

Policy Governing the Use of the Library

The Longport Public Library is supported by the taxes of the people of Longport who expect our facility to be a clean, comfortable, and safe place for selecting materials, reading, researching, studying, writing, and attending Library or community sponsored programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds. The Children's area is reserved for use by children, their parents or guardians.

Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises and expulsion from the Library, or in arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Expulsion for more than one week may be appealed in writing to the Library Manager.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property. This list is not exhaustive.

- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
- Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts.
- Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
- Trespassing in nonpublic areas, being in the Library without permission of an

authorized Library employee before or after Library operating hours, or camping on Library grounds.

- Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Cell phone and pager audible ringers must be turned off.
- Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.
- Neglecting to provide proper supervision of children.

Having a responsible person accompanying children 7 years old and younger. At the discretion of a parent, a child aged 8 or older may be left unattended for the period of time needed to select materials, complete a homework assignment, or attend a program. The child must know how to reach the parent in case the need should arise. Children should not be left for more than one-half hour periods of time; the library does not provide daycare services. Adults accompanying young children who cry for more than 15 minutes may be asked to leave with children until they have quieted down.

- Public use of the library telephone is not permitted, unless it is for emergency use only, or a juvenile patron needs to call their parents for a ride home.
- Soliciting or conducting surveys not authorized by the Library.
- Gambling and group activities which are disruptive to the Library environment.
- Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- Littering.
- Smoking, chewing, and other tobacco use in Library facilities.
- Entering the Library barefooted, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.

- Consuming food or beverages in public areas of the Library, including restrooms (except for beverages in closed containers as permitted by authorized library employees, drinking fountain use, baby bottles, nursing and locations where use is authorized)
- Bringing in garbage, articles with a foul odor, or articles which, alone or in their aggregate, impede the use of the library by other users.
- Lying down or sleeping in the restrooms or on any floor, couch, table, or seat in the Library, and by blocking aisles, exits, or entrances by sitting or lying down in them.
- Photographing or videotaping without prior permission of the Library administration and the permission of all Library users being photographed or recorded.
- Using wheeled devices in Library property or on the Library patio, including skateboarding, roller-skating, bicycling, scooters, and shopping carts (exceptions i.e. wheelchairs, walkers, and strollers).
- Bicycles, bedrolls and blankets are not allowed in the Library at any time. Duffle bags, suitcases, carts or large plastic bags are not allowed in the Library, unless the person is passing through (i.e. returning an item or picking up an item on hold at the Circulation Desk). A person may not sit at a table or desk with these large items.
- Bringing pets or animals into the Library for more than five minutes. Animals must be leashed or in a cage.
- All bags and other articles are subject to inspection by authorized personnel. The Library reserves the right to limit the size and number of items brought into the Library.

Library Card Membership Policy

POLICY FOR GETTING LIBRARY CARDS:

Free to residents/property owners of the Borough of Longport (property owners may sign off on family members who are residing at their property, but only if the property owner has a current library card)

Free to residents' municipalities that offer reciprocal borrowing rights:

Any municipality in Atlantic County

Business Owners in Longport

Ocean City

Avalon

Renters (Must show a lease that has a start and expiration date)

LENDING POLICIES

BOOKS, AUDIOBOOKS, GREAT COURSES & MAGAZINES

Two (2) week loan (Magazines are for one week with no renewal)

Renewals: These items are renewable for an additional 2 weeks via phone, website or in person, as long as it is not on hold for someone.

If an item is placed on HOLD while checked out to you, it's not renewable for you.

15 items may be checked out to your account at one time.

Late Fees: 10¢ per item per day.

DVDs

Limit 5 per library card

DVDs are NOT renewable.

LATE FEE: \$1 per film per day, Children DVDs .25 cents

DVDs may be returned in the outdoor bookdrop for your convenience.

PLACE A HOLD

Place holds for popular books & DVDs through the website or at the Circulation Desk. You will be contacted when the item is available. When it becomes available for you, we will Hold an item for 1 week.

FINES:

If fines exceed \$25, a member's account is frozen until fines are paid by cash or check. No borrowing or internet use is permitted until the account is cleared.

LOST CARDS:

1st Loss is Free

2nd Loss is \$3 Replacement Fee.

If your card is stolen, please notify the library as soon as possible.

INTERNET USAGE

As part of the mission of the Longport Public Library, free access to the Internet is available. Non-card holders can request a guest pass, which is available at the Service Desk.

The Library endorses the American Library Association Bill of Rights and all library users are provided equal access to resources available on the Internet.

The internet and the World Wide Web are a world-wide network of computers which enable the Library to provide information beyond the confines of its own collection.

However, the internet is an unregulated medium. Although it offers access to a wealth of material, it also provides access to information that is inaccurate, illegal or that some may find offensive or disturbing. The Library will identify on its website specific Internet sites that have potential interest for Library users. But the Library cannot control a user's access to other Internet resources.

RESPONSIBILITIES OF LIBRARY STAFF AND USERS

Library staff will not monitor a user's Internet use, except to ensure adherence to the Library's procedures and policies. The user, or the parent of a minor, is responsible for his or her internet session at all times.

As with all Library resources, the Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the internet. (Minors are defined in this policy as children and young people under the age of 18 years.) Parents are responsible for their minor children's use of the Library's resources and facilities. Parents who believe that their children cannot responsibly use the Library's internet access are requested to monitor their children's internet use.

DISCLAIMERS

While the Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any warrant as to the accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose of the information obtained through internet access.

The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's internet service.

Since software and information downloaded from any source, including the Internet, may contain computer viruses, users are advised to utilize virus checking software on their home computers. The Library is not responsible for damage to users' storage

devices or computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

UNACCEPTABLE USES OF COMPUTERS

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, trojan horse, time bomb or other harmful form of programming or vandalism; participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of access to the computer network or other networks on the Internet. Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.

4. Uses that compromise the safety and security of minors when using email, chat rooms and other forms of direct electronic communications: Minors under age 17: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has met on the computer network or Internet without a parent's permission.

5. Uses that Violate Confidentiality of Information: The New Jersey Confidentiality of Library Records Law (NJSA 18A:73-43.2) prohibits unauthorized disclosure, use, or dissemination of personal information regarding Library users, including minors. Personally identifiable information about users may not be disclosed or used in any way, except to law enforcement authorities as provided in the law. Users should be aware, however, that due to the technical difficulties involved in providing absolute security, transactions and files may become public.

RESPONSE TO VIOLATIONS

The user's access to the Library's computer network and internet is a privilege, not a right. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Failure to comply with

this policy and its procedures will result in the loss of computer privileges, potential loss of library privileges and possible prosecution.

POLICY FOR USE OF PUBLIC COMPUTERS

1. Computer Sessions are 30 minutes in length. Before the end of a session, you will have the option to extend your time by 30 minutes so long as no one is waiting to use the computer.
2. Please speak with Library Staff if you are taking a test or filling in a form online that requires an extended session (staff members make exceptions to extend sessions based on these types of situations).
3. If the person holding a reserve on a computer does not show after 5 minutes, the computer becomes available to other users. Users must vacate workstations when session ends.
4. Only software installed by the Library may be used. Recommendations to install software should be made in writing.
5. Save all work. Work not saved before the end of your session cannot be recovered.
6. Printing costs are ten cents per page for black, color prints are twenty-five cents per page.
7. All Internet workstations are turned off 5 minutes before closing.
8. Owing excessive Fines/Fees (\$25.00 and above) to the Library will result in temporary suspension of Internet privileges.

You must provide your own headphones

Exhibits and Display Policy

The Longport Public Library provides exhibit and display areas consistent with its mission, programs, and services. The Library develops exhibits and displays on a regular basis to promote the use of its collection and to highlight its diversity; to bring attention to special or under-used aspects of the collection; to make it easy to find information on topics of current issue; to celebrate special occasions.

Not-for-profit groups and individuals may use the Library's exhibit and display area in

the meeting space for educational, artistic, or cultural materials in accordance with the following provisions.

This policy shall be attached to and made part of any request to display. Failure to comply with any part of this policy may result in denial of future exhibit and display privileges.

- Library use of the exhibit area takes precedence in the space.
- All exhibits and displays must be approved by the Library Manager
- Requests must be submitted on an Exhibit Application and will be considered in the order in which they are received. Priority will be giving to Longport residents.
- The Library will take reservations up to 12 months in advance.
- The art work must not interfere with the function of the dropdown screen.
- The Library may preview a representative sample of the work to be shown prior to granting permission to exhibit or display.
- Factors considered in the approval process include:
 - Consistency with Library's mission
 - Relevance to community needs and interests
 - Subject matter
 - Quality of presentation
 - Space requirements
 - Timeliness
- The Library reserves the right to reject any part of an exhibit or display.
- The Library reserves the right to limit the size, number, and placement of items; the schedule of any display; and the frequency with which an individual or group may have an exhibit or display.
- Exhibitors are responsible for the installation and removal of their displays with the supervision and approval of the Library. Exhibits or displays that are not removed on or prior to the date established by the Library will be removed by the Library. Any expense for such removal will become the responsibility of the exhibitor.

- Exhibits cannot in any way disrupt the normal routine of the Library.
- Artists displaying their work may leave a phone number or address should viewers wish to contact them.
- No admission may be charged.

Exhibits will normally be scheduled for a period of 8 weeks (4 week is May June, July, August) unless there is not a pending reservation for the space. If the exhibit is not set up by the assigned period, the exhibit/display may be canceled by the Library. If the exhibitor/collector must cancel a show, it is expected that he/she contact the Library as soon as possible to see if another date may be arranged.

Due to space limitations, the Library cannot provide storage for the property of groups or individuals displaying in the Library.

The Library assumes no responsibility for the possible damage, destruction, or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Exhibitors must sign a release form before any items can be displayed or exhibited. (See attached Exhibit and Display Release form.) It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation.

The Library shall not be held responsible and is expressly relieved from any and all liability by reason of injury, loss or damage to any person or property in or about the premises occurring during the exhibitors use of the premises.

Exhibitors must sign the "Agreement to Exhibit" and "Hold Harmless" form.

PUBLICITY

All publicity related to exhibits and displays shall be submitted to the Library for approval and shall be distributed to the various media by the Library.

An exhibitor who wishes to host a reception in the Library must submit a separate Application for the Meeting Space, which is part of the Library's Meeting Rooms Policy. Alcohol may not be served.

Non-library exhibits and displays do not reflect endorsement or advocacy for any point of view by the Library. The views expressed implicitly or explicitly in any exhibits and displays are those of the individuals or groups using the space.