

POLICIES AND PROCEDURES FOR NORWOOD PUBLIC LIBRARY, NORWOOD, NJ

I. CIRCULATION

A. Library Card

All residents of Norwood, New Jersey and all employees of the board of education and borough of Norwood may avail themselves of all facilities and services subject to the Policies and Procedures of the Library and BCCLS.

1. A borrower must have a Norwood Library card with a Barcode. To obtain a card, the person must be a resident of the Borough of Norwood, present proof of such and be in good standing with the library where prior membership was held. A lost library card costs \$5 to replace.
2. Any resident of Norwood may apply for a library card. Identification must be provided verifying residency. For children under 18, a parent/guardian must provide the proof and sign for the library card.
3. Re-registration is held every 3 years. In order to re-register, the borrower must be in good standing.
4. Out-of-town borrowers must have their hometown, barcoded library card and be a member of the Bergen County Cooperative Library System or a system with a borrowing privilege through BCCLS.
5. "Pay cards" may be issued to out-of-state and out-of-town borrower in towns without a BCCLS library, this special card is for use in the Norwood Library only. The applicant must list his/her place of employment, with address and telephone number of same, as well as his/her home address and telephone number. A \$200 per year/per household fee will be charged.
6. Any and all patrons wishing to take out materials from the Norwood Public Library must have and present their own valid BCCLS library card. Furthermore, any Norwood resident wishing to order materials from another library must use his or her own Norwood Public Library Card. Use of someone else's library card for the above purposes is not permitted and is in violation of both Norwood Public Library Policy and BCCLS Policy.

7. "Courtesy Cards" may be issued to individuals who work in Norwood but do not live in a municipality which is part of the BCCLS system. Such cards will permit an individual to charge out materials only from the Norwood Public Library. In order to obtain such a card, the individual must fill out a library card application and present a letter for his/her Norwood employer stating that he/she is an employee of that organization, company, family, etc and that, in the event the individual does not return borrowed materials, loses them or returns them in damaged condition and refuses or neglects to pay the assessed charges, the employer will pay the costs incurred.

B. Circulation

1. Loan Period

All material will be checked out for a 2-week period, with the following exceptions:

- a. 14 - Day books and 7 - day videocassettes/DVDs/CDs

New best-seller and high-interest books may be checked out for 7 or 14 days and videocassettes/dvds/cds may be checked out for 7 days free of charge.

- b. New 14 - Day books will remain in this category for a maximum period of 9 months.

2. Reserve Items

A patron may request a specific title be put on reserve. The procedure is as follows:

- a. The patron fills out a reserve slip or the online form.
- b. The patron's name is noted on a waiting list in the computer.
- c. When the item is available, the patron is notified by phone, and the item is held for 3 days.
- d. If the item is not picked up in 3 days, the next person on the reserve list for that title will be notified.

3. Reference Books

Reference books may not be checked out of the library.

4. Periodicals

- a. Current periodicals may be checked out for a 2-week period.

C. Overdues

1. Any item borrowed from the Library will be considered overdue the day after the due date.

2. Fines

a. A charge will be made for each day and for each item that is past due. The amount of the fine will be determined by the Director, with the approval of the Board of Trustees.

b. Charges will be made for any audio-video material (e.g., books-on-tape, DVDs, CDs) left in the bookdrop.

3. Collection Procedure

Written notification will be sent to a delinquent borrower 14 days after the due date. A second written notification will be sent after 28 days should the item still not be returned. After 60 days, should the item still not have been returned, the patron will be notified by letter that he/she has been placed on the delinquency list and may not check out material from any Bergen County library. Furthermore, all household members of the delinquent patron will also have their cards suspended until the unreturned items are either brought back or paid for.

D. Lost Material

If a patron has lost a book or other library material, he/she will be charged the cost of replacement or equivalent material, as designated by the BCCLS pricing list subject to adjustment by the Director.

E. Damaged Material

If a patron returns a book or other library material that is damaged beyond acceptable repair, he/she will be charged the replacement cost of that or equivalent material, as per 3D above.

F. Censorship on Charging Out Materials

The Norwood Public Library's policy is to provide all patrons with uncensored access to the print and audio/visual materials in the library's collection. No censorship rules are therefore imposed on materials taken out by individuals. With regard to children, the library believes that parents should be the sole authoritative source limiting THEIR OWN children's ability to charge out materials.

II. PUBLIC USE OF FACILITIES

A. Use of Meeting Room And Library in General

1. General Principles

- a. The meeting rooms of the Norwood Public Library are for use by groups involved in Library activities, and by the residents and groups holding meetings of a cultural, civic, or educational nature that would be of interest to residents of Norwood. Use of the room and the library throughout should not interfere with the effective use of the Library by the general public.
- b. Permission to one group, or for one purpose, is not transferrable to another group or for another person.
- c. The fact that a group is permitted to meet at the Library in no way constitutes an endorsement of the group's policies or beliefs.
- d. The use of the Library facilities is a privilege that can be revoked by the Library Board or its designated representative.

2. General Rules

- a. The meeting room is to be used only during Library hours.
- b. Library activities and Library-sponsored programs will take precedence in scheduling the room reservations. Reservations for the room must be in and approved two weeks in advance of the scheduled meeting date, unless such advance notice is waived by the Director.
- c. The number of people using the room will be limited to 25. If the group involves children, adequate adult supervision must be provided.
- d. Any organization using the room assumes the responsibility for the conduct of the group, any damage by the group, and assumes any liability for personal property or other damage in or near said room during the period of use, without liability on the part of the Borough of Norwood, or the Library Board of Trustees.
- f. No smoking will be allowed in the room. The facilities must be left in good condition. All trash and materials brought to the room must be removed after the meeting.
- g. There is no storage available.
- h. There is no charge to Norwood residents or groups for the use of the room.
- i. The Library Director is authorized to deny permission to use the room to any group that violates the General Rules.

B. Posting of Notices

Local area organizations may display notices publicizing coming events but must adhere to the following regulations:

1. Such notices must be from groups non-profit in nature.
2. No commercial or political events may be publicized.

C. Use of the Public Access Computer(s)

The Public Access computers are for the use of Norwood Library patrons who are residents or non-residents of the town. The following policies are in effect:

1. Each user is restricted to a maximum of fifteen (15) minutes on the computer. At the discretion of the Director and/or Staff, this time limit may be extended if no one is waiting to use the computer.
2. The computers should be used for valid informational, research and school-related topics/library-type topics. They are not intended for frivolous pursuits. Patrons may not use the Internet on the computer for on-line chats, games, or game-related material, or non-informational purposes inappropriate for a public library. Pornography is strictly prohibited on computers in the library. Anyone who violates these rules will be asked to vacate the site they are using immediately. Non-compliance will result in the person being asked to leave the computer and/or the computer being shut off. Repeated violations will result in a permanent ban.
3. A 15-cent or 25-cent printing charge per page applies.

D. Wireless Internet Policy

Wireless Internet access is available throughout the Library building, to anyone who has the necessary devices and software, via an open, unsecured network.

Wireless users must adhere to all laws regarding copyright infringement. Use of the Internet for activities that violate local, state or federal laws is prohibited, including viewing pornography, committing fraud, hacking, harassing others, or libel. Users may not misrepresent themselves when using the library's Internet access.

The Library provides wireless internet access via an open, unsecured wireless network. Users are advised not to use the library's network to transmit personal, financial or legal data. The Norwood Public Library cannot protect users of the network against malicious theft or interception of such data transmitted over our network.

Users are expected to avoid using applications that require large amounts of network bandwidth. These include servers and file-sharing applications.

Wireless Internet access in the library is governed by the Library's Code of Conduct and Internet Policy.

The following policies are in addition to the Library's Internet usage policies.

- Library staff will not provide technical assistance for wireless networking.

- Users may not extend or modify the network in any way, including adding access points and/or installing bridges, switches, hubs, or repeaters.
- The Library reserves the right to remove or disable any unauthorized access points.
- Any attempt to break into or gain unauthorized access to any computers or systems from a wireless connection is prohibited.
- Any effort to circumvent the security systems designed to prevent unauthorized access the Library's wireless network may result in the suspension of all access.

Children

- Wireless Internet access is available to patrons of all ages.
 - Parents or guardians of children under 18 years of age are responsible for their child's Internet use.
 - Norwood Public Library assumes no responsibility for the use of the wireless network by children.
- Violation of any aspect of this policy will result in suspension of all access.

D. Use Of Photocopier

The public may use the photocopier for a charge of 15 cents per page.

The copier is under the supervision of the Library Staff and it may not be used exclusively by one patron for more than TEN MINUTES if other patrons are waiting to use it.

E. Cell Phones

Cellular phones, pagers, and other electronic devices must be set to quiet mode upon entering the library. The Library understands that often cell phone conversations are necessary as they involve research, homework concerns, and parent/child contact. To that end, phone calls are allowed in the library as long as a reasonable level of conversation is sustained. Patrons not complying with this policy may be requested by library staff to complete their cell phone conversations outside the library.