PM
  - c) The Page's work week is Monday, Wednesday, Friday 5:30 – 8:30  
PM, Tuesdays 3:00 – 5:00 PM, and Thursday 1:00 – 5:00 PM
2. The library will be closed on the following holidays: New Year's Eve, New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the Friday after, Christmas Eve and Christmas Day.
3. The librarians and pages are paid every two weeks. Time sheets are completed and signed by the Librarian or Library Substitute. All employees have the following deductions withheld from each pay check: U.S. Income Tax, New York State Income Tax, and Social Security. Health insurance is available to the Library Director.
4. The Library Director shall have two weeks paid vacation each year for her first two years of employment. Thereafter she shall have three weeks paid vacation each year. The Library Director must notify the Board President when he/she is going to take annual leave and must make arrangements with the Library Substitute to cover the Library in his/her absence. The Library Substitute does not receive annual leave.

5. The Library Director shall have one week sick leave each year. If the Library Director will be absent because of illness, he/she must report the condition to the Board President and to the Library Substitute by telephone, if possible, as soon as possible. The Library Substitute does not receive sick leave. All library employees are covered by Workmen's Compensation.
6. Books, Audiobooks, Laptops, and E-Readers may be borrowed for two weeks and renewed up to 2 times, totaling a 6 week loan. DVDs and Museum Passes may be borrowed for one week and renewed up to 2 times, totaling a 3 week loan. In the case of a great demand for specific material the Library Director may alter the duration of the borrowing period or limit the number of renewals allowed.
7. Fines for overdue material will be as follows:  
\$0.20/Day for books and audiobooks  
\$2.00/Day for DVDs, Laptops, E-Readers and other special material
8. Lost or damaged books or other material must be paid for by the borrower. Materials not returned after six months shall be considered lost and the borrower will be billed for them. The Library Director has the authority to restrict a delinquent borrower's privileges if they owe \$10.00 or more in fines or regularly lose or damage materials.
9. Summer residents, residents of hotels, motels and other rooming establishments are welcome to use the services of the library.
10. The meeting room is available to local groups of an educational or cultural nature with the permission of the Library Board and Library Director during regular library hours. All groups must sign a Meeting Room Policy agreement form.
11. The Library shall at all times have a friendly, pleasant atmosphere and relationship with the community. Periodically, lists of new books and book reviews should appear in the local paper and any innovations, additions, or little known service should be well publicized.
12. Displays may be exhibited in the Library at the discretion of the Library Director and Library Board. It will be the responsibility of the contributor to set up and remove the exhibit. An exhibit form must be filled out. The Library assumes no responsibility for the exhibit.
13. Special programs may be arranged at the discretion of the Library Director and Library Board.

14. Opening, Closing, Emergency and Security Situations:

OPENING: All machines and lights shall be operational as determined by the Librarian on duty.

CLOSING: The building shall be checked and secured before the Librarian on duty goes off duty; this includes shutting off all equipment and lights, confirming all patrons have left the building, securing the cash box and locking the doors.

ELECTRICAL FAILURES: In the event of electrical failure it will be left to the Librarian's discretion to either continue operating or close based on the safety of staff and patrons as well as the efficiency of operations.

FIRE EMERGENCIES: The Librarian on duty shall notify the Fire Department and Library Board President. The building shall be closed or remain open based on the discretion of the Librarian on duty and/or the recommendation of the Fire Department.

HEALTH AND ACCIDENT EMERGENCIES: The Library shall follow the policy as determined by the Village of Cambridge in the event of health or accident emergencies.

WEATHER EMERGENCIES: The Library shall remain open or closed based on the determination of their local school district. The Library Director may use his/her discretion to close or remain open based on the safety of patrons and staff. All efforts must be made to inform the public of the decision to close as quickly as possible.

SECURITY SITUATIONS: In the case of theft, any missing items should be reported to the Library Director and Library Board President as soon as possible.

15. Code of Behavior: The Librarian on duty shall have the power to determine acceptable/unacceptable behavior in the library. The Librarian on duty shall discreetly ask problem patrons to change their behavior or leave the library. If patrons become unruly the Librarian shall have the right to call for assistance from the Police Department.

16. Telephone Policy: The telephone should be answered courteously at all times by the person on duty at the circulation desk. Questions that should be directed to the Library Director or Librarian on Duty should be referred accordingly. Local calls may be made by patrons subject to the approval of the Librarian on Duty.

17. Building and Grounds Maintenance: The routine maintenance of the grounds shall be done by the Village Department of Public Works. The Library Board shall make recommendations and engage individuals to do other building and grounds maintenance as necessary.

18. Registration of Borrowers/Issuance of Library Cards: All library borrowers shall be registered at the library. Borrowers in good standing shall be issued a Southern Adirondacks Library System card and granted interlibrary loan privileges.
19. Gifts and Memorials: Books donated as gifts will be accepted at the discretion of the Library Director. Memorials will be determined by the Library Director and the donor. It is the Library Director's duty to send "Thank You" cards to all donors.
20. Reports: An annual report stating the library's progress in meeting its goals and objectives shall be made to the community and New York State. The Library Director and the Village Treasurer shall have responsibility for preparation of the New York State Annual report. The Library Director shall prepare the library data report and the Village Treasurer shall complete the financial report.
21. Persons wishing to complain about the selections of a particular book, audiobook, or film found on the shelves of the Library may fill out a written complaint form, found behind the circulation desk. It is the Library Director's responsibility to share this complaint with the Library Board and determine future action.
22. Library Policies and Procedures: The Library Director and Library Board shall review all library policies and procedures annually. The Library Director and Library Board shall also update the Library's Long-Range Strategic Plan every 3 – 5 years.