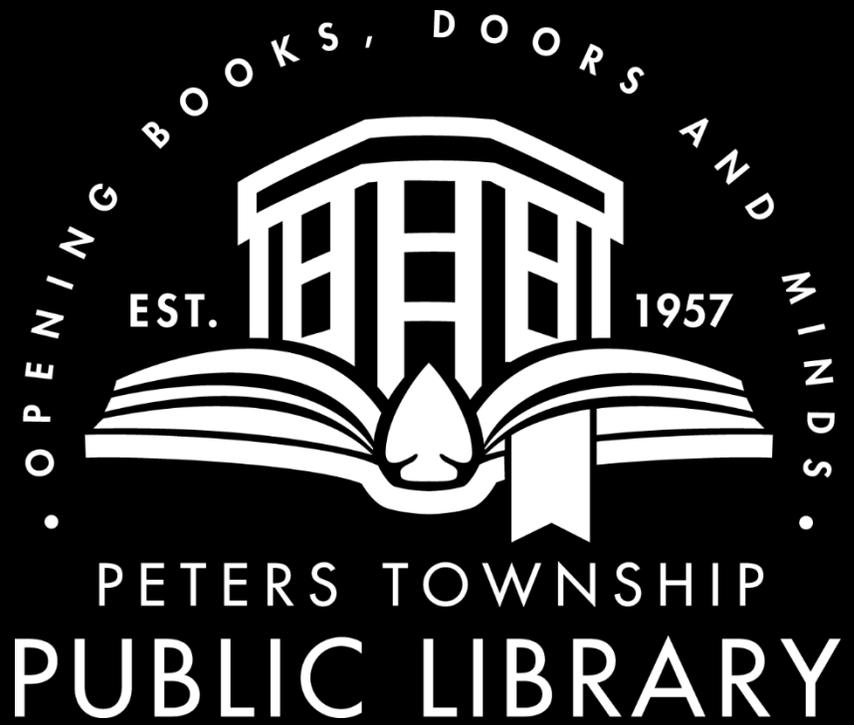


Policies and Procedures Manual



616 E McMurray Road
McMurray, PA 15317
724-941-9430
www.ptlibrary.org

Table of Contents

Collection Policy	1
Intellectual Freedom	1
Cataloging Library Materials	1
Challenged Materials	1
Material Selection	2
Collection Maintenance	2
Reference & Research	2
Donation of Materials	2
Circulation Policy	4
Library Card	4
Overdue Materials	4
Confidentiality of Patron Records	4
Interlibrary Loan	5
Facilities and Operations Policy	6
Meeting Rooms	6
Study Rooms	7
Makerspace	7
Public Postings	8
Programs	8
Lost and Found	9
Video Surveillance	10
Photography Disclaimer	11
Animals in the Library	11
Test Proctoring	11
Patron Behavior Policy	13
Appropriate Behavior	13
Unattended Children	13
Patron Grievances	15
Internet and Social Media Policy	16
Computer Usage Policy	16
Internet Policy	17
Wireless Internet Policy	18
Social Networking	18
Appendix	19
ALA Library Bill of Rights	19
WAGGIN Staff Procedures	20
Meeting Room Application Form and Fee Schedule	21
Program Proposal Form	22
Youth Protection Policy	23

Peters Township Public Library Policy and Procedure Manual

Collection Policy

Resolution #07-01-21
Date of Adoption: July 12, 2021
Updated with Resolution #04-04-22
Date of Adoption: April 25, 2022

Statement of Purpose

To define library collection procedures in order to maintain the highest quality collection of materials, both print and digital, for the community.

Introduction

This policy provides guidelines for staff when selecting, deselecting, and cataloging printed, recorded, and electronic resources for the library collection.

Intellectual Freedom

The Peters Township Public Library supports the principles of intellectual freedom adopted by the American Library Association and stated in the Library Bill of Rights.

The library assures equal access to all library resources by patrons within the constraints of Pennsylvania Law. Patrons are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others. Parents or legal guardians have the right and the responsibility to restrict the access of their children to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

See Appendix for the American Library Association Library Bill of Rights.

Cataloging Library Materials

Peters Township Public Library is committed to adding only high-quality bibliographic records to the WAGGIN ILS database, for collective use by the member libraries. Library catalogers function as copy catalogers, but are committed to accuracy and completeness, to ultimately result in a correct full-level record.

Updates and changes to completed bibliographic records in the WAGGIN database can only be done by communication with the WAGGIN Consortium Cataloger at Citizens Library.

Challenged Materials Policy

The library believes in freedom of information for all and does not practice censorship. The selection of library materials is predicated on the patrons' right to read and similarly, their freedom from censorship by others.

Parents or legal guardians are responsible for their child's reading, listening, and viewing of library material, including the Internet. Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors.

Peters Township Public Library Policy and Procedure Manual

Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No library materials will be sequestered except to protect them from damage or theft.

The library recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration. A patron who wishes to file a reconsideration request should submit a Request for Reconsideration Form to the Library Director. This form can be obtained at the circulation desk. The Library Director will review the request with the appropriate professional library staff, and the patron will be informed of the decision in writing, as well as what action was taken. If the patron would like to appeal the decision, the Library Director will add the appeal to the agenda of the next regular meeting of the Library Board. The Board will review the request for reconsideration and decide the appeal. The decision of the Library Board is final.

Material Selection

Peters Township Public Library strives to provide a varied and up-to-date collection to supplement and enrich individual learning, recreational reading, and other leisure time activities. All acquisitions, whether purchased or donated, are evaluated by the standards listed below. An item need not meet ALL these criteria in order to be included in the library's collection.

Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, social significance, importance of the subject matter to the collection, timeliness, cost, information available on the subject, quality, and suitability of format.

The library welcomes recommendations for additions to the collection from the public but cannot guarantee the purchase of suggested materials.

Collection Maintenance

Library staff routinely evaluates the collection and removes materials in accordance with the CREW Weeding Manual. These materials include those that are worn out, out of date, no longer needed in the quantity originally purchased, no longer circulating, or in formats that have become obsolete.

Reference & Research

Patrons' questions will receive courteous, prompt, and high-quality service responses with complete confidentiality. In the instances of questions pertaining to legal, medical, financial, or tax reference, the staff may only guide the patron to the resources available on the topic of interest, and not evaluate or interpret the information provided.

Donation of Materials

Donated books or items can be added to the collection, used as a replacement for worn/damaged items already in the collection, put in the library book sale, or sorted for distribution to a re-sale or charity entity. Donated items that are in extremely poor condition will be discarded.

***Peters Township Public Library
Policy and Procedure Manual***

Memorial books and items have a donation plate placed within them and are retained in the collection for ten years. If the item is damaged and replaced before that time, the donation plate will be transferred to the replacement item.

Donations of materials will only be accepted with the understanding that once a donation is accepted, it becomes the property of the library and its disposal is at the library's discretion.

Donations of encyclopedias, textbooks, medical and law books, National Geographic magazines, and Readers Digest condensed books are discouraged.

The library cannot do appraisals but will provide an acknowledgement of donation form if requested. The library cannot assign a value to in-kind donations of goods or services.

Peters Township Public Library Policy and Procedure Manual

Circulation Policy

Last Revised June 2021
Resolution #07-01-21
Date of Adoption: July 12, 2021

Statement of Purpose

To establish consistent procedures for all circulation staff to follow when providing services to patrons.

Introduction

As a member of the WAGGIN network, Peters Township Public Library follows the most current version of the WAGGIN circulation procedures. The mission of WAGGIN is first and foremost: provide access to information with the least amount of restrictions.

See Appendix for complete circulation policies with the WAGGIN Staff Procedures.

Library Card

Each resident of Pennsylvania is eligible for a library card.

The Peters Township Public Library is the home library for all residents of Peters Township.

Patrons must present a photo identification that includes current address. All children under the age of 14 must have a parent or legal guardian present to receive a card. The parent or legal guardian must have a photo ID and a valid WAGGIN library card.

A Peters Township Public Library card entitles patrons to privileges at all Pennsylvania public libraries, through the Access PA program.

Overdue Materials

It is the responsibility of the library card holder to return borrowed library materials on time. Fines for materials kept out of the library beyond the due date will be assessed according to a schedule which is available at the library. Fines are set at the discretion of the Peters Township Council.

Patrons may have their library privileges suspended if they accumulate fines and fees over a certain amount. This threshold is set at the discretion of the Library Director.

Patrons will be informed when they have overdue library materials. To preserve the confidentiality of patron records, titles of materials due will be provided only to the person (or their guardian) on whose record the item(s) appear.

Patrons must comply with all rules, laws, and regulations which are applicable to this policy.

Confidentiality of Patron Records

In compliance with the Pennsylvania statutes, Title 24, Chapter 16, public library records which relate to the circulation of library materials and contain the names or other personally

Peters Township Public Library Policy and Procedure Manual

identifying information of users of the materials shall be confidential and may not be made available to anyone except by a court order.

Library records include patron registration data, circulation records, overdue and reserve records, participation in library-sponsored programs, records of library visits, and/or any other data that contains information that links a specific patron to specific materials or services used. Each patron has individual control over his or her card and presentation of the card permits access to information about the borrower's current circulation record.

Interlibrary Loan

In accordance with the WAGGIN Staff Procedures, the Peters Township Public Library is required to follow the PA Public Library Interlibrary Loan Code/Guidelines.

To be eligible to use the Interlibrary Loan service, patrons must hold a current Peters Township Public Library Card and be free of financial obligations to the library. Both print and non-print materials may be requested. Any materials which are received via Interlibrary Loan are the property of the lending library; therefore, Peters Township Public Library must respect the policies of that library.

Requests will be handled in the order in which they are made. The time needed to process and ship requests can be up to six weeks.

If materials are needed by a certain date, the patron must indicate this date at the time of the request. The library will do its best to honor the date requested, but the time frame to receive materials is not dictated by the Peters Township Public Library. Renewals are at the discretion of the lending library.

NOTICE: Interlibrary Loan material is protected by Copyright Law (Title 17 U.S. Code).

See Appendix for Interlibrary Loans policy within the WAGGIN Staff Procedures.

**Peters Township Public Library
Policy and Procedure Manual**

Facilities and Operations Policy

Resolution #07-01-21
Date of Adoption: July 12, 2021
Updated with Resolution #04-04-22
Date of Adoption: April 25, 2022

Statement of Purpose

To provide guidance to patrons and staff regarding usage of library spaces and facilities.

Introduction

The Peters Township Public Library offers a Makerspace, study rooms, and several meeting rooms for public use, including the Multipurpose Room, Conference Room, and Reading Room.

Meeting Rooms

The meeting rooms may be used by individuals or organizations holding meetings of a civic, cultural, or educational nature. The meeting rooms are not to be used for purely social gatherings such as showers or birthday parties. No meetings, except for staff or board meetings, can be held at the library when the building is closed.

Use of the meeting room facilities does not constitute any endorsement by the library of the group's beliefs, policies, or programs. The group will issue no publicity indicating library sponsorship and the library reserves the right to post disclaimers in the meeting area. The Library Director or designated staff member has the right to review handout literature, materials, and press releases to ensure they follow meeting room policies.

The library charges fees for meeting room rentals, set at the discretion of the Peters Township Council. *See Appendix for Meeting Room Application Form and Fee Schedule.*

Rooms may be reserved no sooner than three months in advance. Ongoing programs are asked to resubmit an application form every three months. The library does not guarantee that a particular time slot will continue to be available to any organization.

Library programs and meetings are given priority in scheduling. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored or co-sponsored meetings or programs. However, the library will give as much notice as possible, and every effort will be made to avoid such conflicts or to offer alternative options when they arise.

AV equipment must be reserved in advance. The group is responsible for all connections to outside equipment. The library does not provide cables to connect outside equipment and is not responsible for connecting or troubleshooting electronic equipment brought to the library by room users.

All chairs, tables, and other library equipment must be handled with care. Meeting rooms are expected to be returned to a neat and orderly arrangement, lights turned out after use, trash to be disposed of in proper receptacles, and all equipment returned to the place where it was found.

Peters Township Public Library Policy and Procedure Manual

The group is responsible for set up and take down of the tables and chairs they use. Tables and chairs must be arranged in such a manner to provide an aisle for safe emergency exit. Tables must not be slid across floors. Care should be taken to not scuff the floors with heel marks.

All meeting rooms must be cleaned and emptied at least 15 minutes prior to closing time. No signs or displays are permitted to be attached to meeting room walls or elsewhere in the library. The library does not provide storage space for group's belongings.

A full refund is available if room cancellations are made at least seven days in advance. Cancellations received less than seven days prior to room use will result in forfeiture of room use fees.

Study Rooms

Study Rooms are available for high school students and adults for quiet individual or group study. Excessive noise is unacceptable and may result in loss of Study Room privileges.

The library provides a Teen Room for use by middle school students for individual and/or group study. Middle school students and younger may also work at tables located on the second floor of the library.

Patrons must present a WAGGIN Library Card or photo ID to check out a room.

Drinks with lids are permissible. Eating is not permitted in the study rooms.

For security purposes, study rooms must be vacated 10 minutes prior to closing.

Makerspace

Unless previously scheduled for use by staff, most tools and equipment are available to patrons on a first come, first served basis, for use in the Peters Township Public Library's Makerspace only. However, some equipment does require staff supervision and/or an appointment to operate. The library is not responsible for any injuries caused by improper use of equipment. If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, patrons must inform library staff immediately. Patrons must follow guidelines specifying which equipment requires staff supervision. When using a tool that does not require staff supervision, the patrons are certifying that they are capable of using that tool or equipment in a safe and proper manner. Patrons may not modify or damage Makerspace equipment.

The library reserves the right to refuse entry to, or remove from, the Makerspace any patrons who are in violation of the Patron Behavior Policy. No food or drinks are allowed in the Makerspace. Children younger than 7th grade must always be accompanied by a parent or guardian, as the Makerspace can contain potentially dangerous tools or small parts not suitable for young children. Minors in 7th grade and older may be required to make appointments to use Makerspace equipment that requires staff supervision. The Makerspace will be closed 10 minutes before the library closes. Patrons should ensure their work is completed, all equipment is turned off, and their work area is cleaned before this time.

Peters Township Public Library Policy and Procedure Manual

The library is not responsible for any personal items or material damaged while using Makerspace equipment or the facility. Patrons may bring their own materials to use with Makerspace equipment. When doing so, patrons should show the material to library staff before using it so they can make sure it fits the specifications for that particular piece of equipment. Library equipment and material cannot be used by patrons for the purpose of generating revenue. The library makes no claims as to the durability or longevity of items crafted in the Makerspace. Some Makerspace programs, equipment, or material may require a fee for use. The appropriate fee will be determined at the discretion of the Library Director and collected by the library. The library will inform patrons of any program charge or material fee in advance.

Equipment in the Peters Township Public Library's Makerspace may be used only for lawful purposes. The public will not be permitted to use equipment to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others. Such use may violate the terms of use of the manufacturer.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights. For example, the 3D printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The person using library equipment is liable for any infringement.

Public Postings

The library encourages the display by non-profit, civic, and community groups of informational bulletins, brochures, and posters regarding educational, cultural, civic, intellectual, and charitable activities of interest to the community.

Excluded from display are personal ads and notices, notices of items for sale or rent, and political campaign advertising or partisan political issues.

All postings must be approved by the Library Director or Assistant Director who will initial and date items submitted. Once it is approved, circulation staff will post it on the bulletin board in the Multipurpose Room hallway. Materials may be displayed for limited periods of time. Circulation staff is responsible for removing past date events.

Programs

A library program is an event that supports the library's mission statement and promotes the use of library materials, facilities, or services, and/or offers the community an informational, entertaining, or cultural experience. The library strives to offer a variety of programs that reflect a broad range of community interests.

Library programs shall be free and open to the public. However, charges for materials, instructor fees, or trip-related expenses may be levied. If a presenter has fees to recoup, 30% of the amount collected from participants will be retained by the library. This includes library sponsored clubs.

Peters Township Public Library Policy and Procedure Manual

Attendance at library sponsored programs is open to the public. The library reserves the right to set age limits for children's programs. Attendance at other programs shall not be restricted because of age, gender, race, background, or beliefs. In instances of programs that need to limit the number of attendees, preference will be given to Peters Township Library patrons before the event is open to the public. Attendance minimums may be established, and programs may be cancelled if the minimum registration amount is not met.

Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should always be generic. The sale of products at a library program is not allowed except for when the library wants to encourage reading, writing, and the appreciation of culture. In those instances, the writer, performer, or artist may sell their own works at the library following a program with prior approval of the Library Director.

Pre-registration is required for most library programs and must be handled by the library. Attendee information will not be disclosed to outside sources.

Press releases and public notification of the program must be approved by the Public Relations Coordinator.

The library may allow wine and beer at limited programs. The request for alcohol will be made to the Library Board in advance for approval.

Individuals or organizations that wish to have a program sponsored by the library must complete a Program Proposal Form. The Program and Outreach Coordinator reviews all program proposals to ensure the suggested program meets the above library policy and that the following criteria are met:

- The proposed program is relevant to the community's needs and interests.
- The presenter's background, reputation, qualifications, and speaking references make the presenter an expert on the proposed topic.
- The proposed program is within the library's budget to present.
- There are no similar programs scheduled or planned.
- The proposed program connects to the library's collections and resources.
- The proposed program supports one of the PA Forward Five Literacies and the library's mission statement.
- Any other criteria determined applicable at the discretion of the Program and Outreach Coordinator.

Once the program proposal is reviewed, the Program and Outreach Coordinator will notify applicants of their acceptance or denial. Program proposals for Youth Services programs will be forwarded to the Head of Youth Services for review.

See Appendix for Program Proposal Form.

Lost and Found

The Peters Township Public Library will retain valuable lost and found items at the Circulation Desk (i.e. keys, money, wallet, electronics). When possible, staff will contact the owner to

Peters Township Public Library Policy and Procedure Manual

inform them that a lost item of theirs has been found. After 14 days, valuable items will be forwarded to the Peters Township Police Department.

Non-valuable items (i.e. clothing) will be placed in the lost and found bin. As needed, contents of this bin will be donated to a local charity.

Video Surveillance

The Peters Township Public Library employs security cameras to discourage, as well as to document, violations of the library's policies, and when necessary, to assist law enforcement in investigating criminal activity.

Signs are posted at library entrances stating that security cameras in use. Cameras will only be installed in public spaces. Cameras will not be installed in areas where privacy can reasonably be expected, such as restrooms. Cameras may be installed in places, e.g. on building exteriors, where they will record activity occurring beyond the library property, such as on sidewalks or public streets. Cameras will not be installed for the purpose of routine staff performance evaluations.

Security cameras are not constantly monitored. The library staff and the public should take appropriate precautions for the safety and security of their personal property. Peters Township Public Library is not responsible for loss of property or personal injury that occurs on library property.

When an incident occurs on library premises:

- Video recordings will be used to identify the person responsible for library policy violations, criminal activity, or actions considered disruptive to normal library operations
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws
- Video recordings of incidents can be retained and reviewed as long as considered necessary by the Library Director
- Images may be shared with other library staff to identify people suspended from library property and to maintain a safe and secure environment

Confidentiality and privacy issues prohibit the general public from viewing security camera footage. If the library receives a request from the general public to inspect security camera footage, the general public will be advised to file a Right to Know request with the Township.

All requests for security camera footage or still shots by law enforcement will be referred to the Library Director and the Township Manager. In the event of a search warrant, which is immediately executable, the library will comply with the search warrant and consult with the Peters Township solicitor. Upon receipt of a subpoena or other court order, the library administration shall consult with the Peters Township solicitor to determine if the document is in proper form and that good cause for its issuance in a court of proper jurisdiction is demonstrated. If not, the library administration shall insist any defect be remedied before releasing video records which contain patron information.

Peters Township Public Library Policy and Procedure Manual

Photography Disclaimer

The Peters Township Public Library may use photographs or recordings of staff, volunteers, and members of the public to promote and publicize the library's programs, services, and collections. The library is a public space, therefore, consent to use photographs or recordings is assumed upon entering the library or participating in library events. If a patron does not wish to be photographed/recorded, the patron must notify library staff to that effect. The library will obtain a photo release prior to utilizing a photo in which any individual is identified by name.

Animals in the Library

It is the policy of the Peters Township Public Library to prohibit all animals from entering the library, except for trained and certified service animals, service animal trainees, and animals featured in programs sponsored by the library. Owners of pets and emotional support animals will be asked to remove them from the library.

Individuals with disabilities may bring their service animals into all areas of the library where members of the public are normally allowed to go. All service animals must always be under the full custody and control of their handler.

The responsibility for the care and supervision of the service animal rests solely on the patron. Pursuant to federal law, the library retains discretion to exclude or remove a service animal from library property if:

- The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior
- The service animal is left unattended by its handler at any time
- The service animal is not housebroken
- The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications. Fear of allergies, annoyance on the part of other patrons or employees, or fear of animals are generally not valid reasons for denying access or refusing service to people with service animals or service animals in training.

If the service animal is excluded or removed from the library, the patron is welcomed to stay and will be reasonably accommodated by library staff.

The patron will be responsible for any damage to library or personal property and any injuries to individuals caused by the service animal.

Test Proctoring

Test proctoring at the library is by appointment only and subject to staff availability. Library staff will directly supervise the test-taker at the beginning and end of the exam and conduct periodic checks throughout the exam but cannot monitor the test-taker continuously.

Students must make proctoring arrangements at least 72 hours in advance. Quiet study areas may not always be available. It is the student's responsibility to ensure that the physical facilities

***Peters Township Public Library
Policy and Procedure Manual***

are adequate for their test taking requirements and that their institution will accept the library's proctoring guidelines.

The student is responsible for all supplies needed to complete the exam, including making sure any materials for a paper test arrive at the library before the day of their test. Should the student require a desktop computer to complete their exam, they will be allowed to use one of the library's public access computers. However, no specialized software will be installed on the library's devices for exams.

The library staff member proctoring the exam will verify the identity of the student by requiring presentation of a photo ID. Exams will be administered during library operating hours Monday-Friday. Exams must be completed 15 minutes prior to the library's closing time.

Completed paper exams will be returned to the testing institution via USPS if the student provides a self-addressed envelope with prepaid postage with which to do so. The library will not coordinate pickup of materials by FedEx or UPS. Copies of completed exams are not retained. Exams not completed by the student within 30 days of receipt by the library will not be retained.

The library and its staff are not responsible for completed exams that are not received by the testing institution. The student must contact the testing institution to determine if the completed test was received.

The student agrees to waive the library from any and all liability as a result of administration of the exam. The student thereby acknowledges that the library and library staff take no legal responsibility for the content, delivery, or results of the exam.

**Peters Township Public Library
Policy and Procedure Manual**

Patron Behavior Policy

Last Revised June 2021
Resolution #07-01-21
Date of Adoption: July 12, 2021

Statement of Purpose

To protect the rights and safety of library users and staff, and to preserve and protect the library's materials, facilities, and property.

Introduction

The library strives to provide a safe and supportive environment for all library users and staff engaged in library activities.

Appropriate Behavior

Any patrons not abiding by these guidelines may be required to leave the library premises and/or have their library privileges denied. Library employees may contact the Peters Township Police Department if deemed advisable.

Adults accompanied by children must ensure behavior code compliance by the children.

Disruptive behavior will not be permitted. This includes any activity, whether intentional or inadvertent, that interferes with the rights of others, physical abuse, abusive or threatening language, or misuse of library property. Inappropriate behavior includes, but is not limited to:

- Disorderly conduct, arguing, threats, or fighting
- Vandalism or theft
- Profanity or other abusive language
- Threatening, harassing, or intimidating language or behavior
- Smoking inside the library building
- Using any device that produces smoke, vapor, or mist inside the library building
- Using any kind of tobacco product inside the library building
- Unsanctioned use of alcohol
- Use of any illegal drug
- Engaging in sexual behavior, public indecency, offensive touching, or viewing obscene material or inappropriate websites
- Fraudulent use of another person's library card
- Not attending to their children's needs or dealing with their child's behavior issues
- Entering "Employee Only" areas of the library without being accompanied by a current library staff member

Unattended Children

Peters Township desires to protect the youth in our community by providing them a safe and secure environment. Peters Township Council has adopted the Peters Township Youth Protection Policy for the purposes of protecting youth from incidents of misconduct or

Peters Township Public Library Policy and Procedure Manual

inappropriate behavior as well as to protect volunteers and employees from false accusations of child abuse.

See Appendix for complete Youth Protection Policy.

The responsibility for the safety and behavior of children in the library rests with the parent or guardian, and not with library personnel. Parents or legal guardians are responsible for the conduct of their minor children (under 18 years of age) in the library or on library premises, regardless of whether they are accompanying their children or not.

Library users and their children will be asked to leave if they disturb others. Library users are liable to pay for any damage caused by an accompanying child.

Children in Grade 2 and under shall always be attended and adequately supervised by a responsible person (parent, guardian, other caregiver, or mature adolescent, age 18 or older). Children must be accompanied by that person when in all areas of the library.

Children in Grades 3 and 4 must always have a parent or responsible adult within the library.

Children in Grades 5 and up may use the library unattended for a reasonable period of time, provided they are able to maintain proper library behavior and are developmentally able to independently navigate the library. Children must have the telephone numbers of their parent, guardian, or other designated adult so that a responsible person may be contacted to come and pick up the child in case of a health emergency, or other special circumstance such as:

Unexpected library closing, or a child unaccompanied at closing time. Every reasonable effort will be made by the staff to assist the child in contacting an appropriate adult. If no responsible adult is reached, or the child is not picked up within 30 minutes of library closing, library personnel may notify the police to assume custody of the child. Two staff members will wait with the child until the parent/guardian/other designated adult or the police pick them up. Under no circumstances shall a library staff member transport or take a child away from the library building.

Disruptive behavior. If an unattended child behaves in a disruptive manner, the child will be asked to correct their behavior. If the behavior persists, library staff may, at their discretion, contact the parent/guardian/designated adult, or direct that the child leave the library. In addition, the library reserves the right to summon the police in order to preserve the library's operations and/or protect the interests of the child.

We ask that all parents, guardians, and designated adults be familiar with the library's hours; to make advance arrangements to pick up or otherwise transport their children; and to inform their children what action they are to take in the event of an unexpected closure of the library.

Violation of the unattended child policy constitutes grounds for suspension of library privileges for the family.

Patron Grievances

This policy addresses patron complaints regarding library services, materials, procedures, policies, and staff conduct. Library policies and procedures have been developed to provide fair and efficient service to all individuals. Persons who have experienced difficulties with a library service, policy, or staff member are encouraged to discuss those concerns with library staff. Library staff will attempt to resolve issues as quickly as possible. A patron may request to file a formal grievance if the issue cannot be resolved.

A patron who wishes to file a formal grievance about a library policy, procedure, service, or staff member's conduct should submit a written complaint to the Library Director. The written complaint should include the date of the complaint, the name, address, email address, and telephone number of the individual making the complaint and a detailed explanation of the issue. The Library Director will inform the patron of the decision in writing, as well as what action was taken. If the patron would like to appeal the decision, the Library Director will add the complaint to the agenda of the next regular meeting of the Library Board.

**Peters Township Public Library
Policy and Procedure Manual**

Internet & Social Media Policy

Resolution #07-01-21
Date of Adoption: July 12, 2021
Updated with Resolution #04-04-22
Date of Adoption: April 25, 2022

Statement of Purpose

To provide guidance to staff, volunteers, and patrons when using the library's computers, Internet, or Wi-Fi.

Introduction

The library offers several public computers for patron use, a free Wi-Fi network, and printers/copiers in both the Adult and Youth Services Departments.

Computer Usage Policy

The Peters Township Public Library provides computer terminals for public and staff use. Anyone visiting the library may use the public access computers, subject to the posted computer use guidelines. Staff who regularly use computers to perform their job duties are expected to conform to these same guidelines.

Use of the public computers is conditioned upon acceptance of the library's Internet Policy. A copy is available upon request and is also located on the library's website.

The library retains the right to limit or deny computer use to individuals who violate the computer use guidelines or the library's Patron Behavior Policy.

The following guidelines must be adhered to in order to use the Peters Township Public Library's public computers:

- A group of two patrons may work together at a computer station, providing they do not cause a disturbance to other library patrons.
- A group is considered to be an individual and is subject to the same time limit as one person using one terminal. A group's members may NOT piggyback computer time to reserve a station for consecutive 60-minute periods.
- To ensure an equitable distribution of resources, the library reserves the right to limit the number of times each day individuals or groups may use a public access terminal.
- Food or drink is not allowed in the computer terminal work area.
- The volume of listening devices must not be so loud as to distract other patrons.
- Manipulating or bypassing any security features in use on the public computers is prohibited.

All terminals are networked to a central printer. Fees for printing and copying are determined by the Library Director. The library is not responsible for print jobs containing personal data that are left at the printers.

Peters Township Public Library Policy and Procedure Manual

Personal laptop computers may not be plugged into the library's Internet connection, but they can connect to the public Wi-Fi.

The library retains the right to end an Internet session at any time or to limit or deny computer use to individuals who violate the Computer Usage Policy or Internet Policy.

Public computers are shut down automatically 10 minutes before closing each night.

The library is not responsible for lost or corrupt data under any circumstances. The library is also not responsible for unattended computers displaying personal information.

Internet Policy

As a department of the Township, and as mandated by the Pennsylvania Children's Internet Protection Act, the Library uses content filtering on all computers in order to block access by library patrons and employees to visual depictions of obscenity, child pornography or material that is harmful to minors as defined in Title 18 Pa C.S. Sections 5903 and 6312.

The library provides computers for children in the Youth Services Department. The Youth Services computers are reserved for children and families, and usage by independent adults is not permitted.

As with other library materials, the parents and guardians of minor children are responsible for their children's Internet use. The user or the user's parent or guardian makes the choices as to what to find and see on the Internet. The individual user is the judge of the appropriateness, usefulness, or value of all information accessed through the Internet.

Library computers may only be used for legal purposes.

Users may not access material that is obscene, contains or refers to explicit sexual materials as defined by Pennsylvania law (18 PA C.S. 5903), contains child pornography, or is harmful to minors. In addition, users shall not access sites that are inappropriate for viewing within a public setting.

Examples of unacceptable uses include, but are not limited to, the following:

- Display of sexually explicit or pornographic materials
- Harassment of other users or violation of their privacy
- Violation of copyright laws or software licensing agreements
- Damaging equipment, software, or data belonging to Peters Township Public Library or other users

Violation may result in the loss of Internet and/or library privileges. Illegal use of the computers may be subject to prosecution by local, state, or federal authorities.

Library staff can help direct patrons to a website, but cannot enter a patron's passwords, or personal, financial, or private information. This applies to both the public computers and personal devices.

Peters Township Public Library Policy and Procedure Manual

The Library assumes no liability for damages related to the operation of, or failure of, the content filter or for its circumvention by computer users. Patrons may not install third party software or modify library hardware.

Wireless Internet Policy

Free wireless Internet access is available at the Peters Township Public Library. Patrons will need their own tablet, laptop, or other Wi-Fi-enabled device to connect to the network.

By signing into the wireless network, users agree to abide by the Peters Township Public Library Internet Use Policy.

Limitations and Disclaimers:

Be aware that the library wireless network is not secure. Information sent from or to a private device may be captured or monitored by others. The library recommends that patrons do not use a public network to transmit personal or financial data. The library assumes no responsibility for the safety of private computers or wireless devices, or any data contained therein, or their configurations resulting from connection to the library's wireless access.

Most public areas of the library are serviced by the wireless network but there may be areas where the signal is weak. If the wireless reception is inadequate, try moving to another location within the library.

Social Networking

The Peters Township Public Library social networking outlets are a place for individuals to share opinions about library related programs, resources, and other subjects. Comments are encouraged, however, the library reserves the right in its sole discretion to edit, modify, or delete any comment.

The library reserves the right to monitor all content before it is posted and to modify or remove any messages or postings that it deems in its sole discretion to be abusive, defamatory, in violation of copyright, or otherwise inappropriate.

American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

WAGGIN Staff Procedures – Circulation

- Notate any pre-existing damages to items upon checkout
- If a patron returns a damaged item belonging to another library, follow the steps on the “Lost or Damaged and Paid form”.
- If a patron loses an item, use the “Lost/Damaged & Payment” form and send the replacement costs to the owning library.
- Check for all parts BEFORE checking-in a kit, game, DVD or AV item with multiple parts. If the patron is standing there, give the item back to the patron and leave item on their card until returned intact. If the item is one that was returned via the book drop or delivery, do NOT check the item in. Use the AV Snag form to document the issue. Be sure to add a blocking note to the patron’s account including your initials, library, and the date. Once resolved, clear the message from the patron’s account.

WAGGIN Staff Procedures – Interlibrary Loan

- Each WAGGIN member library is required to follow the PA Public Library ILL Code/Guidelines.
- Lost or damaged ILL materials are to be paid for by the borrowing library.
- Process borrowed loans through the ILS as instructed.
- Check out lent items to the destination library’s account in the ILS to automate overdue notices, keep statistics and records of transactions.
- Check for ILL’s at least once a day.

**Peters Township Public Library
Policy and Procedure Manual**

Meeting Room Application Form and Fee Schedule

Peters Township Public Library
616 East McMurray Road
McMurray, PA 15317
724-941-9430
Website: www.ptlibrary.org

MEETING ROOM APPLICATION FORM

Library Hours: Monday-Thursday 9am-9pm
Friday 9am-5pm
Saturday 9am-4pm, Sunday Noon-4pm
*The library is closed on Sundays in May – Labor Day

Email: meetingrooms@ptlibrary.org

Today's Date _____

CONTACT PERSON _____ EMAIL _____

ORGANIZATION _____ PHONE _____

ADDRESS _____
(Street) (City) (Zip Code)

TYPE OF GROUP

____ Exempt* ____ Youth Organization ____ Non-Profit Organization ____ For-Profit Group/Business

PETERS TOWNSHIP RESIDENT ____ yes ____ no

DATE(S) REQUESTED _____ APPROXIMATE # OF PEOPLE ATTENDING _____

MEETING/PROGRAM TITLE _____

MEETING/PROGRAM DESCRIPTION _____

TIME START (includes set up) _____ TIME END (includes clean up: must be done 15 minutes prior to close) _____

PRESENTER NAME/PHONE NUMBER _____

ROOM REQUESTED ____ Multi-Purpose Room ____ Reading Room ____ Conference Room

AV EQUIPMENT REQUESTED ____ TV ____ DVD Player ____ Projector ____ Microphone ____ Other

	Exempt *	Youth Organizations	Non-Profit Organizations	For-Profit Organizations
Multi-Purpose Room	\$0	Resident: \$25/hour Non Resident: \$75/hour	Resident: \$40/hour Non Resident: \$145/hour	Resident: \$65/hour Non Resident: \$145/hour
Reading Room	\$0	Resident: \$20/hour Non Resident: \$65/hour	Resident: \$25/hour Non Resident: \$85/hour	Resident: \$35/hour Non Resident: \$125/hour
Conference Room	\$0	Resident: \$20/hour Non Resident: \$65/hour	Resident: \$25/hour Non Resident: \$85/hour	Resident: \$35/hour Non Resident: \$125/hour

*Exempt = Township Departments, Township Sponsored Sports Associations, Township Schools & Sponsored Booster Groups

AV Equipment Fees	\$10/hour fee for use of Audio/Visual Equipment
-------------------	---

Fees are payable by cash, check made payable to Peters Township Public Library, or Credit Card

I have read and agree to follow the attached "Regulations for Room Use."

SIGNATURE OF APPLICANT _____

<p>MEETING ROOM RESERVATION PROCEDURE</p> <ol style="list-style-type: none"> 1. Send your application form to address above, attention: Meeting Rooms. 2. A follow-up phone call/email will be made only if there is a problem with the requested dates. 3. Once approved, we will send a Confirmation email and invoice. 4. Room will be confirmed and held for your use upon receipt of signed application and fee payment.

**Peters Township Public Library
Policy and Procedure Manual**

Program Proposal Form

Peters Township Public Library
616 East McMurray Road
McMurray, PA 15317
724-941-9430
Website: www.ptlibrary.org
Email: skrawiec@pt-library.org

PROGRAM PROPOSAL FORM

We are currently accepting Program Proposals for virtual programs that can be offered via Zoom.

Today's Date _____

NAME _____ PHONE _____

ORGANIZATION: _____ EMAIL _____

ADDRESS: _____
(Street) (City) (Zip Code)

WEBSITE (if available): _____

TITLE OF PROPOSED PROGRAM: _____

GENERAL PURPOSE OF THE PROPOSED PROGRAM: _____

WHEN WOULD YOU BE INTERESTED IN OFFERING THE PROGRAM? _____

PREVIOUS PROGRAMS AT OTHER PUBLIC LIBRARIES: _____

IS THERE A SPEAKER FEE FOR THIS PROGRAM? IF YES, PLEASE EXPLAIN: _____

EQUIPMENT NEEDS: _____

MINIMUM ATTENDANCE REQUIRED _____ MAXIMUM ATTENDANCE REQUIRED _____

SIGNATURE OF APPLICANT _____

PROGRAM PROPOSAL PROCEDURE

1. Send your application form to address above, attention: PROGRAM PROPOSAL.
2. A follow-up phone call/email will be made only if there is further information needed.
3. Once reviewed, a letter will be sent notifying you of acceptance or denial of program.

As a co-sponsored library program, our policy states that other than in your formal introduction, presenters should refrain from promoting their place of business during the presentation. Handouts, signs with business information, or other forms of advertisement are not permitted. You are free to make contacts and share any business information outside of the program in which you are presenting.

Peters Township Library and its agents shall not be liable for injuries sustained by any person. The party hereby agrees to indemnify, save harmless and defend Peters Township and its Council, board members, employees agents or assigns, from and against any or all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by Peters Township or others, or death of any person, arising or growing out of our in connection with the use of library facilities granted pursuant to this application.

You may refer all questions to: skrawiec@pt-library.org or 724-941-9430, ext. 3260

Rev. 4/2021

Peters Township Youth Protection Policy



Peters Township Youth Protection Policy

Resolution: 04.01.19

Date of Adoption: April 22, 2019

A. Statement of Purpose

Peters Township Council has adopted this policy for the purpose of protecting youth from incidents of misconduct or inappropriate behavior as well as to protect volunteers and employees from false accusations of child abuse.

B. Introduction

Peters Township desires to protect the youth in our community by providing them a safe and secure environment. Peters Township has a zero-tolerance for incidents of child abuse.

This document provides guidelines and establishes procedures for individuals who are responsible for a child's welfare or has direct contact with children as a result of their involvement with Peters Township. This includes, but is not limited to, employees, board members, volunteers, and contractors involved in youth programming on behalf of Peters Township.

C. Background Checks

To be in compliance with the Commonwealth of Pennsylvania laws and regulations, the following background screenings may be required:

1. Child Abuse History Clearance
2. Criminal History Clearance
3. Federal Bureau of Investigation (FBI) Fingerprinting

Individuals, age 14 and over, receiving financial compensation for their services shall complete all three background screenings including the FBI fingerprint screening.

Individuals ages 18 and over, wishing to volunteer, shall complete and pass the following background screenings:

1. The Pennsylvania State Police Criminal History Check
2. The Pennsylvania Child Abuse History Clearance
3. Volunteers who have lived in the Commonwealth of Pennsylvania for less than 10 years shall have the FBI fingerprint screening

OR

Volunteers who have lived in the Commonwealth of Pennsylvania for 10 or more years the required affidavit shall be completed.

Required clearances and documents shall be submitted to the Township prior to any routine involvement with children. Clearances and documents shall be resubmitted every three (3) years.

All background checks resulting in a positive finding of child abuse, sexual abuse or molestation, shall result in that individual being permanently banned from working or volunteering for Peters Township or a Township sponsored youth program.

D. Mandated Reporters

Under Pennsylvania state law, all individuals who play an integral role in the delivery of a regularly scheduled children's program, activity, or service, are Mandated Reporters of child abuse. This statute applies to both employees and volunteers.

Mandated Reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse. Mandated reporters shall make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313.

Employees that are Mandated Reporters shall also immediately report suspected child abuse to their Department Head or the Township Manager.

If an employee observes an incident of child abuse at a Township sponsored program or event, the employee shall immediately take the following actions:

1. Contact the Peters Township Police Department and file a report;
2. Contact ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313 and file a report
3. Notify the child's parent or guardian unless the parent or guardian is suspected as being the abuser
4. Notify their Department Head and/or Township Manager.

Details of the obligations of Mandated Reporters are available at <http://keepkidssafe.pa.gov/>

E. Mandated Reporter Training

Prior to the start of employment, all new employees who because of their duties of their job are designated as Mandated Reporters shall complete a Mandated Reporter training course certified by the Pennsylvania Department of Human Services. Upon completion of the course, the prospective employee shall submit a certificate of completion. Employees shall be required to complete the certification course once every five (5) years.

Employees shall also certify that they have received, read, and comprehend this Youth Protection Policy.

Volunteers shall certify that they have received, read, and comprehend this Youth Protection Policy as well as information provided by the Township as to their obligation as a Mandated Reporter

F. Supervision

Supervision of youth, programs, facilities and individuals are designed to protect youth and staff at all times. Mandated procedures and practices to ensure a safe and caring environment include:

- a. Two deep adult leadership shall be maintained at all times. A minimum of two adults shall be present at all times. In addition to an employee or program volunteer, one adult may be a parent of a participant or another adult program participant.
- b. Adult employees or volunteers shall ~~will~~ never be alone with an individual youth where they are not observable by others.
- c. Program and departmental supervisors shall endeavor to make unannounced visits to youth programs to ensure strict adherence to this policy.

**Peters Township Public Library
Policy and Procedure Manual**

- d. Classroom doors should remain open unless there is a window in the door or a side window. Doors should never be locked while persons are inside the room. All storage, maintenance and utility doors shall be secured when not in use.
- e. Individuals shall utilize constructive methods for maintaining group control and managing youth behavior. Discipline should be constructive. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited.
- f. All adults shall respect the privacy of youth in situations such as changing clothes and taking showers. Adults shall protect their own privacy in similar situations

G. Communication

- a. There should be no one-on-one online or digital activities (games, social media, etc.) or electronic communications. Leaders should include or copy a parent or another adult program leader in all online communications, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication. All communication (emails, social media, texting, etc.) with youth under the age of 18 shall be done in group communication.
- b. Adult employees and volunteers are not permitted to “friend” or “follow” any participant under the age of 18 using their personal social media accounts.
- c. While it is preferable to contact parents by phone, phone calls to youth are permitted to convey program or work-related information.

By signing below, I acknowledge that I have received, read, and agree to abide by the Peters Township Youth Protection Policy.

Signature: _____

Name: _____

Date: ____/____/____