FREE PUBLIC LIBRARY OF MONROE TOWNSHIP – POLICIES

Updated 9/16/26

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❖ 1.0 Mission & Vision Statement

- Mission Statement: The Free Public Library of Monroe Township, with the Township's continued commitment to a free public library and in cooperation with county and state libraries, is dedicated to providing educational, professional, cultural, and recreational information and services.

- Vision Statement: Using current and emerging technology, we will meet the needs of a diverse and growing community while fostering a lifelong enjoyment of reading and learning.

CERTIFICATION: Revised and reviewed on February 28, 2022 and passed on March 16, 2022.

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John Pohler, President
Board of Trustees
Free Public Library of Monroe Township

❖ 2.0 Procedures to Formulate New or Change Existing Library Policies

It shall be the policy of the Free Public Library of Monroe Township that all new polices formulated and/or existing policies changed (hereafter called the “Proposal”) shall be done in the manner outlined below.

1. At the annual January reorganization meeting of the Board of Trustees, the President shall establish a Policy Committee comprised of two or three voting members of the Board. This committee shall meet periodically to review the need for new or revised Library policies and to propose such recommendation to the Board at large.

2. Each Proposal may be first introduced by the Policy Committee, a Board Member or the Library Director at a regular meeting of the Library Board of Trustees. The Policy Committee may also invite Board members to submit issues for consideration.

3. Each Proposal presented for consideration shall be presented in what would be a final form should the policy be adopted.

4. A Proposal will be sent electronically to members of the Board of Trustees for consideration and discussion at the next regularly-scheduled meeting of the board.

5. A majority vote of the Board of Trustees may defer passage of the Proposal and refer it back to the Committee or Director for revision. Major changes in the Proposal shall be resubmitted for consideration at the next regular meeting of the Board of Trustees.

6. After the discussion of the Proposal the President may call for a motion to vote. Minor grammatical revisions noted to the Director and agreed upon by the Board will be incorporated into the Proposal.

7. The Library shall retain a copy of all Policies. Copies of current Policies shall be kept at select locations throughout the Library. An archival copy of all Policies shall be maintained in the Director's office for referral if needed.

8. All efforts will be made to keep Library Policies in accordance with the Policies of Monroe Township where appropriate.

CERTIFICATION:
Revised and reviewed on January 31, 2022 and passed on February 16, 2022.

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John Pohler, President
Board of Trustees
Free Public Library of Monroe Township

❖ 3.0 Policy on the Issuance of Borrower Cards

A. Borrower cards may be issued free of charge to persons who reside, work, pay real estate taxes, or attend an accredited school in Monroe Township. They must complete the required application and present an acceptable form of identification. Acceptable identification includes: driver's license, state or county issued ID, vehicle registration, current auto insurance card, current tax bill, current mortgage, current lease/rental agreement, employee identification card, school ID or current report card (for juveniles). Cards may also be issued to individuals from communities having libraries that participate in reciprocal borrowing agreements such as LOGIN.

If there is only a P.O. Box on all documentation, the Library reserves the right

to withhold issuing a card until the address can be verified with a government agency, such as the Board of Election, Office of the Township Clerk or the Township Tax Assessor.

B. School children and/or those under 18 years of age shall be provided a borrower's card upon completion of an application that must also be signed by a legal guardian with proper identification.

C. A non-resident fee shall be charged to the person not residing within the official boundaries of Monroe Township or who otherwise does not meet the qualifications listed in 'A' above. Non-resident cards are issued for $35.00 per person for one year.

D. All non-resident senior citizens aged sixty-five (65) or older will be charged a discounted fee of $20 for a borrower's card upon application completion, provided proper identification and proof of age are presented.

E. There will be a $1.00 fee for the replacement of lost borrower's cards. After two replacements, the fee for replacing lost cards will be increased to $5.00. Damaged cards brought to the Library will be replaced without charge.

F. Cards are NOT transferable. The card owner is responsible for all materials and equipment borrowed on his/her card. The parent or legal guardian whose signature appears on the application card is responsible for ALL fees attached to the card of a minor. Parents/legal guardians may NOT use valid cards of minors to bypass payment of fines on adult cards. NOR may juveniles with fines use a valid adult card to bypass payment of fees. For example, an adult may not give his or her child the adult card to check-out materials.

G. Homebound patrons may call us to request a library card application by mail. Once card is active, patrons will have immediate access to our digital resources and may also designate one or more persons to pick up physical materials at the library on their behalf.

CERTIFICATION

Revised and reviewed on September 2, 2026 and passed on September 16, 2026.

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Joyce Samoyan, President
Board of Trustees
Free Public Library of Monroe Township

❖ 3.1 Policy on Library Borrowing Periods and Fines

- In the interest of having Library materials available to all patrons, borrowed media should be returned on the date that they are due.

  1. The borrowing period for all Library materials, EXCEPT NEW DVDs & Museum Passes, is three (3) weeks. These items may be renewed up to two times, provided there are no reserves on them. Renewals may be done in person, through the online catalog or via telephone by speaking to a member of staff.

  2. The borrowing period for new DVDs is three (3) nights with a fee of $1. There are no reserves or renewals on these items.

  3. The borrowing period for a Museum Pass is 4 days and there are no reserves or renewals on these items. See Museum Pass Policy for more details.

Adult books loan period	3 weeks
Juvenile books & magazines loan period	3 weeks
New DVDs	3 nights
Regular DVDs (Juv & Adult)	3 weeks
Music CDs	3 weeks
Audiobooks	3 weeks
Museum Passes	4 days
Reference Materials	Do not circulate
Newspapers/Periodicals	Do not circulate

- In order to discourage overdue Library materials, fines will be imposed:

  1. Adult materials, EXCEPT New DVDs and Museum Passes, will be 20 cents per each day the Library is open, up to the maximum of $20.00. There is a one day grace period for overdue materials. On the second day, the charge is for two days and accumulates from there. The total fine price may never exceed the **list** price of the item.

2. New DVDs will be $2.00 per item per each day the Library is open, up to a maximum of $10.00.

3. Juvenile materials will be 20 cents per item per each day the Library is open, up to a maximum of $10.00. However, the total fine may never exceed the **list** price of the item.

4. Museum passes will be $5 per day the Library is open. Passes that are not returned within 12 days will be considered lost and the full replacement cost will be charged to the patron's account. See Museum Pass Policy for more details.

Adult items	$0.20/day
Juvenile items	$0.20/day
New DVDs	$2.00 per night
Regular DVDs (Juv & Adult)	$0.20/day
Museum Passes	$5.00 per day, up to the full cost of the museum pass.

- The penalties imposed can be summarized as follows:

1. The replacement cost or repair cost of all Library materials that have been lost or damaged will be levied against the borrower. These are estimated fees based on the current average replacement costs for the materials. These fees could be lower or higher depending on the item that is lost or damaged.

Book, hardcover adult	$29.00
Book, hardcover juvenile	$26.00
Book, paperback adult	$11.00
Book, paperback juvenile	$10.00
Book Club in a Bag, entire bag and contents	$100
CD Audiobook	$48.00

CD Music disc	$12.00
DVD disc	$25.00
Museum Passes	$100-500 depending on the pass, see Museum Pass Policy for details
Media Cases and book jackets	$3.00
Book Club in a bag just tote	$5.00

2. All Library borrowing privileges will be suspended during the period that Library materials are overdue and/or fines are owed, or have not been paid for in the event of loss or damage.

3. The Library reserves the right to issue summons as per Monroe Township Ordinance O.18.75 in order to recover Library materials, fines, or costs. The Ordinance is attached to and is part of this Policy.

4. Any person or entity who presents a check or draft to the Free Public Library of Monroe Township and said check or draft is returned as uncollectible due to insufficient funds or closed account shall be assessed an additional fee of $35.00 payable to the Library.

- Exceptions to this policy can be summarized as follows:

1. In the event of the death of a Library card holder, all fines will be waived upon presentation of proof of death.

2. Lost or stolen Library cards must be reported immediately to protect patrons from misuse by other individuals. If the loss of the card is not reported, the patron will be held responsible for all fines and replacement costs set forth in the policy.

CERTIFICATION:
Revised and reviewed on September 2, 2026 and passed on September 16, 2026.

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Joyce Samoyan, President
Board of Trustees
Free Public Library of Monroe Township

❖ 3.2 Code of Monroe Township - Chapter 184

- **184-1. Return of borrowed items required; notice.**
- **184-2. Damage to property.**
- **184-3. False registration or use of card.**
- **184-4. Violations and penalties.**

- **[HISTORY: Adopted by the Township Council of the Township of Monroe 7-16-1975 by Ord. No. O-18-75 (appeared as Ch. 45 of the 1967 Code). Amendments noted where applicable.]**

- **184-1. Return of borrowed items required; notice.**

No person shall detain or fail to return any book or article borrowed from the Monroe Township Public Library contrary to the rules and regulations of the library after 30 days have elapsed from the date of posting, by certified mail, return receipt requested, of the notice demanding the return thereof, addressed to said person at the last address furnished to the library or library branch. In the event the person is a minor, the notice shall be sent to the parent or guarantor as shown on the records of the library.

- **184-2. Damage to property.**

No person shall willfully or maliciously cut, tear, deface, disfigure, damage or destroy any book or other article, or any part thereof, which is owned by or is in the custody of the Monroe Township Public Library.

- **184-3. False registration or use of card.**

No person shall register under or furnish a false name or address or use any card other than the card issued to such person for the purpose of borrowing any book or any article or material from the library.

- **184-4. Violations and penalties. [Amended 5-21-1986 by Ord. No. O-15A-86; 3-3-1997 by Ord. No. O-12-97]**

Any person violating any of the provisions of this chapter shall be subject to imprisonment in the county jail for a term not to exceed six months and/or to a fine not to exceed $1,000 and/or to community service not to exceed 30 days, exclusive of court costs. For the purpose of this section, each book or article borrowed from the Monroe Township Public Library shall constitute a separate violation. The penalties contained in this section do not in any way affect a person's responsibility to return borrowed library material, or its value, plus any accrued fines on that material.

❖ 3.3 Policy on Library Material Borrowing Limits

- In the interest of ensuring fair and equitable access to Library materials for all patrons, the following limitations are placed on the borrowing of materials by library cardholders:

    4. Each library cardholder is limited to borrowing a maximum of thirty (30) physical items at any given time.

        a. Materials borrowed from our digital collections are excluded from this limit and do not count toward the 30-item maximum.

    5. Each library cardholder is limited to borrowing a maximum of five (5) holiday books during the calendar month of the respective holiday at any given time.

    6. Each library cardholder is limited to borrowing a maximum of four (4) volumes from any specific book series at any given time.

CERTIFICATION:
Revised and reviewed on September 2, 2026 and passed on September 16, 2026.

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Joyce Samoyan, President
Board of Trustees
Free Public Library of Monroe Township

❖ 3.4 Fees for Services

Photocopier (black/white)	$0.15 per copy
Computer printouts	$0.25 per page
Flash drives	$5.00
Notary Service	$5 per document
Faxes (outgoing and incoming)	$1.00 per page (no charge for cover pages)
Exam proctoring (without LOGIN library card)	$15 per exam proctored

1. Registration fees for paid library cards/memberships

Replacement of lost card	$1/first 2 lost cards, $5/more

1-year membership	$35 ($20 for Seniors)
Guest pass for computer use (non-cardholder)	Free for 1 hour, $1/additional hour

2. Fines

Adult items	$0.20/day
Juvenile items	$0.20/day
New DVDs	$2.00 per night
Regular DVDs (Juv & Adult)	$0.20/day
Museum Passes	$5.00 per day, up to the full cost of the museum pass.

3. Fees for damaged or lost materials. These are estimated fees based on the current average replacement costs for the materials. These fees could be lower or higher depending on the item that is lost or damaged.

Book, hardcover adult	$29.00
Book, hardcover juvenile	$26.00
Book, paperback adult	$11.00
Book, paperback juvenile	$10.00
Book Club in a Bag, entire bag and contents	$100
CD Audiobook	$48.00
CD Music disc	$12.00
DVD disc	$25.00
Museum Passes	$100-500 depending on the pass, see Museum Pass Policy for details
Media Cases and book jackets	$3.00
Book Club in a bag just tote	$5.00

❖ 3.5 Fax Charge Policy

All outgoing faxes are $1.00/each page. Cover sheets are free. However, if the entire message is on the cover sheet and there are no additional pages to be sent, then a $1.00 charge will be made for the single sheet or page.

Toll free numbers are also $1.00 for each page.

International faxes are $3.00 for the first page and $2.00 for subsequent pages. There is no charge for the cover sheet.

Incoming faxes are $1.00 per page with no charge for the cover sheet.

CERTIFICATION
Revised and reviewed on August 23, 2022 and passed on September 21, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 4.0 Patron Code of Conduct

In order for Monroe Township residents and community to fully benefit from the resources available at the Free Library of Monroe Township it is necessary to follow a general guideline for appropriate conduct. It is the individual's responsibility to demonstrate judgment, respect for others and appropriate conduct while using library resources and facilities in person and online. The following activities comprise this code of conduct in the Library and on Library premises:

1. No food or beverage of any kind permitted except in designated areas or as part of a library or library-sponsored program.

2. Electronic devices may be used in a manner that is not disruptive to others. Cellphones must be set to silent or vibrate mode. Talking on cellphones is permitted only in designated areas. Headphones must be used when listening to sound on a library computer or personal device.

3. No smoking, vaping or chewing tobacco is permitted.

4. The Library prohibits the carrying or possessing a weapon, or item intended to be used as a weapon, on the property unless by law enforcement officers or other lawfully permitted individuals.

5. Misuse of the restrooms is prohibited, for example, using the restroom as a laundry or bathing facility.

6. Leaving a child under the age of 12 unattended in the Library without the supervision of an adult is not permitted. Caregivers or babysitters under the age of 18 do not qualify as adults for the purpose of this policy.

7. Talking loudly, making noise or engaging in other disruptive behavior, such as argumentative behavior with other patrons or staff, especially the use of loud, obscene or abusive language; is not permitted on the Library premises.

8. Interfering with another person's use of the Library or with Library personnel in the performance of their duties is prohibited.

9. Damaging, destroying, stealing, or otherwise vandalizing Library property is prohibited.

10. Photography and/or other types of recording on the library premises without the permission of the Library administration and any individuals or groups being photographed. Any approved filming or photography should not interfere with Library operations or patrons' rights to privacy.

11. Physically harming staff or patrons or exhibiting threatening, harassing, or intimidating behaviors is prohibited.

12. Petitioning, soliciting, panhandling, selling merchandise or services on the Library premises is prohibited.

13. Improper attire, including but not limited to being without shoes and/or shirts is prohibited.

14. Library staff will not give information, oral or written, as to the presence or absence of any individual(s) on Monroe Township Library premises.

15. Library staff shall not release any information concerning any registered patron to any person, regardless of relationship, without a court order.

16. The library does not serve in an <u>in loco parentis</u> (in place of parents) capacity and is <u>not</u> responsible for any minors. Parents or guardians, not the library staff, are responsible for the safety, care, and supervision of their children at the library.

17. Bringing animals into the library except those certified to assist a patron with a disability (for example: service or guide dog) or for a special library event/program is prohibited.

18. All persons must leave the Library premises by closing time, when evacuation of the building is necessary or at any time when requested to do so by Library personnel.

19. Patrons shall not violate any federal, state, or local statutes and/or ordinances. Such violations taking place on Library premises may result in arrest and/or prosecution.

Any patron unwilling to abide by the Patron Code of Conduct may be required to leave the library. Persistent or severe violations of the Patron Code of Conduct may result in the temporary or permanent suspension of library privileges, including the right to enter or use the facilities and/or borrow materials. The Library Director may also revoke library privileges for patrons who have disciplinary interventions with police on Library premises.

CERTIFICATION
Revised and reviewed on April 8, 2025 by the Board of Trustees Policy Committee, it was again revised and reviewed by Sandra Graise, Esquire, Associate Attorney for Florio Perrucci Steinhardt Cappelli & Tipton LLC on April 8, 2025 and passed on April 17, 2025.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 4.1 Suspension Procedure

The Board of Trustees authorizes the Library Director to suspend library privileges for those whose behavior prevents or interferes with the effective use of the library by others. Suspensions may be temporary or permanent depending on the severity of the violation. Written notice of the suspension will be given to the patron. The suspended individual has the right to appeal the ban using the Suspension Appeal Procedure set forth below.

1. Staff will inform the Director in writing, by filling out an incident report, the name (if provided), the time, date and nature of the violation. After consultation, if the Director agrees the individual's behavior should result in a suspension, the Director will initiate the suspension process.

2. The Director shall issue a written suspension letter to the individual involved, notifying them that they are suspended from the Library. The letter shall indicate the reasons for the suspension as well as a statement explaining the appeal process. Such letter will be sent via regular and certified mail, return receipt requested, to the individual's last known address, with a copy to the Library Board President, Library Board of Trustees, the Township Administrator and the Monroe Township Chief of Police.

❖ 4.2 Suspension Appeal Procedure

Individuals who wish to appeal a suspension of library privileges may submit a written letter of appeal to The Free Library of Monroe Township, c/o Library Board of Trustees,

713 Marsha Avenue, Williamstown, NJ 08094 within ten (10) calendar days after receipt of the notice of the suspension.

The letter shall set forth the reason(s) why the Board of Trustees should reconsider the suspension. The Board shall review the appeal at a hearing to be held during its next regularly scheduled meeting. The affected individual may attend the meeting and address the Board during the hearing. If necessary, and upon mutual agreement of the parties, the appeal may be rescheduled to a later Board meeting, provided that the request for rescheduling is made in writing prior to the originally scheduled meeting. The Board shall inform the individual of their final decision in writing via mail within 10 days after the Library Board Meeting. The decision made by the Library Board of Trustees is final.

❖ 4.3 Policy on Alcoholic Beverages on Library Premises

- The knowing possession, without legal authority, or knowing consumption of any alcoholic beverage by any person on Library property/premises is a disorderly persons offense.

- The Board of Trustees of the Free Public Library of Monroe Township prohibits the possession and/or consumption of an alcoholic beverage, by any person in the Library buildings and on Library property.

- The Board of Trustees and/or Library Director will report to law enforcement officials and prosecute, as appropriate, any person who violates this policy.

- Monroe Township Library employees who violate this policy or are present on Library premises while under the influence of alcohol will be subject to discipline, which may include dismissal.

CERTIFICATION:
Revised and reviewed on June 28, 2022 and passed on September 21, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 4.4 Policy Regarding Petitions and Solicitations

- No solicitation of any kind is permitted in the Library buildings.

- The Library will not accept petitions of any kind submitted by the public for distribution or placement in the Library building.

- The Reference Librarians and the Library Director will make decisions as to what materials related to the best interests of the Library itself may be distributed or placed in the Library building or on signs. If there is any question or dispute, the Library Board of Trustees will make the final decision on disputed material.

CERTIFICATION:
Revised and reviewed on June 28, 2022 and passed on September 21, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 4.5 Revocation of Privileges when Police are Involved

Library privileges will be automatically revoked for patrons who have disciplinary interventions with police at the library. This includes the right to enter the building, use its facilities, and/or borrow materials.

Approved February 2011

❖ 5.0 Policy on Computer Use

- The Free Public Library of Monroe Township shall provide computer(s) and printer(s) for use by the public. Three types of computers will be available.
    - The first type of computer available is the Online Public Access Catalog (OPAC).The OPACs are used to locate materials in the Library collection and have no access to the Internet beyond the Library's catalog.
    - The second type of computer offered is the Public Use Computer (PUC) which has varied programs available for games, resume production, report typing, etc., and also includes access to the Internet.
    - The third type of computer offered is the laptops available in the study rooms and the Technology Lab. The laptops, much like the PUCs, have varied programs available for games, resume production, report typing, etc., and also includes access to the Internet. Tutor Room laptops are available to those who properly signed the Tutor Room Policy with a name, address and telephone number. Technology Lab laptops are

available to those attending a Computer Class or a Computer One-on-One help session in the lab.

- The Free Public Library of Monroe Township is providing access to the Internet as a means to access personally, professionally and culturally enriching information to individuals of all ages. It must be emphasized that since the Internet is unregulated, individuals may find certain resources that are incorrect, offensive, disturbing and/or illegal.

    - Because the Library has no control over the vast range of data available through the Internet, users must be responsible for determining what is, and what is not, appropriate for them.

    - It is the full responsibility of parents or guardians of minors to supervise the use of the Internet by children; it is NOT the responsibility of the Library. Prior to being granted a library card to access the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the library card application stating they agree to comply with the Library's policies and rules.

    - The Library uses the Envisionware software package containing PC Reservation and printing software to manage access and time spent on computers and use of the printer. The Envisionware package contains a usage agreement which all users must accept each time they attempt to log on to the computer. A copy of this agreement is appended to this Policy.

    - The Library uses Untangled for a Web Filter to block undesirable and/or inappropriate content and applications from being accessed.

    - The Library reserves the right to terminate a computer session at any time.

    - The use of Library computers, Wi-Fi and printers shall be subject to regulations appended hereto and terms and conditions accepted before accessing the library computers/Wi-Fi

- Non-cardholder library visitors who wish to use the computer may either purchase a library membership for $35/year or use a guest pass providing the first hour for free; $1 for each additional hour. Those who do not have a library

card or a guest pass also have the option to use the guest computer near the Circulation Desk for 20 minutes only.

CERTIFICATION

Revised and reviewed on April 2, 2024 and passed on April 17, 2024.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 5.1 Wi-Fi Disclaimer

By accessing The Free Public Library of Monroe Township's Wi-Fi Internet, the user indicates that they have read and agree to be bound by and accept these terms and conditions. If the user does not agree, please promptly stop your efforts to gain access to the Internet while at the Library.

- The computer user acknowledges that access to the Internet is provided by The Free Public Library of Monroe Township (the Library) for patrons to use its resources and services and other Internet products so long as they are not illegal, do not violate local, state and federal laws or cause abuse or harm to other individuals using the Internet within and outside the Library.
- The user is aware that the Internet can provide access to information and connect with people around the world and that use of any information obtained via the computer and Internet is at the user's own risk.
- The Library complies with the Children's Internet Protection Act (CIPA) by addressing the five key requirements: a) Prohibiting access by minors to inappropriate matter on the Internet and World Wide Web b) Protecting the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications c) Prohibiting unauthorized access including "hacking" and other unlawful activities by minors online d) Prohibiting unauthorized disclosure, use, and dissemination of personal information

regarding minors e) Incorporating measures designed to restrict minors' access to materials harmful to minors.

- The Library has installed and configured technology protection measures to comply with CIPA and state and federal guidelines to restrict access to inappropriate matter; such as visual depictions that are obscene, pornographic, or harmful to minors and other subject matter. The computer user should be aware that no filter is 100 percent effective and no attempt should be made to access inappropriate websites and/or by-pass the Library's filters and/or software. Even with the protective filters in place, it is the full responsibility of parents or guardians of minors to supervise the use of the Internet by children; it is NOT the responsibility of the Library.
- The user is further aware that the Library specifically disclaims any responsibility for the appropriateness, timeliness and/or accuracy of information obtained through the computer and Internet. The Library also does not assure or guarantee that you will be able to make use of the Internet at any particular time or that you will be able to gain access to particular Internet websites or content.
- The user understands and agrees that unencrypted Internet communications and interactions can be subject to interception and reading by unintended recipients. I agree that the Library will have no responsibility or liability to any other person for any such interception or reading.
- Additionally, the user is aware that the Library cannot be held responsible for a user's personal computer equipment and is not liable for any damage to an individual's computer arising from the use of the Internet or otherwise. The Library and its staff are also not responsible for personal computers and devices left unattended on Library property.
- Accessing adult entertainment sites or chat rooms will not be tolerated. Illegal activities of any kind are forbidden. The user acknowledges and agrees to abide by the generally accepted rules of Internet etiquette, the Policy on Library Conduct, and the Policy on Library Computer Use. The user understands that any violation of these rules may result in cancellation of the Internet user's privileges.

- The following activities are explicitly prohibited: accessing, posting, submitting, publishing or displaying harmful material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

- The Library may limit the ability to gain access to the Internet or specific Internet sites or content without notice.
- Federal copyright laws will be observed in the use and distribution of information retrieved from or sent over the Library's Internet. Placement of copyrighted material on the system without the author's permission is prohibited.

The Library reserves the right to ask patrons to stop using or viewing content on their personal device if a patron is in violation of the Policy on Library Conduct, the Wi-Fi Policy listed above and/or the Library Policy on Computer Use. Misuse of Internet access can result in the loss of Library privileges.

❖ 5.2 Public Computers Disclaimer

In order to gain access to The Free Public Library of Monroe Township's computer you must indicate that you have read, agree to be bound by and accept these terms and conditions. If you do not agree, please promptly stop your efforts to gain access to the Library computers.

1. The user acknowledges that access to the computers and Internet are provided by The Free Public Library of Monroe Township (the Library) for patrons to use its resources, applications and other Internet products so long as they are not illegal, do not violate local, state and federal laws or cause abuse or harm to other individuals within and outside the Library.
2. Computer users agree to respect Library property by not defacing, destroying or misusing the Library's equipment, computers, and/or furniture. I also agree to keep food and beverages away from the computer areas.
3. The user should be aware that the Internet can provide access to information and connect with people around the world and that use of any information obtained

via the computer and/or Internet is at the user's own risk. The users is further aware that the Library specifically disclaims any responsibility for the appropriateness, timeliness and/or accuracy of information obtained through the computer and Internet. The Library also does not assure or guarantee that you will be able to make use of the Internet at any particular time or that you will be able to gain access to particular Internet websites or content.

4. This Library complies with the Children's Internet Protection Act (CIPA) by addressing the five key requirements: a) Prohibiting access by minors to inappropriate matter on the Internet and World Wide Web b) Protecting the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications c) Prohibiting unauthorized access including "hacking" and other unlawful activities by minors online d) Prohibiting unauthorized disclosure, use, and dissemination of personal information regarding minors e) Incorporating measures designed to restrict minors' access to materials harmful to minors.
5. The Library has installed and configured technology protection measures to comply with CIPA state and federal guidelines to restrict access to inappropriate matter; such as visual depictions that are obscene, pornographic, or harmful to minors and other subject matter. I am aware that no filter/software is 100 percent effective and no attempt should be made to access inappropriate websites and/or by-pass the Library's filters and/or software. Even with protective filters in place it is the full responsibility of parents or guardians of minors to supervise the use of the computer/Internet by children; it is NOT the responsibility of the Library.
6. The computer user understands and agrees that unencrypted Internet communications can be subject to interception and reading by unintended recipients. I agree that the Library will have no responsibility or liability to any other person for any such interception or reading.
7. Accessing adult entertainment sites or chat rooms will not be tolerated. Illegal activities of any kind are forbidden. The user acknowledges and agrees to abide by the generally accepted rules of Internet etiquette, the Policy on Library Conduct, and the Policy on Library Computer Use. The user understands that

any violation of these rules may result in cancellation of the Internet user's privileges.

- The following activities are explicitly prohibited: accessing, posting, submitting, publishing or displaying harmful material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

8. Federal copyright laws will be observed in the use and distribution of information retrieved from or sent over the Library's Internet. Placement of copyrighted material on the system without the author's permission is prohibited.
9. The Library may limit the ability to gain access to the Internet or specific Internet sites or content without notice.
10. Envisionware will alert computer users **three** times before the system shuts down prior to closing. I agree to close out of all work and send prints upfront to the Circulation Desk during this time. Any work not printed, saved to a flash drive (available for sale at the Circulation Desk for $5) or saved by sending to a personal email account will be lost. Computer sessions will also shut down if there is no searching or mouse activity after 5 minutes. The Library is NOT responsible for any loss.
11. A 60-minute computer session will only be extended up to 4 times IF no other patrons are waiting to use a computer.
12. All print jobs must be completed before the end of the session. Envisionware does not save documents after a session completes. All print jobs sent to the Circulation Desk MUST BE PAID IN FULL prior to the release of the job from the printer. This includes any blank or partially blank pages.
13. The Library reserves the right to ask patrons to stop using or viewing content if a patron is in violation of the Policy on Library Conduct, the Library Computer Agreement listed above and/or the Library Policy on Computer Use. **Misuse of the Library's computer and/or Internet access can result in the termination of any session and/or the loss of Library privileges.**

REMINDER: ACCEPTING MEANS THAT YOU AGREE TO ALL OF THE TERMS

LISTED ABOVE. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN A LOSS OF COMPUTER OR LIBRARY PRIVILEGES.

❖ 6.0 Meeting Room Use Policy

The Free Public Library of Monroe Township welcomes groups to use its meeting rooms for educational, cultural and civic activities. The primary purpose of the meeting rooms is to support Library programs and activities. Library-sponsored programs and the programs of the Library's affiliated organizations will be given first priority in the reservation of meeting room space.

The Library cannot and does not endorse, affirm, or support the philosophy, political, religious or other ideology of any group or organization using a room. As such, the Library reserves the right to exclude the use of its facilities for political rallies, religious services, membership drives or other activities as identified by the Director and/or the Library Board of Trustees. Rooms will not be available for activities which, in the judgment of the Library Board and/or Director, result in disorder or disruption of normal Library activities. Non-Library affiliated groups using the Meeting Rooms will be assessed use and/or maintenance fees.

RESPONSIBILITY

The individual(s) to whom the use of the premises and/or facilities is granted shall assume full liability for the damage to any property. The user also shall assume full liability for the preservation of order at all times and for the observance and enforcement of all rules and regulations, herein stated or as posted on the premises.

The signer of this application shall have or represent full authority or be a regularly appointed executive officer for the organization applying for use of facilities and shall agree to all terms herein.

It also shall be understood that these provisions shall not be construed as imposing any liability upon the Free Public Library of Monroe Township or The Township of Monroe for any injury to persons sustained in connection with the use of library property/library facilities as granted under this application.

REGULATIONS

1. All Meeting Room requests must be made through the Meeting Room Coordinator. Requestors must identify themselves as authorized representatives of the registered For-Profit or Non-Profit organizations.

2. The Library reserves the right to change regulations, the rental charges or other fees at any time and to revoke permission of use.

3. All library activities shall have precedence in the use of all facilities. Permission to reserve a room also depends on whether it will interfere with Library programs or activities. Rooms may not be reserved more than two (2) months in advance.

4. Meeting rooms must be booked for a minimum of one hour.

5. If a Meeting Room is no longer needed, an effort should be made to notify the Meeting Room Coordinator in advance. The Meeting Room Coordinator reserves the right to deny requests if a pattern of cancelations persists.

6. Special table or seating arrangements are the responsibility of the applicant(s). Groups should allow extra time for setting up the room(s) before the start of a function and for returning the room(s) to its original condition.

7. Groups may not exceed the legal posted capacity of the Meeting Room(s) and must deny admittance to persons who would exceed the posted capacity.

8. The following specific regulations and restrictions are to be adhered to:

    a. The use or presence of alcoholic beverages is prohibited, except where a license is obtained from Monroe Township.
    b. Smoking is prohibited at all times.
    c. No alterations to any part of any facility shall be permitted except as performed by library staff.
    d. Use of decorations, visual or audio effects and electrical or mechanical equipment must be approved by the Meeting Room Coordinator at least two weeks prior to the scheduled start of the event.
    e. Meeting rooms may not be used for birthday parties, weddings, or private celebratory events.
    f. Nothing may be attached to walls, ceilings, doors or furniture in any room.
    g. No sign or poster promoting a meeting or program may be placed anywhere in the Library without the permission of Library staff.
    h. Applicant organizations will be required to pay the cost of supplementary security personnel as well as police assistance for any traffic control when it is deemed necessary by the Library.
    i. There is no outside telephone service in the meeting rooms. Library staff will not accept calls, relay messages or page persons using meeting rooms.

9. An authorized representative of the organization shall:

    a. Be responsible for the care in the use of the property. If damage to Library property occurs, the applicant is responsible for paying all repairs, supplies and labor associated with the repairs.

b. Be in attendance at all times during the use of facilities.
c. Provide all personnel and equipment listed on the application.
d. Ensure that premises are vacated promptly and at the time specified on the approved application. Additional fees will be charged if the applicant goes beyond the specified time.
e. Provide a representative at the entrance to ensure that attendees enter only approved areas.
f. Ensure that the facility is left in the same condition as prior to its use. A representative of the Library will inspect the facility and a fee will be assessed if the meeting room is left in poor condition.
g. Be responsible for payment of any fees within 30 days of billing, for all rental, custodial, or other fees in accordance with the schedule designated on the approved application.

10. All Meeting Rooms have a projector with a VGA connector cord. Meeting Room A & B have a laptop and sound system in each room. Groups may use their own equipment (laptop, projector, sound system, etc.) provided the Library network and/or audiovisual systems are not compromised. The Library must be consulted before use of such equipment is permitted. It is highly recommended that the authorized representative tests their own equipment prior to the meeting day. The Library will not provide supplies or equipment, or staff to operate equipment. The Library is not responsible for any technical difficulties outside the Library's control.

11. All payments made by check must be made payable to: The Free Public Library of Monroe Township. Library also accepts cash or money order.

12. A certificate of insurance in the amount of $100,000.00 for liability, bodily injury and property damage must be provided naming the Monroe Township Public Library and Monroe Township as an "additional insured." This requirement may be waived by the Library Board of Trustees as long as a fully executed Indemnification/Hold Harmless Agreement is provided. The Library will provide this agreement if the Board determines that it is appropriate. Compliance is mandatory and is not negotiable.

13. All organizations shall comply with the Uniform Fire Code.

14. The Library's name address and telephone may not be used as an official contact point for information. Business transactions involving money, contract, promised notes and/or commitments to service are not permissible without the approval of the Library in writing.

15. Groups may not use the Library's name, address, telephone number or any other contact point as their official address or contact information. All publicity must state: "The Free Public Library of Monroe Township does not endorse any policies, beliefs, or activities of the [sponsoring group]."

16. Meeting Room B has a small service kitchen with a refrigerator and microwave for use with approval. No onsite cooking is allowed including sterno or hot plates. Catering services are determined on an individual basis.

17. All groups will adhere to the Library's Rules of Conduct and all applicable local, State and Federal laws. Groups will keep noise levels consistent with the proper atmosphere of the Library at all times.

18. Failure to abide by the Library's Rules of Conduct or abuse or damage to the facility will result in the revoking of meeting room privileges.

All questions, concerns or comments related to the use of facilities should be directed to: Meeting Room Coordinator, Monroe Township Public Library, 713 Marsha Avenue, Williamstown, NJ 08094. Or call (856) 629-1212 or email: kuhl@monroetpl.org with "Meeting Room" in the Subject Line.

SPECIAL NOTICES

The Library reserves the right to cancel any event due to inclement weather or other emergency.

No organization will be granted permission to use a meeting room that use poses a potential disturbance or threat to the normal operation of the Library (e.g. excessive noise, a safety hazard, or a significant security risk). Use of rooms may also be denied to groups that violate meeting room policies.

Groups may also be denied permission to use room(s) if they have past due payments of greater than 30 days. Groups with a history of overdue payments will be asked to pay in full at the time the application is submitted and if approved.

The enforcement of this policy is at the discretion of the Library Director, designee or Board of Trustees.

Disclaimers

Permission to use the Library facilities does not imply Library endorsement of the goals, policies or activities or ideology of any organization.

The Free Public Library of Monroe Township is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending any meetings. In addition, the Library Board of Trustees, the Township of Monroe, its officers, agents and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a meeting held on Library property.

❖ 6.1 Meeting Room Fee Schedule

Meeting Room A or B (each)

- For-Profit (Business and Individuals) = $45/hr
- Non-Profit (501c3) = $15/hr
- Governmental groups and government associated professional groups = No charge

Meeting Room C

- For-Profit (Business and Individuals) = $70/hr
- Non-Profit (501c3) = $15/hr
- Governmental groups and government associated professional groups = No charge

Other rooms and fees at the discretion of the Library Director and/or Library Board of Trustees.

Other Rooms for Special Use:

Technology Class Room = $100/4 hours (capacity 10 attendees + instructor)

Tutoring room – For-Profit Business = $15/hr

❖ 7.0 Policy on the Use of Study Rooms

Purpose:

The Monroe Township Library supports the educational efforts of all Township citizens. To this end, the Library provides three (3) Study Rooms for quiet use. Each room is equipped with a table and chairs and Wi-Fi internet access. This Policy will be posted in all Study Rooms.

Policy:

1. All persons who use the Library to tutor MUST reserve a Study Room. A person conducting a lesson in any public area, will be asked to move to an open Study Room, if available, and complete a policy form. Instruction in areas other than tutoring rooms can be distracting to other patrons and therefore is not allowed.

2. Any person(s) wishing to use a Study Room is required to sign a Study Room Agreement. A copy of this policy will be provided to the instructor or individual who has reserved the room.

3. Users shall not deface, make holes, post on walls, talk loudly, use amplified sound, smoke, eat, drink, use the room for illegal purposes, or cause disruption to users outside of the room.

4. Study Rooms may be booked in 1/2 hour blocks, not to exceed two (2) hours in one day.

5. The responsible individual, who cannot arrive for a reserved room at the designated time, must notify the library at 856-629-1212 x206. Reservations will be cancelled after 15 minutes of non-use. If an instructor or person reserving the room is 15 minutes late, the room will be opened to anyone who may be waiting.

6. Tutors may not reserve study rooms for another tutor. Further, if a reservation needs to be cancelled, rescheduled, updated, or changed, the tutor of that session must do so themselves. Please call the Reference Desk to make any changes to your reservation: 856-629-1212 x206.

7. The Library will not convey messages between instructors and students.

8. Every effort will be made to avoid interruption; however, there may be instances where a staff member must enter the room to retrieve a publication stored in the room.

9. The use of the Study Room is free of charge to residents. Non-residents or businesses wishing to use the room may be charged a fee as set by the Library Board of Trustees. The Library reserves the right to change obligations and rights at any time.

10. NO fees may be collected by any user, nor can any business transaction be made on any library property. This policy will be strictly enforced. A violation of this policy will result in cancelling the current session and denying future room reservations.

11. The Librarian on-duty, at all times, has the option to cancel any study session.

CERTIFICATION:

Revised and reviewed on July 26, 2022 and passed on September 21, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 8.0 Proctoring Policy

The Library offers proctoring service for students and the general public, subject to availabilities of authorized staff. The proctor is only available during their regular work hours. The proctor will observe the student while performing other tasks and assisting library patrons.

Proctoring, with ID, is free to Monroe Township residents and Free Public Library of Monroe Township cardholders. Non-residents/cardholders are eligible for proctoring services at a fee of $15 per test. Fees must be paid in advance of testing.

Student responsibilities:

The student must confirm that this proctoring policy meets the requirements of the institution giving the examination.

The student must email (jschillig@MonroeTPL.org), fax (856-629-5967), or drop off the proctor request form at the library Reference Desk.

Tests must be scheduled with the proctor a **minimum** of **one week** in advance. Email (jschillig@MonroeTPL.org) or call (856-629-1212 x204) to schedule a test time. If you are unable to keep the scheduled time please contact the library using the phone number above.

It is the responsibility of the student to verify that the library has received the exam.

For computerized tests, the student is responsible for ensuring that the computers at the Library are adequate for test taking. The Library will reserve a Study Room with a computer for the examinee as needed or they may bring their own.

For written tests, students or the administering institution will be responsible for providing postage. The Library will hold exams until the testing institution's deadline. Uncompleted exams will be returned to the testing institution if postage is provided- otherwise the exam will be destroyed. The Library does not keep copies of completed exams.

CERTIFICATION:
Revised and reviewed on July 26, 2022 and passed on September 21, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 9.0 Bulletin Board Policy

A. The community library bulletin board, located in the cafe area, may be used by individuals and community groups to promote their programs and activities. Use of the bulletin boards does not mean that the Library Board of Trustees or Library staff agree with the viewpoints or endorse the activities that are presented.

B. Use of the bulletin boards for personal advertising, politically partisan, commercial, religious or sectarian purposes, recruitment or employment is not permitted.

C. Library exhibit areas may be made available for individual and community group use at the discretion of the Director.

D. Library use of the bulletin boards and exhibit areas takes precedence over any personal or community use. The Director reserves the right to refuse the use of the bulletin boards or exhibit areas.

E. Items to be posted on the Board must not be any larger than 8 ½" x 11". Larger sizes may be allowed upon approval and space available at the discretion of the Library Director.

F. All items to be posted on the Board must be approved by the Director or it will be removed.

G. Items may be posted on the Bulletin Board for a one month period at a time.

CERTIFICATION
Revised and reviewed on August 23, 2022 and passed on September 21, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 10.0 Art Exhibit Guidelines and Policies

The Free Public Library of Monroe Township supports local artists who wish to display their own original works for the enjoyment of the community. Art may be displayed in the

main gallery area, in library meeting rooms and/or Reference areas as designated by the Director.

Applications for exhibits must be made through the Library Director and will be processed on a first-come, first served basis. Children and adults with various degrees of maturity visit and view library exhibits; therefore, exhibits on display must be suitable for viewing by minors (under 18 years of age) and not in violation of unprotected forms of speech under the First Amendment. Therefore, library personnel,including its Board of Trustees, reserve the right to reject any proposed exhibit in full, or in part, not meeting community standards and decorum for the general public.
Exhibits will normally be limited to a period of two months with definite display dates established in advance. A sufficient number of pieces must be available for display. It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to an established schedule when the library is open.

Works of art must be framed and have appropriate hanging support such as wire for a Walker System. No nails, hooks, glue or tape may be used on walls or hanging apparatus. If assistance is required, it is the exhibitor's responsibility to provide such assistance. The artist is responsible for all advertising and promotions.

The Director may request a meeting to discuss and/or preview the display before the application is approved. Once approved and prior to display, the exhibitor will provide the Library Director with an itemized list of all art items. Artists are encouraged to post a brief statement about their works. The Library's insurance policy covers only items owned by the library. Artists must provide their own insurance coverage. All exhibitors are required to sign a Release Agreement that releases the library from responsibility for any items in the exhibit.

The following documents must be provided to and read by exhibitors: Art Exhibit Policy, Application - Artwork Exhibit Form, Exhibit/Display Item Description.

Board of Trustees
Free Library of the Township of Monroe Public Library
March 2013

❖ 10.1 Library Display Case Policy

The Board of Trustees and the staff of the Library are eager to provide as many attractive, educational and cultural exhibits for the public as possible. Use of space is granted by the Director or his/her designee. It is the policy of the library not to advertise commercial endeavors unless the project is specifically related to the goals of the library.

Art exhibitions and displays of art books and objects of art shall be part of the library's program for encouraging appreciation and understanding of art. The library will try to

protect materials displayed but cannot be responsible for lost or damage to such material.

The purpose of the library's exhibits is to stimulate interest in books and reading, and to relate library collections and services to community, national and world affairs.
Within reasonable limitations of available space, the library may accept for display and free distribution literature provided by individuals or organizations in the community that do not promote commercial, political or personal interests.

Partisan politics and certain religious matters applying to only one faith or sect may be avoided, and not approved for display.

Displaying and distributing this material does not in any way signify an endorsement by the library of either the content of the literature or of the organization from which it comes.

The library will not solicit for display any materials except those generated by the library itself. It is the responsibility of interested individuals or organizations to request display space for materials in which they are interested.
Because of their importance to the community, the annual fund raising campaigns of the major philanthropic, service and cultural organizations are given library space when available.

The use by individuals or organizations of the library's facilities for displays and / or exhibits, other than those which belong to the library, is not a right but a privilege which is subject to review by the Board of Trustees.

In the event the amount of material exceeds the available space, the library reserves the right to limit individuals and organizations to one piece of literature for display and distribution.

No organization or individual shall be permitted to place in the library any box, canister, or receptacle which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by a commercial or charitable enterprise or by an individual. However, posters announcing bazaars, programs, or events sponsored by local educational, religious or fraternal organizations may be displayed provided there is room for such displays and they are of reasonable size (no larger than 11" x 16").

All displays shall be on a "first come, first serve" basis.

No poster, display, exhibit, pamphlet, brochure, leaflet or booklet shall be exhibited, displayed or placed in the library for distribution without the permission of the Director or his/her designee.

CERTIFICATION

Revised and reviewed on August 23, 2022 and passed on September 21, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 11.0 Book and Non-print Material Selection Policy

The Board of Trustees of the Free Public Library of Monroe Township, in order to serve the whole community in its diversity of needs, background, races, creeds, and political beliefs, declares that:

- The purpose of the Free Public Library of Monroe Township's book selection policy will be used to guide librarians and to inform the public about the principles upon which book selections are made.
- In the implementation of this policy the final responsibility for book selection lies with the Library Director. The Director may delegate to staff members authority to interpret and guide the application of the policy in making day-to-day selections. The Director, or staff members making selections, shall select and discard all books and library materials in accordance with this policy, as determined by the Board of Trustees. The Board supports and adopts as an integral part of its selection policy the American Library Association's Statements, The Library Bill of Rights and Freedom to Read (see attached).

A. Objectives

1. The primary objective of book selection shall be to collect materials of interest and informative value to the whole community. The Library does not espouse particular beliefs or views, nor is the selection of any given book intended to serve as an endorsement of the viewpoint of the author expressed therein.

2. Within the framework of the Library Bill of Rights and the Freedom to Read Statement the Library does not attempt to provide materials representing all approaches to public issues of a controversial nature. To provide a resource where the free individual can examine many points of view and make his own decisions is one of the Library.

3. The Library makes available materials for enlightenment and recreation also, even though such materials may not have an enduring interest or value.

B. Censorship

1. The Library recognizes that many books are controversial and that any given item may offend some patrons. However, censorship must be exercised by the reader for themselves alone. The Director and the Board cannot restrict the freedom to read of any patron, nor can one patron restrict the freedom to read of any other patron. Acquisition of material does not imply approval or endorsement, and does not necessarily reflect the opinions or values of the library employees or Library Board of Trustees.

2. Selections will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection for the purpose of serving the interests of readers in the entire community. No materials shall be excluded because of race, nationality, or political or social beliefs of its author.

3. Library materials will not be marked or identified to show approval or disapproval of their contents, and no cataloged book or other item will be sequestered, except for the express purpose of protecting the item from theft or damage.

4. Responsibility for the reading of minors rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that books may inadvertently come into the possession of minors.

5. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

C. Specific guidelines for the selection of materials:

1. The Library takes cognizance of the purposes and resources of the other libraries in the local area and shall not needlessly duplicate functions and materials. The Library shall, however, cooperate with other libraries in the exchange of material according to the Inter-Library Loan Code of the American Library Association.

2. The Library does not attempt to acquire textbooks or curriculum-related materials. Legal and medical works will be acquired only to the extent that they are useful to the general public.

3. The Library acknowledges a particular interest in local and state history. It will therefore take a broad view of works by and about New Jersey, whether or not such materials meet the standard of selection in other respects. However, the Library is not under any obligation to add to its collection everything about New Jersey, if it does not seem in the public interest to do so.

4. Because the library serves a public which embraces a wide range of ages, educational backgrounds and reading skills, it will always select materials of varying complexity.

5. In selecting books for the collection, the Library will pay due regard to the special, commercial, industrial, cultural and civic enterprises of the community. However, the building, developing and supplementation of the general collections shall take precedence over all special collections.

D. Gifts

1. The Library is grateful for gifts, and its collection has been enriched greatly by many fine donations it has received. In accepting gifts, however, the Library reserves the right to evaluate them in accordance with the same criteria of selection applied to purchase materials and to decide whether they should be added to the collection. No conditions may be imposed relating to any gift after its acceptance by the Library.

2. When the Library receives a cash gift, the selection of the materials to be purchased will be made by the Director. The selection will be based upon the wishes of the donor and the needs of the Library.

E. Removal of Materials

1. No materials shall be removed from the Library except by a court of competent jurisdiction, unless the Library Director decides that its usefulness is past and discards it.

2. Materials which are no longer useful, according to The Book Selection Policy - Reference Department [see attached], will be removed from the collection. Worn out books will be replaced or rebound. Books withdrawn from the collection may be offered to other libraries or educational institutions.

CERTIFICATION

Revised and reviewed on May 31, 2022 and passed on June 15, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 11.1 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.

"Library Bill of Rights", American Library Association, June 30, 2006. http://www.ala.org/advocacy/intfreedom/librarybill (Accessed April 27, 2022)

❖ 11.2 Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the

toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning.

They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.
The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

"The Freedom to Read Statement", American Library Association, July 26, 2006.

http://www.ala.org/advocacy/intfreedom/freedomreadstatement (Accessed April 27, 2022)

❖ 11.3 Request for Reconsideration of Library Material

The trustees of The Free Public Library of Monroe Township have established a collection development policy and a procedure for gathering input about particular items. If you wish to request reconsideration of a resource in our collection, please fill out the below form in full and

return it to a staff member. Only requests filed by bona fide Monroe Township residents will be considered. The Library Director will contact you once the resource has been examined.
Free Public Library of Monroe Township
713 Marsha Ave
Williamstown, NJ 08094

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____
Do you represent self? ____ Or an organization? ____
Name of Organization _____

1. Resource on which you are commenting:

___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording

___ Digital Resource ___ Game ___ Newspaper ___ Other
Title _____

Author/Producer _____

2. What brought this resource to your attention?

_____
_____
_____
3. Have you examined the entire resource? If not, what sections did you review?

_____
_____
4. What concerns you about the resource?

_____
_____
_____
5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

_____
_____
6. What action are you requesting the library consider?

_____
_____
_____

❖ 11.4 Material Donation Guidelines

The Free Public Library of Monroe Township appreciates the many donations of new and used books and non-print materials that are received each year. Each item is evaluated by one of the professional librarians to determine their condition and if they fill a need in the collection. Other donations that are not cataloged are put into the outgoing book sale in the Library's store or donated to the Friends of the Library for their book sale. In this effort, we have to be selective taking into consideration space relevance, condition, need and labor. All proceeds from book sales are used to enhance the library programs and services. The Library reserves the right to utilize or dispose materials as warranted.

Once items are donated, they become the property of the library who then determines their disposition. Items will not be returned to the donor. No conditions as to their use may be imposed by the donor. In addition to the materials, all cartons, bags containers, etc that are used to deliver the items will also become the property of the library. No boxes, containers, etc will be held for return at the door.
We are happy to provide a written receipt upon request that donations were received but we cannot value the material.

All items should be brought to the Circulation Desk or to the Friends table when they are open for a Book Donation Drive.

Acceptable items for donation:

- Hardcover and paperback books, 10 years old or less, in good condition, both fiction and nonfiction for children, teens and adults.
- DVDs, CD audio books and music CDs in good condition in their original containers. Copies are not acceptable.
- Books about Monroe Township or New Jersey in good condition.

Materials we cannot use:

- Technology, health, travel, finance or technical books over 3 years old.
- Materials discarded from other libraries.
- Computer software or computer manuals

- Books that have been highlighted, written in, stained with pages and/or covers torn or missing
- Any items with any sign of mold or insect
- Encyclopedias, condensed books (such as Readers' Digest) or National Geographic
- College textbooks over 3 years old
- No damaged materials.
- All non-print items must be in their original cartons or cases. No duplicated non-print items.
- No VHS or cassette items.

CERTIFICATION
Revised and reviewed on August 23, 2022 and passed on September 21, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township

❖ 12.0 Emergency Closing Policy

The Library is an essential service that citizens depend upon. When possible, the Library will remain open during inclement weather to provide information services to the public. However, the Library Director and/or the President of the Board of Trustees shall have the authority to close the Library when weather conditions are considered too hazardous to the health and safety of employees or the general public.

If the Library Director is unavailable, the Supervising Librarian or Staff-Person-in-Charge shall consult with the Board President or Vice-President, if the Board President is unavailable.

The Library shall not be closed indiscriminately. The decision to close may involve extreme weather conditions, such as severe snow/ice storms, hurricanes, etc.; or if a disaster area is declared by appropriate state, local or federal officials.

The Library Director and Board of Trustees may also decide to delay openings or close early. Decisions will be based upon current or projected road conditions, weather forecasts, health and safety of patrons and staff.

The decision may also be based upon occurrences that negate the Library's proper operation such as lack of electricity, HVAC, sewer, or mechanical failures.

If the library decides to close or delay opening, communication to the public would include a notice on the Library's website and social media accounts. All staff members scheduled to work will be notified as soon as the decision has been made.

When emergency closures occur, loan periods will automatically be extended for one day and fines for the closed days will be waived.

Programs scheduled for that day will be re-scheduled for a future time, when possible.

CERTIFICATION
Revised and reviewed on January 31, 2022 and passed on February 16, 2022.

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John Pohler, President
Board of Trustees
Free Public Library of Monroe Township

❖ 13.0 Policy on Appointment to Staff

A. It is the policy of the Free Public Library of Monroe Township that the appointment of staff members is based on merit and the Department of Personnel qualifications and regulations.

B. Careful consideration is given to the education, skill and experience of each candidate.

C. The Free Public Library of Monroe Township is an equal opportunity employer. There will be no discrimination in the selection and recruitment of employees by reason of: sex; marital status; political affiliation; national origin; race; religion; sexual orientation; or any other consideration unrelated to the merit or qualifications deemed necessary for the successful performance of the duties of the position.

D. Subject to Department of Personnel regulations, the selection and initial interview of qualified candidates for professional and non-professional positions is made by the Library Director.

E. All Library vacancies, non-professional and professional shall be advertised locally. Professional vacancies may also be advertised through normal library channels.

F. When a higher level vacancy occurs, present employees who, by training and/or experience, are qualified and interested shall be given consideration, but promotion to a higher position is <u>not</u> automatic. Such employees shall be

subject to the regulations of the Department of Personnel regarding examination, certification and appointment.

CERTIFICATION:
Revised and reviewed on January 31, 2022 and passed on February 16, 2022.

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John Pohler
President, Board of Trustees
Free Public Library of Monroe Township

❖ 14.0 Library Cash Management Policy

The Board of Trustees of the Library affirms its intention to ensure that efficient and effective Library services are provided to the community. To ensure this outcome the Board will perform or cause to perform the following activities.

A. Annually at the Reorganization Meeting, the Board will select a firm certified and experienced in the performance of an audit of municipal entities. All relevant information and materials will be provided to this firm with the requirement that a completed audit, with any recommendations, will be presented to the Board of Trustees by May 1st of the same year.

B. The Board of Trustees will establish and maintain any and all necessary Capital Reserve Funds for Expenditures, Accumulated Absences Fund for accumulated sick and vacation pay, Gift Trusts, Unemployment Funds and any other identified by the Board of Trustees. These funds will be routinely reviewed and modified, as necessary, by a vote of the Board.

C. The Board of Trustees will develop a Cash Management Plan that will serve as a guide for the deposit and investment of funds received by the Library. This Plan will be in accordance with that which is established generally by the Township of Monroe, but specifically reflect the activities of the Library. It will be developed as soon as possible in the current calendar year in which this Policy is signed and will be effective immediately. It will be reviewed annually or as necessary.

CERTIFICATION:
Revised and reviewed on July 26, 2022 and passed on September 21, 2022.

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Joan Betterly, President
Board of Trustees
Free Public Library of Monroe Township