

OPERATIONS
General Operations

STATEMENT: The Red Jacket Community Library will follow general operating guidelines.

PURPOSE: To put down in writing the general operating guidelines of the Red Jacket Community Library.

POLICY:

1. Staff members and Trustees are subject to the same rules that are set forth in this section as the public in the use of library policy, including fines.

2. Smoking is not allowed in the Library. Eating or drinking is not allowed in the Library except for items purchased from the library (for example, coffee from the Keurig machine), provided during a library program, or at the discretion of the Library Director.
NOTE: Patrons are required to clean up after themselves.

3. Community Library hours shall be:

SCHOOL YEAR HOURS:

Mon	Tues	Wed	Thurs	Fri	Sat
3-9	3-9	3-9	3-9	3-7	10-5

SUMMER HOURS:

Mon	Tues	Wed	Thurs	Fri	Sat
10-5	12-7	10-5	12-7	10-5	10-2

Special holiday hours will be posted in the Library.

4. All Library programs are open to the public. The library will occasionally request a small fee to cover program supplies. Whenever possible, programming modifications will be provided for those with disabilities upon proper notification of need.

5. The Red Jacket Public Library will close on national and traditional holidays, specified by the Board of Trustees at the annual meeting, to include the following:

New Year's Day	Labor Day	Martin Luther King Day	Columbus Day
President's Day	Veteran's Day	Memorial Day	Thanksgiving
Independence Day	Christmas		

6. The Red Jacket Community Library will close one day for a staff development day. This day will be planned in advanced and will be posted in the library and on the library calendar.

7. EMERGENCY CLOSING:

The Red Jacket Community Library will close during any emergency situation such as fire, snow, bomb threat, etc. that causes the school to close, with the exception that if circumstances change and there is no longer a public safety issue, the Red Jacket Community Library Director will have the authority to make the decision to keep the Community Library open.

The Red Jacket Community Library Director will notify the Community Library Board President or designee of any emergency closing or decision to stay open if there is no longer a public safety issue.

8. Library Safety

Library staff members make every effort to ensure that the facility is operated in a safe manner. The responsibility for the safety and behavior of library patrons rests with the patron or, in the case of minors, with the parents, legal guardians, or other responsible adult caregivers.

All children under ten must be supervised by a parent, guardian or other responsible adult in such a manner to maintain that child's positive behavior and for the safety of the child. Library staff members are not responsible for the care and safety of unattended children in the library.

Children aged 10 or older may use the library without a parent or responsible adult caregiver present. All children must abide by all library policies and procedures while on library property. Children who do not follow these rules are subject to the same consequences as other library users, including being required to leave the library or losing library privileges.

Parents or caregivers should be aware of library closing times. If a child is not picked up by the time the library closes, a member of the staff will notify the local law enforcement agency if the parent, guardian or other responsible adult can not be reached. In order to maintain a safe environment for children in the Children's Area, adults who are not accompanying a child or using the children's collection for legitimate purposes may be questioned by staff and asked to move to another area of the library. Failure to comply with a staff member's direction may result in intervention by law enforcement.

The library entrance needs to be kept clear and accessible for patron use. Bicycles, scooters, skateboards, etc should be parked in the bike rack.

9. All patrons, including youth, are expected to use the library in a manner that does not interfere or disrupt the use of the library by other individuals. Inappropriate language, public display of affection, constant, unnecessary movement around or in and out of the library, loitering in front of the library, loud conversation, and any action that has the likelihood of harming the emotional or physical well-being of either themselves or others will not be tolerated and the offender(s) will be asked to leave.

If persons displaying inappropriate behavior, behavior threatening or disturbing to other library users or staff, or don't respond to a request to behave appropriately, they may be asked to leave the Library by the Librarian, designated staff members, or law enforcement authorities.

If inappropriate behavior continues, staff can refer to the following guidelines, if needed.

- Staff will partner with another Staff member to handle the situation.
- Staff will give the individual a copy of the General Operations Policy. Explain that if the inappropriate behavior persists, he/she will be asked to leave.
- If behavior persists, the individual will be asked to leave.
- If the individual does not leave, the Staff will call 911. The individual will be found in violation of New York Penal Law, Section 140.05 (trespassing).
- The Staff will ask the police to escort the individual off of the property.
- The Staff will file an Incident Report (Appendix 1A) and give it to the Library Director.

10. All posted materials will be pre-approved by the Library Director.

11. Only Library staff members and persons authorized by the Library Board will have keys to the Library.

12. As a member of the Pioneer Library System, the Red Jacket Community Library will abide by the Pioneer Library System's rules and regulations.

13. Use of the Library meeting rooms by community groups is at the discretion of the Board of Trustees and the Board of Education.

14. As a non-profit, tax funded operation the Community Library does not support fund raising requests with money donations.