

ROLLINSFORD PUBLIC LIBRARY POLICIES

Mission Statement

The mission of the Rollinsford Public Library is to enhance the quality of life in Rollinsford by:

- Supporting learning for people of all ages by encouraging free and open access to ideas and information.
- Providing programs and services that encourage children to develop a love of reading and learning.
- Offering materials and programs that reflect the interests of the community.
- Providing access to statewide services and a technological doorway to information.
- Promoting good citizenship through access to great books.
- Providing a cultural and informational center for community life.

Circulation Policy

Patrons

1. Library Cards

In order to check out materials, a patron must have a library card. Library cards shall be issued on the basis outlined below. Cards shall be free of charge to residents and will be valid for one year. Patrons will be asked to renew their cards on a yearly basis in order to keep our patron files as accurate as possible. Patrons are responsible for giving accurate information when they first receive a card and keeping the information on the card up-to-date. A patron must present his/her card in order to borrow materials.

Replacement of lost cards shall cost \$2.00. Patrons may not use the card of another patron. The following may be given cards:

- a. All residents of the Town of Rollinsford are entitled to a card.
- b. Children may apply for a card when they are 5 years old. A parent or guardian must give permission for the child to have a card. They must read and agree to our privacy policy for children and adults. A child will maintain a "Child" status with the library until he/she is eighteen. Parents are ultimately responsible for any lost fees or fines that the child may incur.
- d. Non-residents over the age of eighteen upon payment of an annual fee set by the library. The family may use this card. The current fee is \$10.00.
- e. Teachers in the Rollinsford school system who are non-residents of Rollinsford will be given a card for the duration of the school year. These can be renewed on an annual basis. All fines are the responsibility of the out-of-town teacher.

- f. Business owners and town employees who are not also Rollinsford residents, as well as studio occupants in the Salmon Falls mill and the village, will also be issued a free card.

2. Visitors

Visitors shall be welcome to use the facilities and resources of the library for reading and research as long as they abide by library policies and conduct themselves in a proper fashion.

3. Patrons in Good Standing

- a. A patron may not use the Library for borrowing purposes or other privileges until all fines levied (over \$1.00) against him/her have been paid in full, all overdue books have been returned, and all accounts have been settled. Further, if a child is delinquent, the library reserves the right to restrict the family's card and privileges.
- b. If a patron is chronically overdue with materials and/or returns materials in poor condition, the library reserves the right to restrict or terminate library borrowing privileges.
- c. New patrons will be restricted to a 3-item limit the first time they check out materials. If these materials are returned on time, this limit is lifted.

4. Withdrawal of Privileges

The privileges of the Library shall be withdrawn, after due notice to the patron and consultation with the Director, from any patron who habitually displays disregard for the policies and/or personnel of the Library. Privileges may be reinstated by action of the Director. Decisions of the Director may be appealed directly to the Library Board of Trustees with a written letter.

5. Fines and Lost or Damaged Books

- a. Overdue items are charged on a donation basis upon return of delinquent materials. The circulation system automatically assesses a fee of \$.10 per day. Inter-library loan items are fined at \$.25 per day with no grace period.
- b. A patron who loses, destroys or has stolen from him/her any item from the library is liable for its replacement cost payable to the Rollinsford Public Library. If an item is subsequently found and returned in good condition, the replacement fine will be returned to the patron. If the library has already replaced the item, the item shall be considered property of the patron and payment will not be returned. Patrons will be charged the current replacement cost of the item plus any re-processing fees.
- c. If a charge is levied against a patron for lost/non-returned materials the library will notify patron following this protocol:
 - 1. Email or phone call first overdue notice at 2 weeks overdue.

2. Email or phone call second overdue notice and warning that bill is forthcoming and card privileges are suspended until matter is resolved at 4 weeks overdue.
 3. Letter sent to patron with bill for overdue items at 6 weeks including explanation of NH Library Law RSA 202-A: 24 or RSA 202-A: 25 (whichever is applicable).
 4. If no payment is received within 21 days, the account may be turned over to the Rollinsford Police Department for retrieval of the items or funds to pay the costs of replacement. This could include a certified letter from the Police Department notifying patron of pending action to recover materials or replacement cost plus postage.
- d. Any patron whose account is delinquent as described in section c may have borrowing privileges revoked indefinitely. Should the patron be a child, the parent who signed for the card and other minors in the household may also have privileges revoked.

7. Limits

The library reserves the right to limit the number of items a patron may have at a given time. Generally, a patron will be allowed to check out a total of three items at their first check out. They may check out up to 10 items at one time after that. More items may be checked out at the discretion of the librarian on duty for valid reasons such as homeschooling resources or a parent that checks out all items on one card for the entire family because children under age 5 do not have card privileges.

Format Limits Will Be As Follows:

- 5 DVD per household
- 5 Audio books per household
- 10 Music CDs per card
- 5 CD ROM Per Card
- 10 Books
- 5 Magazines

Materials circulate for a two-week loan period. Books, magazines, CD-ROM, and audio books may be renewed 1 time after the initial check out if no one is waiting for them. Video and DVD may not be renewed. Exceptions to the above may be made at the discretion of the staff for valid reasons. An upper limit of 15 items out at one time per card is allowed to all patrons.

Confidentiality

All patron records are confidential and all library staff are required to respect this confidentiality. However, staff are also required to comply with applicable regulations of the USA Patriot Act regarding libraries.

Collection Development Policy

General Selection Criteria

The Rollinsford Public Library strives to fulfill the informational, educational, and recreational needs of its users by providing quality materials. The following standards apply equally to all items considered for acquisition, whether purchased, requested, or donated. An item does not have to meet all of the criteria in order to be acceptable.

- 1 Appropriateness of subject and style for intended library users.
- 2 Relevance to present and future needs of the community.
- 3 Reputation and qualifications of the author or publisher of the work.
- 4 Strengths and weaknesses of the existing collection.
- 5 Consideration of the work as a whole, rather than on the basis of specific sections.
- 6 Representation of the trends, subjects, or genres of local and of national importance.
- 7 Currency and accuracy of the information.
- 8 Price of the item within established budget guidelines.
- 9 Contemporary and long-term significance.
- 10 Literary or artistic merit.
- 11 Favorable reviews and inclusion in reputable resources, such as bibliographies, publisher's catalogs, and professional or trade journals.
- 12 Space requirements.
- 13 Durability and sustainability of format for library use.
- 14 Availability of materials through other area libraries or electronic resources.
- 15 Popularity and user demand.

The library seeks to provide a balanced collection representing a wide range of viewpoints, including controversial issues that may be objectionable to some individuals. The purchase of controversial items by the library does not constitute endorsement of the views expressed.

The Library Director, acting within the policies established by the Board of Trustees, is ultimately responsible for materials selection. Other staff member and patron

suggestions for library purchases are given careful consideration.

Special Collections

The library may maintain special collections in specific subject areas or formats.

Scope

The Rollinsford Public Library serves foremost as a community library for people of all ages who live and/or work in the town. The library's goal is to collect materials of wide-ranging interest to meet the needs of the general public.

General interest materials are collected on at least a basic information level. Basic information sources serve to introduce and define a subject or author, to indicate the varieties of information available elsewhere, and to support the needs of general library users.

Materials are purchased in the most appropriate format for library users within the library's budget guidelines. The library monitors the development of new and emerging formats and considers the usefulness of new technologies when making selection decisions.

Gifts Policy

The Rollinsford Public Library recognizes the potential value that donations can add to the library's collections. Gifts to the library can be in the form of money or actual materials.

Gifts are evaluated according to the same selection criteria as all library materials, regardless of the means of acquisition. These criteria include the condition, the suitability, and the user demand (see general selection criteria). The Library Director makes the decision of whether to add or discard donated materials.

Collection Maintenance

Collection maintenance increases the library's usefulness by ensuring that materials are appropriate to the library's objectives, are easy to locate and are attractive to patrons. The ongoing process of collection maintenance includes:

- 1 Inventory control: accurate count /lost items identified
- 2 Collection analysis: strengths and weaknesses of the collection
- 3 Weeding: replacement of worn, outdated, or inaccurate materials

Weeding

Materials that no longer meet the stated objectives of the library are identified,

withdrawn and discarded according to accepted professional practices.

Some criteria for weeding:

- 1 Damaged
- 2 Worn
- 3 Superseded
- 4 Replaced
- 5 Outdated
- 6 Multiple copies
- 7 No longer useful
- 8 No longer in demand
- 9 Triviality

Inventory control

Library staff/volunteers will conduct inventory review once a year to insure the integrity of the collection.

Shelf Reading

Shelves are examined on a regular basis to determine that materials are in correct order.

Reconsideration of Library Materials

Library patrons may request reconsideration of library materials. The procedure for reconsideration is as follows:

1. The complainant will be asked to complete a *Request for Reconsideration of Materials* form.
2. The complainant will be asked to meet with the Library Director to discuss the material. If the complaint is not resolved at this meeting, the parties may meet with the Board of Library Trustees.
3. Prior to this meeting, the Trustees may appoint a materials review committee consisting of the Library Director, one Trustee, one member of the library staff, and two town residents and one grade age teacher if it applies to the material in question. This committee will read and examine the material in question, check general acceptance of the material by reading professional reviews (if available), consult with at least two area librarians, weigh the merits and faults of the material, form an opinion based on the material as a whole and not just on passages or portions pulled out of context, meet to discuss the material, and prepare written recommendations for action to be forwarded to the Board of Library Trustees.
4. At the meeting of the complainant and the Board of Library Trustees, the Board shall review the material and the Committee's recommendation in terms of the best interests

of library patrons and the community. The Board will announce its decision in writing within 30 days with a copy being sent to the complainant and entered into the minutes of the next Board meeting.

5. No materials will be removed from use until a final decision by the Board has been made.

Internet Use Policy

Access

The Internet, a world-wide network of computer networks, is an essential medium for obtaining and transmitting information of all types. Therefore, public access is germane to the mission of the library. However, the Internet is an unregulated medium. The library cannot control a user's access to Internet sources (see ALA statement of intellectual freedom).

Responsibilities of Library Staff and Patrons

Library staff will monitor length of use in order to ensure equal opportunity of access to all users. The user, or the parent of a minor, is responsible for his or her Internet session at all times.

The library reserves the right to terminate the Internet session that disrupts library services or that involves user behavior that violates library policies. As with all library resources, the library designates the rights and responsibilities to parents/guardians/caregivers, not library staff, to determine and monitor their minor children's use of the Internet.

Users may use personal flash drives on designated computers. A parental permission slip is required for children under the age of 14 to access the Internet.

One library computer will be designated for research projects. One computer will be designated for the use of library catalog searches. Use of other computers is limited to 30 minutes if another patron is waiting.

Disclaimer

While the library endeavors to provide access to information of the highest quality, the library specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose. The library will have no liability for direct or indirect damages related to the use of information accessed through

the library's Internet service. The library is not responsible for damage to users' computers or for any loss of data, damage or liability that may occur from use of the library's Internet access.

Unacceptable Uses of Computers

- 1 Uses that violate the law or encourage others to violate the law
- 2 Uses that cause harm to others or damage to their property
- 3 Uses that jeopardize the security of access of the computer network or other networks on the Internet
- 4 Uses that compromise the safety and security of minors when using e-mail, chat rooms, social networking programs, and other forms of direct electronic communication.
- 5 Uses that violate confidentiality of information.

Response to violations

Patrons violating the library's Acceptable Uses Policy will lose library privileges.

Library Programs and Services

Library programs include but are not limited to:

- 1 Children's culture and literacy programs
 - 2 Adult book discussion groups
 - 3 Local history collection
 - 4 Distribution of free literature on topics of educational, cultural, social and recreational concern to the community
 - 5 Museum passes
 - 6 Classes & workshops for children/adults
 - 7 Availability of library meeting rooms to groups and organizations as long as such use does not conflict with regular library services or programs
 - 8 Word processing
 - 9 Internet access
 - 10 Access to State Library databases
 - 11 Ongoing art exhibits
 - 12 Access to interlibrary loans
 - 13 Downloadable books
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Unattended Child Policy

Because library staff cannot provide adequate security and safety, parents/guardians/caregivers should not leave a child under the age of 10 unattended at the Rollinsford Public Library. Library staff may take any action they deem appropriate and necessary for the welfare and safety of an unattended child. This may include notifying parents/guardians/caregivers, law enforcement, etc.

Patron Behavior Policy

Library staff may ask any patron to leave the premises if their behavior is deemed offensive or dangerous to others, including staff and volunteers. No smoking is allowed in the library. Drinking of alcoholic beverages is not allowed during normal business hours.

A patron who is disruptive will be notified that the behavior is inappropriate. If the behavior continues, the patron will be asked to leave the library. If the patron refuses to leave, local law enforcement officials will be called. Disruptive behavior on the part of a library patron may result in the suspension of library privileges.

The following behaviors are required in the Rollinsford Public Library:

- 1 All federal, state, local and other applicable laws as well as library policies must be observed.
- 2 Patrons need to refrain from conduct that disrupts or interferes with the normal operation of the library or which disturbs staff or patrons.
- 3 Animals need to stay outside the library with the exception of service animals or those approved for a specific library event.
- 4 Patrons are asked to wear shirts, shoes, and dry clothing inside the library.
- 5 For space and safety reasons, patrons with bicycles, skateboards, or rollerblades should leave these items outside the library.
- 6 Library patrons using cell phones or other electronic devices (except laptop computers) should step outside the building to avoid disturbing others.
- 7 Patrons shall refrain from soliciting, canvassing, distributing literature, selling, or pandering in the library.

Volunteer Staffing Policy

Overall policy

The library accepts and encourages the involvement of volunteers at all levels in the library and within appropriate programs and activities.

Purpose of policy

The purpose of this policy is to provide overall guidance and direction to volunteers. The policy does not constitute a binding contractual agreement, either directly or indirectly.

Volunteer Eligibility

A volunteer shall be considered as any individual, 14 years or older, who assists with work done at the Rollinsford Public Library without remuneration. Exceptions to the age requirement may be made by the Library Director. Prospective volunteers under the age of 18 must have signed permission from their parent or legal guardian.

The volunteer services assigned to a minor child should be performed in a non-hazardous environment and should comply with all appropriate requirements of child labor laws. Minor volunteers must work under the supervision of an adult volunteer or librarian.

Selection and Retention of Volunteers

Volunteers will be selected based on their qualifications and the needs of the library at any given time and on their ability to commit to a consistent schedule of volunteer hours.

Volunteers may be selected based on a completed volunteer application form, review of references and an interview. The Library Director shall use her/his discretion in determining the appropriate use and retention of volunteers.

If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be contacted if a project is identified that matches their interests or qualifications.

Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to the library and its patrons. Volunteers shall be extended the right to be given meaningful assignments, the right to effective supervision, the right to full involvement and participation and the right to be recognized for work done.

Orientation and On-the-job Training

All volunteers will receive a general orientation on the nature and purpose of the library, library policies and the operation of activities, systems and services.

Supervision

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. The supervisor shall be available for consultation and assistance. The supervisors themselves may be volunteers, providing that they are under the direct supervision of the Board of Trustees.

Lines of Communication

Volunteers are entitled to all necessary information pertinent to the performance of their duties. Accordingly, volunteers should have access to all appropriate memos, meetings, and materials relevant to their work. Lines of communication should exist in both directions between volunteers and supervisors, and should exist both informally and formally.

Absenteeism

Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If expecting to be absent, the volunteer should notify the library director or volunteer coordinator in a timely fashion so that their responsibilities can be covered by another volunteer.

Maintenance of Records

A system of records will be maintained on each library volunteer, including dates of service and duties performed. Volunteers shall be responsible for submitting all appropriate records to the Board of Trustees in a timely and accurate fashion.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of **all** privileged information to which they are exposed while serving as a library volunteer.

Dress code

As representatives of the library, volunteers are responsible for presenting a good image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Leaving Volunteer Service

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements are made.

Whenever possible, the library will make an effort to reassign the volunteer. However, if no other mutually suitable volunteer position exists at the time, the volunteer will be asked to discontinue service and his or her application will be kept on file for one year, subject to review should a suitable position become available during that time.

In the event that a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be removed from service.

Removal and Resignation

Volunteers who do not adhere to the rules and regulations of the library or do not perform their duties satisfactorily are subject to dismissal.

Volunteers may resign from their service with the library at any time. It is requested that they give advance notice.

Meeting Room Policy

Meeting rooms at the Rollinsford Public Library are available for use by **non-profit** groups and organizations during regular library hours. Such groups may also meet after library hours if a member of the library staff is available to open the room. Guidelines for availability and conditions for using the public meeting room are set by the Board of Trustees. All meetings and exhibits are free of charge and open to the public. Applications for use will be submitted to the Library Director. Final determination for use rests with the Board of Trustees. Permission to meet at the library does not in any way constitute or imply endorsement of the user's policies, beliefs or programs by the library staff or Board of Trustees.

Reservations

In process - develop a form and a procedure; include - library programs have priority if a conflict occurs. Cancellation notice also needed.

Regulations for use

- 1 Room capacities, limited by fire regulations, as stated on the reservation form.
- 2 No admission fees are permitted.
- 3 Non-alcoholic drinks and light refreshments may be served.
- 4 Smoking is not permitted.
- 5 The group using the room is responsible for leaving it in a clean and orderly condition.
- 6 Neither the board of Trustees, the Library nor the Town of Rollinsford shall be responsible for any injury or property damage resulting from the use of a meeting room.
- 7 Meeting space is available during library hours and may be used after-hours with special permission of the director. The meeting room will not be available when the library has an emergency closing due to inclement weather.

- 8 All persons using the meeting room during the library's open hours must show consideration and courtesy for all other patrons using the library.
 - 9 All programs must end 15 minutes before closing.
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Exhibit Space Policies

The Rollinsford Public Library encourages the use of space in the building for exhibits of art and other displays of general interest. Choice of works or items rests with the Library Director under the guidance of the Board of Trustees. Commercial exhibits are not acceptable unless they are general and educational in nature.

- 1 Library-sponsored displays are given priority in scheduling.
- 2 Furniture and materials may not be displaced without permission.
- 3 The Library will try to protect materials displayed but will not be responsible for loss or damage.
- 4 Prices may not be attached to articles displayed.
- 5 In all instances, the Library reserves the right to refuse any item it considers too commercial, in bad taste, or of doubtful value.
- 6 No displays will be allowed that advocate the election or defeat of a candidate for public office. Official election information will be made available separately.
- 7 All displays may be in place for not more than 4 weeks and space will be made available on a first-come, first-served basis.

The time frame for art exhibits will be determined by the Library Director in consultation with the Library Trustees.

Rollinsford Public Library SAFETY POLICY

I. INTRODUCTION

The goal of the safety program of the Rollinsford Public Library is to convey to all employees the importance of their participation in a safe work place. Only through the joint commitment on the part of management and employees can workplace accidents and injuries be reduced or eliminated. Employees should be encouraged to not only work safely and report unsafe conditions, but to also take an active role in safety and health by participating on the Safety Committee

II. STATEMENT OF COMMITMENT:

The library views safety as a basic element of the job of every employee. Only when all employees work together can a modern safety program be valuable and successful. The Board of Trustees believes that:

- All injuries are preventable.
- Working safely is a condition of employment.
- All operating exposures can be safeguarded.
- Training employees to work safely is essential.
- Injury prevention saves money.

The Policy will be a continuing success if all staff members are aware of the policies and make safety a priority on a daily basis.

III. RESPONSIBILITIES:

The Board of Trustees is ultimately responsible for the overall success of the Policy; however everyone has an important role.

It is the Library Director's responsibility to:

- Develop Standard Operating Procedures (SOPs) relevant to safety issues and concerns in the library.
- Ensure that all staff members are made aware of the elements of the Safety Policy and that those elements are implemented.
- Determine and provide protective personal equipment required for each job and employee.
- Ensure that training/retraining based on the Safety Policy is provided and completed.
- Maintain records showing the status of all employee training.
- Correct any unsafe conditions brought to the Library Director's attention by the staff.
- Ensure that employees are performing in a safe and healthy manner.
- Take immediate action to correct any unsafe condition or action.
- Report and document all accidents and incidents.
- Respond quickly to violations of library safety and health procedures, utilizing corrective training.
- Inform insurance carrier.

All staff members are responsible for:

- Immediately documenting and reporting all accidents and incidents to the Library Director.
- Report any unsafe conditions immediately to the Library Director.
- Be aware of and obey all safety and health regulations.
- Attend all safety training and retraining as scheduled.

IV. SAFETY COMMITTEE

The safety committee is composed of the Library Director and the Board of Trustees. The committee will meet annually to carry out their duties and responsibilities as documented in this Policy. Minutes of the meetings shall be kept and made available for public review. The names of the Safety Committee will be posted in the Safety Manual located at the circulation desk.

The Committee shall:

- Review workplace accidents and injury data as an aid in establishing the Committee's goals and objectives.
- Establish specific safety programs.
- Establish provisions for health and safety inspections to be conducted at least annually for hazard identification purposes.
- Perform audits at least annually regarding inspection findings.
- Communicate identified hazards, with recommended control measures, to the person(s) most able to implement controls to mitigate the hazard.
- Ensure that the required and necessary safety and health training for all staff is provided enabling them to perform their duties in a safe and healthy manner and environment.
- Assist with the identification and definition of temporary and/or alternate tasks.
- Make recommendations to the Board of Trustees that may require funds to implement.

V. SAFETY RULES AND REGULATIONS:

In order that employees understand their responsibilities for safety and health, it is important that specific rules and regulations be adopted and communicated to all.

The library's safety rules and regulations include, but are not limited to, the following:

- The Library Director is responsible for the administration and enforcement of all safety regulations.
- All facilities shall be maintained in a safe condition.
- All equipment shall be operated and maintained in accordance with manufacturer's recommendations.
- Copies of safety rules and procedures will be available behind the circulation desk in the binder marked Safety Policy.
- Staff shall initial the staff page to certify that they have read and understand the safety rules and procedures.
- All staff must comply with all Federal, State and Local safety regulations while engaged in library projects.
- Training shall be provided to new personnel and shall be documented.
- Emergency information shall be posted at the circulation desk and shall include telephone numbers of police, fire, medical rescue, public works, and hospital. **
- The designated emergency response and medical rescue service will be the Rollinsford Fire Department.

Employees will keep the workplace free of hazards:

- Trash shall be disposed of at frequent intervals.
- All places of employment, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition.
- All floors shall be kept clean, dry, safely maintained and free from trip hazards.
- All cleaning materials are to be kept and used according to precautions printed on the label.
- Small electrical appliances should be unplugged when not in use including: coffee pots, toasters, laminators, etc.
- Scissors will be stored and used appropriately
- Paper cutters will be secured by a blade guard when not in use.
- Stepladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.

- Ladders shall be inspected prior to use and those which have developed defects shall:
 - Be withdrawn from service for repair or destruction;
 - Be tagged or marked as “Dangerous, Do Not Use.”
- Ladders that are not self-supporting shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping.
- Portable metal ladders shall not be used for electrical work or where they might contact electrical conductors.
- Employees will not stand on the top two steps of the ladder.

Blood Borne Pathogens

- Universal precautions, an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious, shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material and the following requirements shall be met:
- All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- Employees responding to emergencies or other situations where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed.
- Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other items that come in contact with blood or other potentially infectious materials.

VI. DISCIPLINARY POLICY:

Disregard of safety procedures shall be treated in the same manner as disregard for other employment rules such as attendance and quality. If an employee chooses not to comply with established rules and regulations for safety and health they may receive a verbal warning and retraining for the first infraction. A second infraction will result in a written warning placed in their personnel file. The Library Director may terminate a staff member who disregards the library’s Safety Policy.

VII. ACCIDENT/INCIDENT REVIEW:

The goal of all accident and incident reviews shall be to prevent a recurrence, not to find fault. Members of the Safety Committee and other designated individuals shall communicate identified hazards and recommend control measures to the person(s) most able to implement control of the identified hazard. Accident investigations may include:

- Inspections of the scene by trained personnel
- Interviews with witnesses as soon as possible
- Interview with the victim
- Photographs or sketches of the scene
- Attempts to determine cause
- Recommendation to prevent a reoccurrence

All accident/incident reports and requests for a safety evaluation are to be submitted to the Library Director.

The Library Director is to forward a copy of all reports and request to the Safety Committee within three (3) days of receipt.

The Committee is to meet, review, and evaluate all reports within twenty (20) days of receipt.

The Committee shall issue a report within seven (7) days of the completion of its evaluation, and forward said report to the Board of Trustees.

The Library Director shall, within three (3) days, provide a copy of the Committee's findings to the staff member who filed the report. If the review of the incident or safety evaluation will take more than the twenty (20) day period stated above, the Committee is to notify the employee of that fact, and keep them apprised of their progress until the finding is issued.

Forms will be kept at the circulation desk in the Safety Manual.

VIII. TRAINING REQUIREMENTS FOR SAFETY AND HEALTH:

All staff must be aware of the training requirements for their jobs, as well as the reasons for such training. No one should be allowed to work with any hazardous equipment or materials until they have been properly trained. Training or retraining is required for new employees and volunteers.

IX. EMERGENCY EVACUATION AND RESPONSE PLANS:

Preparedness in the event of emergencies such as fire, medical, hazardous material spills or natural disasters is vital. All employees should know the correct procedures to follow so that there will be no delays in reaction and response.

In the event of an emergency, desk staff shall notify the proper authorities. All contact numbers are located at the circulation desk.

- In the event of a fire, staff will clear the library. Staff will direct patrons to use the appropriate exits at the front and rear of the library. It is important to remember that our fire department has stated that in an emergency, everyone is to leave the building immediately.
- In the event of a medical emergency, the staff member on duty will call the ambulance, stay with the injured party and maintain an area of safety around the victim.
- In the event of a confrontation with a violent or threatening person, it is important to follow a three pronged approach to prevent escalation: remain calm, isolate the person, and call 911.
- In the event of a man-made or natural disaster, employees will monitor local emergency broadcasts for safe evacuation routes.
- At no time shall an employee place himself in harm's way.

X. SAFETY AND HEALTH COMMUNICATIONS:

The key to the success of any safety and health program is an open line of communication between staff and the Board of Trustees. This Policy is intended to encourage staff to suggest safety and health changes or notify the Library Director of any unsafe conditions or equipment, and to actively participate in any improvements.

- The Safety Manual is located behind the circulation desk for all employees.
- Information such as notification of safety meetings and minutes of the meeting will be posted on the employee bulletin board along with safety and health signs and posters.
- Continuing education at staff meetings and outside training opportunities will be offered periodically.
- Management will oversee and communicate safety and health concerns to sub-contractors or outside service providers.

Approved by the Board of Trustees