

Belfast Public Library

Mission Statement & Policies

Revised November 2023

I. Mission and Goals

A. The mission of the Belfast Public Library is to provide quality materials and services which support educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and professional.

The general library goals of the Belfast Public Library shall be:

1. To serve all residents of the community and the surrounding region.
2. To acquire and make available to all residents of the above area library materials in a variety of formats and other services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.
4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To strive consistently to discover new methods and improvements for better service for the library's customers.
6. To review regularly these goals of the Belfast Public Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

A. The library will serve all residents of the Belfast Central School district and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior and cleanliness in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to legal action.

Young children:

The Belfast Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age eight must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program, unless otherwise stated.

Disruptive children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the

library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If it is necessary to ask the child to leave the library, library staff should contact a parent or caregiver with an explanation.

Cell Phone Use:

Cell phone calls and video chats in the library are prohibited. Phones should remain silent to prevent the disturbance of other patrons' private space.

Filming:

Filming by members of the general public is not permitted anywhere inside the library building without prior written permission of library staff. This includes taking cell phone videos. To obtain written permission, apply to the library director or other designated employee expressing the purpose of the filming. Requests to film in the library can be denied at the staff's discretion. With written staff consent, filming is permitted only with the consent of patrons present in the area of the library where filming is to occur, and only in locations approved by library staff.

NOTE: At the discretion of the library director or staff, real-time verbal permission may be granted to film at particular times and/or places inside the library, such as during certain programs or presentations.

At all times, filming must not disrupt or impede regular library services and procedures or threaten patron safety and confidentiality. Patrons observed or reported as not complying with these measures will be asked to refrain from filming and, if they fail to comply, may be subject to suspension of library privileges.

Minor children cannot consent to be photographed or filmed. Photography or filming of children in one's own care is permitted, provided all other measures are observed; photography and filming of children not in one's care is prohibited.

Photography or filming by accredited news media must be approved by the library director or other designated employee. Requests should be made a reasonable amount of time before the photography or filming is to occur. All other measures outlined in this policy must also be observed.

Photography or filming for commercial purposes is prohibited.

Food/beverage:

Food or beverages may be brought in for consumption by patrons in the library at the discretion of library staff.

No food or beverages at the computer tables.

IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested, using interlibrary loan and other resource sharing methods provided through the system and state.
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

V. Volunteers

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Belfast Public Library. In appreciation of volunteer services, the Library will provide appropriate recognition befitting the benefit to the library and the communities it serves.

VII. Personnel Policy

A. SOCIAL MEDIA POLICY

Belfast Public Library social media sites are intended to inform community members about programs, services, events and educational opportunities taking place at the library or in the community and surrounding communities. Sites also encourage dialogue and the exchange of information and ideas between the library and community members.

BPL reserves the right to create, edit and remove any content on its social media sites. Content comprises posts, comments, messages and all other types of written, visual or audio content.

BPL strives to foster a positive, creative and healthy social media experience. Anyone who interacts with social media formats in contrast to this belief will be blocked from use. Content containing the following are against policy and will be removed:

- Posts or conversation that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental ability, sexual orientation, ancestry or any other protected category.
- Slanderous, libelous, threatening or defamatory statements.
- Copyrighted or trademarked material.

- Spam.
- Content not related to BPL mission, programs, events, resources, or materials.
- Advertising or sale of merchandise or services; or
- Charitable solicitations or political campaigning.
- Duplicate posts from the same individual.
- Inappropriate/obscene/off-topic posts, images, or comments.
- Specific and imminent threats.

BPL encourages community members to comment on or share library posts. The sharing of ideas about related subjects, resources and programs is also permitted. Comments or postings by community members do not indicate BPL endorsement.

By choosing to comment on BPL social media sites, community members agree to these terms..

BPL Staff Responsibilities

Employees who contribute to BPL social media accounts shall present content in a professional manner, check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting. BPL employees shall not discuss confidential, work-related matters through social media.

When representing the Belfast Public Library via social media, staff shall:

- Conduct themselves at all times as representatives of BPL.
- Identify themselves by name as BPL personnel, when appropriate.

- Not make statements about patrons, or post, transmit, or otherwise disseminate confidential information in violation of BPL's Confidentiality Policy.
- Not represent postings as official BPL opinion or policy, unless this has been clearly approved by the Director of BPL.
- Not conduct political activities or personal business.
- Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to social media.

A. Management Policy:

The duly elected library board shall have all management rights, authorities, and responsibilities as stated in the library charter.

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff.
3. The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings.
4. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

B. Administrative Policy:

The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library, be present at monthly board meetings, and prepare and present such reports and meeting documents as requested.
2. The director and the district treasurer shall maintain financial records in an efficient manner; present periodic reports to the library board, the municipal and state governing bodies, and the library system; and assist the library board in preparing the annual budget to be presented to the community voters.
3. The director shall schedule meetings and communication with staff and/or volunteers for training and for interpreting board policy.
4. The director shall be responsible for on-going performance assessments for library staff and volunteers.
5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
6. The director shall recommend changes in or additions to library policies as needed.
7. The director shall perform preparatory work to assist the board with regular library planning.

C. Salaries

A classification and salary schedule has been adopted by the library board. The plan is subject to annual revision so that it will remain equitable for both the library and the staff.

D. Health Insurance Policy

Not Available

E. Vacation Policy

The library director shall receive up to 30 hours paid vacation time after one year of service. They will also receive 5 hours of service for each consecutive year, with a cap at 90 hours (effective 9/17/2024).

F. Closures for Holidays and Weather

Director and staff will be paid legal holidays (New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day etc.) that occur on the day the library is open.

We will close due to weather if there is a travel ban or if there is a Belfast Central School closing.

G. Paid Leave During Emergency Closure

When the library temporarily closes due to a declared state of emergency, and all or some of the employees are instructed to not come in to work, upon a vote of the board, compensation shall continue as follows:

Full time staff shall be paid at their regular rate of pay. Part time staff shall be paid for their regularly scheduled shifts; for part-time staff with variable schedules, the weekly amount will be based on an average of the last three pay cycles, or as determined by the board.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership and must complete such duties as assigned. When performing tasks remotely, employees should note the time worked through the usual process for logging hours.

H. Quarantine Leave

If a full or part-time employee who is ill or is not personally ill is required to remain absent because of quarantine imposed by a governing authority, and such employee presents a written statement of the attending physician or local health officer proving the necessity of such absence, such employee shall be granted leave with pay for the period of the required absence. Such pay shall recover the employee's routine hours. Prior to return to duty, such employee may be required to submit a written statement, from the local health officer, that return to duty will not jeopardize the health of other employees.

I. Sick Leave

Requests for sick leave, without pay, should be submitted to the library board. The time allowed will depend on the conditions.

H. Leave of Absence

The library director shall be notified 3 days in advance if a staff member wishes to request a personal day. In an emergency situation advance notice will be waived.

Leaves of absence, without pay, may be granted to library employees for

maternity, adoption, illness, travel, or graduate or certification training. All leaves are considered on a case-by-case basis and must be approved by the director. A leave for the director must be approved by the library board.

Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

I. Bereavement Leave

Library employees are eligible for three (3) days bereavement leave (or as needed, on request, up to (7) seven days), without pay, in the event of the death in the immediate family, defined as spouse, child, brother, sister, parent or grandparent of either the employee or the employee's spouse.

J. Military Leave

Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave.

K. Jury Duty

In the event a library employee is called for jury duty, the library will release him/her. Employees will not be paid for the time they are absent.

L. Work Schedule Policy

Major changes in the director's schedule may not be made without approval of

the library board. Requests for such shall be made in writing to the library board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the library director.

M. Meetings, Conventions, and Workshops

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

N. Disciplinary Policy

An employee of the Belfast Public Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step which would follow:

1. a substandard performance appraisal,
2. verbal and/or written warnings,
3. suspension, and/or
4. extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Belfast Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

O. Resignation and Retirement Policy

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library board requests a minimum notice of four weeks. For the library director a notice of at least two months is preferred. The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated .

P. Grievance Procedure

It is the intent of the Belfast Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. Any staff member with a grievance shall first discuss it with the Library Director within ten working days from the occurrence of the event/situation. The grievance should be recorded in writing, either by the staff member or the Director, and should be dated and signed by both (signifying only that both have read and recorded it).
2. The Library Director shall respond with his/her suggestion for resolution, either during the initial discussion or within ten working days. This should be in writing, dated and signed by both. Signature by the person bringing the original grievance should also include a statement showing he/she agrees or disagrees with this resolution.
3. If the problem is not resolved to the satisfaction of the staff member, then a written appeal must be made to the Board of Trustees within another five working days.
4. The appeal will be discussed at the next regularly scheduled Board meeting. A resolution and decision will be made by the Board, in writing, within ten days of the meeting and shall be final.

Q. Equal Opportunity Employment Policy

It is the policy of the Belfast Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

R. Drug-Free Workplace Policy

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Belfast Public Library, whether that action is carried out in the workplace building or not.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination.

S. Sexual Harassment Policy

Harassment on the basis of sex is a violation of *Title VII* (federal law) and N.Y.S. Executive Order #19 & #5 (see appendix). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Belfast Public Library.

The Belfast Public Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee or patron who engages in sexual harassment will subject themselves to disciplinary action up to and including termination

T. Fire Arms

No concealed carry firearms are allowed on the library premises.

VIII. COLLECTION MANAGEMENT POLICY

This Collection Management policy reflects the mission and core values of the Belfast Public Library, which includes the library's Board of Trustees, Director, and Library Employees. In accordance with the guidelines included in the American Library Associations' *Library Bill of Rights*, *Freedom to Read* and *Freedom to View Statements*, the Library maintains a collection of materials, both print and digital, that meet the diverse needs of our community.

It is an essential role of the Library to facilitate free access to a wide array of library materials, including possible controversial materials, to all community members. The Library, to the best of its abilities, strives to include a wide and inclusive spectrum of materials and topics. The inclusion of an item in the collection does not imply the Library's endorsement of the author, publisher, or subject matter.

Responsibility for the selection of library resources is delegated to the Library Director by the Board of Trustees. At the discretion of the Director, qualified staff members are assigned selection responsibilities.

Selection criteria utilizes reputable, professionally reviewed literature and other sources in the selection, and purchase of new library materials. Additionally, the Library relies on trained library employees, who are trained through state and federal accredited institutions to maintain collections.

Selection criteria includes:

- Content
- Format
- Cultural Relevance
- Relation to current collection
- Price
- Demand

A selected work need not satisfy all criteria listed above to be included in the collection.

Library resources will not be labeled, marked or identified to show approval or disapproval of their contents. Resources are withdrawn from the collection in order to maintain their usefulness, currency, relevance and condition. Withdrawn resources may be sold, offered to other libraries or nonprofit organizations, recycled, discontinued or discarded.

Responsibility for monitoring a child's access to resources rests with the parent or legal guardian.

The Library recognizes the importance of providing an opportunity for community members to request a reconsideration of library materials. Community members may follow the Library's Challenge to Library Materials Policy using the Request for Reconsideration Form to issue a formal concern. Requests for Reconsideration may only be filed by residents of the Library's school district who have a Belfast Public Library card. The Library will not process requests, and the Library Board will not hear complaints from individuals who live outside the Library's school district. The Library may impose a limit on the number of requests submitted by a complainant within a designated period of time.

Donations of materials or of funds for the purchase of materials are welcome. The Library, however, accepts gift materials with the explicit understanding that those which are useful to the Library's collection will be retained, and other materials may be disposed of in accordance with the Library's policy. Suggestions of specific titles or subjects are welcome when memorial donations are given, but the final decision, based on the collection, rests with the Library. An appropriate book plate will be placed in each gift if requested by the donor.

Adopted by the Belfast Public Library Board of Trustees. 01/16/2024.

A. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the

Belfast Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries.

B. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Belfast Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

C. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

D. Potential Problems or Challenges

The Belfast Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis

of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

E. Challenge to Library Materials Policy

F. Introduction:

It is an essential role of the public library to make all, including possible controversial materials, freely available to all community members. This can mean that the views expressed in a library material conflict with a community member's beliefs or perspectives. Having a policy to guide library employees, volunteers, and trustees in dealing with community challenges to a material ensures each complaint is dealt with fairly and every person in the library knows how to proceed.

G. The Belfast Public Library supports all members of its community by collecting materials representing all viewpoints considering the Library's Collection Management Policy. However, it is not the role of the Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Library or any of its employees, volunteers, or trustees act *in loco parentis* (as a parent to library patron – either adult or minor).

H. The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the community regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by the Library. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to the Library in care of the Library Director. Requests for Reconsideration may only be filed by residents of the Library's school district who have a Belfast Public Library card. The Library

will not process requests, and the Library Board will not hear complaints from individuals who live outside the Library's school district. The Library may impose a limit on the number of requests submitted by a complainant within a designated period of time.

- I. Upon receipt of the signed form, the Library Director will notify the Library Board that a form has been received, and review the information provided in the form to determine if the complaint requires further review, or if the materials should remain within the Library's collection considering the Library's Collection Management Policy. In consultation with the Library Board, the Library Director will inform the community member who submitted the form if the materials remain within the collection. The determination will be sent in writing through U.S Mail.

J.

If the Library Director thinks further review is required, they will convene a committee with members of the Library Board and/or library employees.

K.

The committee shall:

- L. 1. Examine the material in question, the issues raised, and the circumstances involved.
- M. 2. Decide to remove or retain the material in question.
- N. 3. Notify the American Library Association and the New York Library Association of the challenges.
- O. The Library Director will inform the community member of the committee's decision in writing through the U.S. Mail.
- P. Should the patron wish to appeal the decision, they may write to the President of the Board of Trustees to request a hearing by the Board as part of the Library's Public Comment Policy. The Board will listen to the community member's concerns during the meeting and make a decision regarding the challenged material at a meeting after the meeting where the hearing is held. The Library Board will inform the community member of the decision in writing through the U.S. Mail.
- Q. Any further appeal must be made to the Commissioner of Education in Albany, N. Y.
- R. The Library Board places a limit on Challenges to Library Materials. The Library will only process a complaint form once

every 36 months (3 years) for a specific Title or Author considering all material formats (format examples: book, eBook, audiobook, large print book, movie, or musical tracks). The Library Board's decision is final.

***Adopted by the Belfast Public Library Board of Trustees
01/16/2024.***

IX. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials. Patrons must read and sign the agreement on their library card:

I agree to be responsible for:

- *presenting this card when checking out materials*
- *all materials borrowed with this card*
- *paying fines on late returns or damaged items*
- *notifying the library of loss of card or change of address*
- *following library rules and regulations*

Signature _____

Identification is required. A driver's license or student ID is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement.

All patrons, adult and juvenile, are asked to bring their library cards with them if they intend to check out items.

C. Loan periods

1. Three (3) weeks for books. (2 weeks for NEW books)
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight after signing a form.
3. Interlibrary loans are due the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title.
5. Current issues of periodicals circulate for two weeks.
6. Two weeks for audio books, and compact discs.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

Borrowing of more than ten (10) items is subject to approval of library staff, with one exception -

- two items on a subject is the limit for a known school assignment.

D. Reserves

Reserves may be placed by patrons either in person, over the phone, or on-line. Patrons will be notified by postcard, telephone, or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services. Interlibrary loan materials will be held for one week, if the patron

does not pick the materials in one week after being contacted, the library materials will be returned to the holding library.

E. Fines and Charges

We are a fine free library with the following exceptions: There are no fines for overdue materials. A first notice will be sent to the patron regarding overdue materials. If the material is not returned within a designated period, a written request will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged .

Computer privileges are also

denied.

F. Damaged materials

If materials are damaged and judged by the library director as being unsuitable for the collection, the patron must pay the replacement and processing costs. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear, At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

- - - - - \$-----

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter. Sincerely,

G. Confidentiality

Confidentiality of library patrons' records is governed by New York CPLR 4509:

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Reference Service Policy

The Belfast Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone or online in pursuit of "ready reference" information.

XI. Programming Policy

A "program" is a planned interaction between the library staff and the program

participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story-times, films and activities, summer library program for children, speakers for young adults, book or author discussion groups for adults, In addition programming should provide a venue for artistic expression.

XII. Public Relations Policy

A. Public relations goals of the Belfast Public Library are:

- to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director and the library board may be expected to make presentations and to participate in community activities to promote library services. Materials to be used by press, radio, or television will be approved by the director and board.

XIII. Equipment Use Policy

Computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computers; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 60 minutes in the main library and 30 minutes in the children's annex. Library staff are available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Patrons may arrange a training period with the director during library hours, and while another staff person is present to manage the

desk.

A printer/photocopier is available. Printed copies will cost \$.25 per sheet for b & w, .50 per sheet for color and must be paid for at the conclusion of the session. Two-sided copies cost \$.30 for b & w and .80 for color. Belfast Central School elementary & high school students will not be charged for the first 10 pages (b & w) for homework assignments. After 10 pages a charge of five cents per page is applied.

College students will be charged .10 per page for black & white printer copies. We will charge a discounted rate for non-profit organizations.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XIV. Internet Use Policy for Patrons

The Belfast Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, un-moderated global network; the Belfast Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.
- Internet use is offered in sessions as covered in XIII; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session, but must abandon use of the computer and Internet if another patron requests use of the service.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the

Internet service.

- Users shall not create and/or distribute computer viruses over the Internet.
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

XV. Internet & Computer Use Policy for Staff

General

1. The personal use of Library computers should be on the employee's own time. Employees will provide any supplies, such as printer paper, etc.

2. Employees are prohibited from using Library computers to sell products or services for personal gain.

Email

Library employees are prohibited from using email for illegal activities.

Library employees are prohibited from harassing another through email--by content, language, frequency or size of the messages. Employees are also prohibited from sending chain letters, letter-bombs, spam and similar misuses of system resources.

The Library employee should subscribe only to email lists which are directly related to the individual employee's Library responsibility or professional development.

Personal use of email should be limited and done on the employee's own time.

Other

Employees will be deleted from global distribution lists upon their separation from employment and their email accounts will be terminated.

Programs and files remain the property of the Library and may not be

removed when an employee leaves. Employee-supplied programs and files which are left on Library equipment will be removed by the technical adviser.

XVI. Meeting Room Policy

Nonprofit groups and individuals may reserve and use the Community Room at no charge.

The following groups are welcome to reserve the room but will be charged a fee of \$25 for the first 3 hours of use, and \$10 for each additional hour. Events must end by 10:00 pm.

- Any classes/lectures whose presenter charges admission or participation fees.

- Any event meant to promote goods or services for which the presenter charges.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The room may be reserved no more than 90 days in advance.

It is understood that library programming will have first priority in room use.

Refreshments may be served and shall be provided by the group. No alcohol permitted unless it is a library sponsored event or permission is granted by the Library.

No smoking anywhere in the building or on library property. This is in keeping with New York State Public Health Law §1399-o.

Arranging tables and chairs is your responsibility. Please return them to their original position when finished.

There is a \$25 cleaning fee if the kitchen and meeting room are not left clean and orderly. You must take your trash with you.

Children eight (8) and under are not to be left unattended in the library while parents/guardians attend meetings, programs or events.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

All Community Room users are responsible for signing out a key if access to the Community Room is needed outside the library's typical operating times. The key should be returned the same day as the event. If your event ends after the library is closed, please do not keep the key. You may drop the key in the book drop. Library Staff will lock the front door. This will allow you to leave the building while also ensuring that the door is locked from the outside. Be sure the door is pushed shut and firmly latched when you leave. There is a charge of \$250 for unreturned keys.

XVII. Displays and Exhibits Policy

As an educational and cultural institution, the Belfast Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The individual or group wishing to display material must sign a copy of the following release form:

Belfast Public Library Art or Collectable Exhibit Release of Liability Form

Artist /Collector grants permission for Belfast Library to reproduce his/her name, information describing his/her work, representations of his/her work and any other information he/she has provided for the purpose of display, promotion and publicity either now or in the future.

Artist/Collector agrees to display, pack, transport, and provide for the return of his/her items at his/her own risk and expense.

If Artist/Collector is not available on-site to display, repack or re-transport his/her work, he/she gives permission to the Belfast Public Library to do so on his/her behalf at his/her own risk and expense. Works left over 90 days after display dates become the property of the Belfast Public Library.

Release of Liability: The Belfast Public Library shall not be liable for any injury to Artist/Collector, their personnel, agents or employees or for any damage or loss of Artist's or Collector's work, equipment or other personal property arising out of the listed Exhibitions, the mounting and/or any other activities involved in the preparation and/or presentation of the Exhibits. The Artist/Collector agrees to assume all risk of damage to or loss of his/her own art or collectables from whatever cause. The Artist/Collector further agrees to hold harmless the Belfast Library and Board, their officers, directors, employees, and volunteers from any and all liabilities and damages to exhibit items and/or persons involved in the Exhibit.

Indemnification: The Artist/Collector shall indemnify, save and hold harmless the Belfast Public Library, its officers, directors, employees, volunteers and agents from any and all claims, demands, causes of action and judgements, losses, costs and expenses, including but not limited to reasonable attorney's fees, arising due to the negligence of Artists and Collectors, their employees, agents or other personnel hereunder, including but not limited to any representation, warranty, term and/or condition of this Agreement.

Insurance: The Artist/Collector/Group shall be solely and exclusively responsible to insure properly and adequately their work and property.

Assignment: Neither Party shall assign to transfer any of its rights or obligations under this Agreement and any attempt to do so shall be void and of no effect.

Waiver and Effective Nullity: Waiver by either party of any provision of this Agreement shall not operate or be construed as a waiver of any provision by such party at any time hereafter. The nullity of any provision hereunder shall not

affect the validity or enforceability of the remaining provisions hereunder of the Agreement, which shall survive.

Artist/Collector/Group (Please Print): _____

Date of Exhibit: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

(No artwork or collection will be considered for display without this signed form.)

XVI. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings. Library staff will place and remove postings promptly.

A request for return of items, along with name and telephone number of the person to be contacted, should be printed on the back; and a verbal agreement should be reached with the director. Otherwise, the library will not be responsible for returning materials.

XVII. Disasters Policies

Fire

At the first indication of smoke or flame, evacuate the building. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911.

The time to think about fires is before they happen. Familiarize yourself with

the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

911 should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ask for this information.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Other Emergencies

The director and board president will make decisions to keep patrons and staff safe. In the event of closure, staff will be expected to work or work from home at the employees will be paid as long as reasonable expectation of work is done.

Weather Emergencies

The Library will follow the recommendation and actions of the village/county with regard to closing for travel restrictions. Other emergency closings will be at the discretion of the Library Director.

XVIII. Revision of Library Policies

The Belfast Public Library's policies shall be revised or added as needed by the Board. A major review and revision shall be done at least every five years by the Library Board.

Adopted:-----

Form: Statement of Concern About Library Resources

_Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name_____ Date_____

Address_____

City_____ State_____ ZIP_____

Resource on which you are commenting:

Book____Audio-visual Resource

_Magazine__Content of Library Program

_NewspaperOther

Title:_____

Author/Publisher or Producer/Date : _____

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read or listened or viewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional comments:

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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The 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:

1. *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.

2. *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.

3. *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.

4. *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.

5. *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.

6. *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.

7. *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.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
[The Thomas Jefferson Center for the Protection of Free Expression](#)



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Fax: (718) 741-8279

ELIOT SPITZER
GOVERNOR

KUMIKI GIBSON
COMMISSIONER

POLICY ON SEXUAL HARASSMENT IN THE WORKPLACE

On January 1, 2007, Governor Elliot Spitzer issued Executive Order No. 5, reissuing Executive Order No. 19, which prohibits Sexual Harassment in the workplace. The New York state Division of Human Rights ("Division") supports this executive order in its entirety.

The Division is committed to maintaining a workplace free of inappropriate and disrespectful conduct and communication of a sexual nature. The Division regards sexual harassment as a very serious matter and prohibits such harassment in the workplace by any person in any form. Anyone who violates this policy will be subject to disciplinary action including discharge, if necessary.

Sexual harassment is illegal under local, state and federal civil rights laws. In accordance with the provisions of Executive Order No. 19, the final guidelines approved by the United States Equal Employment Opportunity Commission and the Division's own policy, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will

constitute sexual harassment when:

- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment.

The following are the agency's designated EEO representatives:

Ali Jafri, Associate Director Human
Resources
One Fordham Road - 4th Floor Bronx,
N.Y. 10458
(718) 741-8357

Rocky Chin, Director
of Equal Opportunity &
Diversity One Fordham
Road - 4th Floor Bronx,
N.Y. 10458
(718) 741 8309

External avenues of redress are the United States Equal Employment
Opportunity Commission, and the federal and state courts.

Prompt and thorough investigations of allegations of sexual harassment will be
conducted on a case-by-case basis. Appropriate measures, including
disciplinary action will be taken if the alleged harassment is proven.

Responsibility for handling complaints of sexual harassment will rest with the
Equal Opportunity Officer under the general supervision of the General Counsel.
To the extent possible, the name of the individual associated with the complaint
will be maintained in the strictest of confidence except to the extent that disclosure
is required to conduct an adequate investigation. It will be the responsibility of all
staff to cooperate with such investigations, with due regard for confidentiality to
ensure protection of the complainant and the accused. Additionally, there will be
appropriate follow-up to determine if sexual harassment has been effectively
stopped. A written record of each action taken pursuant to the policy will be placed
in the offending employee's personnel file. The record will reflect the conduct, and
the warning given, or other discipline imposed.

The procedures for investigating complaints are outlined in Part VII of the
Division's Affirmative Action Plan and are also attached. Additional copies of the
complaint procedures can be obtained from the Office of Equal Opportunity &

Diversity.

The Division will continue to conduct agency-wide sexual harassment training in order to increase staff awareness of this issue.

Nothing in this policy statement shall be construed to enlarge upon or limit or abridge the rights of any person under the United State or State Constitutions or the statutes of the United States or the State of New York.

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