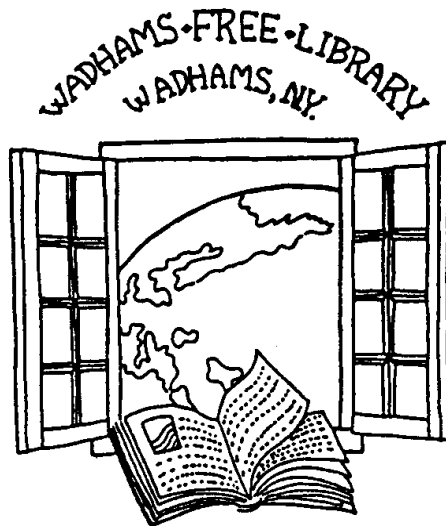


POLICIES
of the
WADHAMS FREE LIBRARY



the little library with a
big window on the world

These policies are subject to periodic review by the
Board of Trustees and the Director

The Wadhams Free Library
Wadhams, New York 12993

Chartered 1897

Revised and Accepted January 19, 2023

Table of Contents

1. Statement of Purpose
2. Selection and Maintenance of the Collection
3. Availability of Services
4. Patrons' Right to Privacy
5. Operating Rules and Regulations
6. Circulation Policies
7. Fees and Fines
8. Relationship with Other Libraries and Organizations
9. Additional Use of Library Facilities
10. Special Projects
11. Gifts to the Library
12. Financial Matters
13. Staff
14. Board of Trustees
15. Director of the Library
16. Whistle Blower Policy
17. Conflict of Interest Policy
18. Sexual Harassment Policy
19. Tobacco-Free Policy
20. Internet Policy

1.

1. Statement of Purpose

The purpose of the Wadhams Free Library is to assemble, preserve and administer in organized collections, books and related educational and recreational material in order to promote the free communication of ideas, an enlightened citizenship, and enriched personal lives in the community of Wadhams.

It is a further objective of the Library to serve the community as a center for reliable information, and a door to authoritative, current knowledge from the widest possible range of sources.

In so doing the Library, among other things, seeks to maintain the democratic principles of our free society by promoting the broad dissemination of ideas which a democracy requires, subscribing fully to the The Library Bill of Rights and the Freedom to Read Statement as adopted by the American Library Association.

The Wadhams Free Library was first chartered by the State of New York in 1897 and received its Absolute Charter in 1967.

2. Selection and Maintenance of the Collection

The Library seeks to develop and maintain collections of merit and significance, whether acquired by purchase or by gift. Each item of material is considered in terms of its value to the collection and the audience for whom it is intended.

Materials to be considered may include a variety of books for young people and adults, in hardcover and paperback editions, large print books, periodicals, newspapers and pamphlets; also microforms, maps, music scores, recordings, films, audiotapes, videotapes, compact discs, computer programs, data base services, and the equipment needed for all patrons, including those with disabilities, to use the materials.

Some materials may be judged primarily in terms of artistic merit, scholarship or their value as human documents; others are selected for recreation and entertainment.

Attention is paid to expanding areas of knowledge, changing social values, technological advances and cultural differences.

2.

Different viewpoints on controversial issues are represented, including unpopular and unorthodox positions. The Library recognizes that those materials which offend, shock or bore one reader may be considered pleasing, meaningful or significant by another.

As growth and change occur, the Library continually re-evaluates its collection, adding and weeding out materials as required.

To avoid unnecessary duplication and to make the best use of limited space, consideration is given to materials which are available to the public through interlibrary loans and in other area libraries.

In accordance with New York state regulations spending for library materials accounts for at least 15% of the Library's annual total expenditure.

The Library appreciates the concern of its patrons regarding the content of the collections. The Director of the Library and her staff are ready to discuss the Library's selection policies with interested patrons and will also accept the written comments of any patron for transmission to the Board. The Board will promptly respond in writing to all written comments.

3. Availability of Service

The entire resources of the Library are available to all patrons.

Anyone may borrow a book who will agree to return it at the agreed date and who will leave their permanent address and phone number with the Library.

As determined by the Director, borrowing privileges may be curtailed for cause. Such cause may be failure to return materials or to pay penalties, destruction of Library property or other objectionable conduct on Library premises. All such curtailments shall be reported to the Board at its next meeting.

The Director may limit the use of Library services to special groups or individuals when their excessive demands interfere with service to the general public.

Collections are developed for the reading abilities and special interests of children and young people, as well as adults, and library staff members are available to provide guidance if requested. Parents are responsible for supervising their children's reading.

4. Patrons' Right to Privacy

Library service records are for the sole purpose of maintaining and conserving public property and are not to be used for identifying the titles or kinds of material or equipment used by individual library patrons.

The staff shall not provide to a third party the details, nature or purpose of information requested by a patron.

Such records or information shall be made available only when the Library is in receipt of a process, order or subpoena in good form and there is a showing of good cause.

Upon receipt of any such order the Director shall immediately inform the Board. The Director or the President will consult with legal counsel as necessary to determine what action is required. The Board shall be informed of any action taken pursuant to such order.

The Library will do its best to act in a manner consistent with the policies of the American Library Association Intellectual Freedom Committee.

5. Operating Rules and Regulations

Hours of operation are established by the Board which seeks to keep the Library open as much as resources permit and at least as much as required by the standards of the State of New York. The hours of operation are posted outside the Library.

The Library will be closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

There is no smoking in the Library. See also #19. Tobacco-Free Policy.

The Library telephone is for the conduct of Library business and for emergency situations. It is not for public use. Emergency phone calls will be made at the discretion of the Director or member of the staff.

Patrons of the Library are expected to conduct themselves in a quiet, peaceful and friendly manner consistent with the use and enjoyment of library services.

4.

6. Circulation Policies

All borrowers must register their permanent address and phone number with the Library.

All borrowers may borrow as many items as seem reasonable at the discretion of the Director.

Books, back issues of magazines, newspapers, cassettes, catalogs, records and pamphlets circulate for two weeks. These materials may be renewed in person or by telephone for two additional weeks if there is no request for them.

Reserve requests may be made for any material the Library owns. Patrons will be notified when material becomes available.

Reference materials circulate for one week and only at the discretion of the Director.

Archival material will not be circulated.

The Library is a member of the Clinton Essex Franklin Library System and patrons of the Library may at the discretion of the Director borrow materials using the interlibrary loan system.

The Library may request materials directly from other libraries. The Library will lend to other libraries materials which are requested. Patrons of this library have priority in the use of its materials.

7. Fees and Fines

As a rule the Library imposes no fees and levies no fines.

However, if a patron is chronically late in returning materials or other circumstances warrant, the Director may at her discretion elect to lend to that patron subject to the patron's agreement to pay a reasonable fine for lateness or restitution for loss.

The Board also reserves the right to impose fees for special services if in its judgment they are financially necessary or otherwise in the best interests of the Library. Such special services include services that incur an additional cost to the Library with each use such as the interlibrary loan. The Library may also at its discretion charge a fee for the use of its equipment such as duplicating equipment, or a computer. The Library may also elect to charge a fee for providing new service for which funding is not otherwise available.

8. Relationship with Other Libraries and Organizations

The Library cooperates with other libraries, systems and professional organizations where such cooperation will bring about a desirable expansion or improvement in library service. Reciprocal borrowing arrangements with other libraries are encouraged.

The Library's membership in the Clinton Essex Franklin Library System allows the Library to provide additional resources to its patrons. As a member of CEF, the Library participates in the interlibrary loan program which allows patrons to borrow available books from the thirty member libraries. As a member of CEF, the Library also obtains collections of books from the system to be retained for a specific number of months for loan to patrons. CEF also provides valuable professional advice and counsel to the Library.

The Library subscribes to the policies of the American Library Association and the New York Library Association in particular as they relate to freedom of information issues. In the event of any dispute in these areas the Library may call upon these organizations for legal assistance and advisory support.

9. Additional Use of Library Facilities

The facilities of the Library are available to all patrons equally. The Library's limited meeting room space is available on as widespread and equitable a basis as possible for educational, cultural and informational community meetings and programs conducted on a non-profit basis.

Soliciting on Library property or in the Library is not permitted except when pertaining to Library business. No selling program is to be conducted in any part of the Library except when sponsored by the Library Board.

The Library, at its discretion, will provide reasonable space for announcements and notices of programs and activities sponsored by civic, cultural, educational and religious groups. These items may represent diverse points of view. The fact that a group is permitted to meet at the Library or that announcements or other materials are posted by the Library does not in any way constitute an endorsement of the group's policies or beliefs.

The Board shall be the final authority in granting or refusing permission for use of any facilities of the Library.

10. Special Projects

The Library undertakes a variety of special projects, emphasizing those which encourage the use of the Library's resources by children and young people, or which promote knowledge of the history of the community, or which use the knowledge and experience of members of the community. Such projects have included publication of historical studies and sponsorship of film and lecture series, storytelling and summer reading programs.

11. Gifts to the Library

Gifts are accepted on behalf of the Library by the President of the Board, the Treasurer or the Director. The Library may reject gifts which it deems inappropriate as decided by the Director in consultation with the Board. The Library will not accept materials which are not outright gifts.

All gifts of books are accepted, rejected or otherwise disposed of at the discretion of the Director.

Special memorial gifts of books or other library materials may be accepted and appropriate notation placed on them at the discretion of the Director.

The appraisal of a gift to the Library for tax or any other purposes is the responsibility of the donor.

12. Financial Matters

The Library is run according to sound and prudent financial policies consistent with the most efficient application of severely limited resources.

The Library is a not for profit 501(c)(3) corporation. It carries no debt.

The Library receives operating funds from New York State, the Town of Westport and the Boquet Valley Central School District Library Tax. It receives annual contributions and other gifts from its patrons. It solicits and obtains grants, usually for particular projects or acquisitions, from foundations, corporations, and government agencies. The Trustees carry out active fundraising efforts, including operating food concessions at local fairs, and marketing items with the logo of the Library imprinted. Volunteer and in-kind donation of services are used whenever possible. The Library trustees present a budget to be voted on at the annual meeting every January. The board must approve any expenditure over \$100.00 that is either over the budgeted amount or not included in the budget.

The Library maintains adequate insurance including fire, liability, disability and workers' compensation.

The Trustees, the Director, and staff of the Wadhams Free Library are indemnified by the Wadhams Free Library to the full extent that such indemnification may be lawful under the New York not-for-profit corporation law. The foregoing right of indemnification shall not be exclusive of any other right to which such person may be entitled.

13. Staff

All staff members including volunteers are expected to be knowledgeable about the collections and policies of the Library, to obey the rules of the Library, and to treat the patrons of the Library in a courteous and helpful manner.

The pay, benefits, hours and any other matters concerning paid staff of the Library, including hiring, termination, and the need for staff, are determined by the Director with the approval of the Board.

The Director shall conduct personnel management practices in accordance with Federal, State, and County laws and regulations in particular with respect to Equal Employment Opportunity and Affirmative Action. All paid Library staff are covered by Social Security and Worker's Compensation.

The Library accepts the services of volunteers to the greatest extent possible in order to make the best use of its limited resources and to encourage community interest in and knowledge of the Library.

All staff members will receive a fair hearing for any grievances they may have. The staff member should consult with the Director, and the Director should consult with the Board President. If the problem cannot be resolved satisfactorily, the staff member and/or the Director may request a hearing before the entire Board. All hearing requests must be submitted to the Board in writing.

14. Board of Trustees

The Library is governed by a Board of Trustees who determine the policies of the Library and employ a qualified Director to carry them out.

The Board is responsible for establishing an annual budget and for raising the funds necessary to run the Library and carry out the policies of the Board.

There are no less than five and no more than fifteen Trustees with a term of office of five years. The Board meets regularly, conducts business according to written bylaws, and decides all matters by majority vote. The Board elects officers including a President, Vice President, Secretary, Treasurer, and Assistant Treasurer (optional).

The Board can elect former board members to be a trustee emeritus at any regular meeting. An honorary trustee does not vote on business that comes before the board.

15. Director of the Library

The Director of the Library is selected and appointed by the Board of Trustees and holds office at the pleasure of the Board.

The Director of the Library plans, organizes and directs the Library in accordance with policies decided by the Board. The Director implements Board policies and establishes administrative policies in order to provide a balanced and effective library service with the most efficient use of resources.

The Director has the authority within the budget established by the Board to spend and commit Library funds. The Director also has authority to make reasonable adjustments within the operating budget, but not to exceed the total budget without Board approval.

Acting in accordance with Board policies, the Director decides which materials will be added to or weeded from the collections.

The Director has authority, in consultation with the Board, to select, appoint and remove all other staff of the Library including volunteers.

The Director is responsible for keeping the Library in compliance with all applicable town, county, state and federal laws and other regulations.

The Director is responsible for maintaining the Library in good standing with the Clinton Essex Franklin Library System.

The Director is responsible for maintaining good communications with the county, the town and the community at large.

The Director is responsible for the physical maintenance of the Library.

The Director keeps the Board regularly informed of the operations of the Library. The Director also initiates and maintains library records and reports needed for administrative purposes and adequate to furnish information necessary to the Board, the Clinton Essex Franklin Library System and the State of New York.

Wadhams Free Library

WHISTLEBLOWER POLICY

Wadhams Free Library is committed to operating in an environment of honesty and integrity and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing. The Library establishes a policy against unlawful or fraudulent conduct and outlines a procedure for trustees, officers, employees and volunteers to report actions that such person reasonably believes violates a law or regulation, or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to the Library's business and does not relate to private acts of an individual not connected to the business of the Library.

The Library prohibits fraudulent practices by any of its trustees, officers, employees, or volunteers and expects its trustees, officers, employees, and volunteers to conduct themselves in accordance with law, regulation, Library policy, and procedures. If a trustee, officer, employee, or volunteer has a reasonable belief that a trustee, officer, employee, or volunteer, or the Library as a whole, has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, that person is required and expected to immediately report such information to the Director. If the person does not feel comfortable reporting the information to the Director, they are expected to report the information to a member of the Board of Trustees. The person may, in addition, report the matter to a federal, state, or local agency. All reports will be reported to the Board of Trustees, acted upon promptly, and an investigation conducted. The person assigned to conduct the investigation will deliver their findings to the Board of Trustees, which will take action upon the report as necessary. In conducting such investigations, the Library will strive to keep the identity of the reporting individual as confidential as possible, while conducting an adequate review and investigation. Any individual who is the subject of any report made pursuant to this policy shall not be present at or participate in any deliberations or voting of the Board of Trustees or a committee thereof with respect to such report, provided, however, that the Board of Trustees or committee thereof shall be permitted to request that the person who is the subject of such report present information as background or answer questions at a Board of Trustees or committee meeting prior to the commencement of deliberations or voting on the relevant report made pursuant to this policy. The Library will not retaliate against an employee in the terms and conditions of employment, or intimidate, harass, discriminate against or otherwise retaliate against any trustee, officer, employee or volunteer of the Library because such person reports, in good faith, to the Director, to the Board of Trustees, or to a federal, state or local agency what such person believes, in good faith, to be a violation of the law or an adopted policy of the Library, or participates, in good faith, any resulting investigation or proceeding, or exercises their rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect their rights. The Library may take disciplinary action (up to and including termination) against an employee, officer, trustee, or volunteer who, in the Board of Trustees' assessment, has engaged in retaliatory conduct in violation of this policy or has violated the provisions of this policy. Trustees and the Director will be trained on this policy and on the Library's prohibition against retaliation in accordance with this policy. All employees, trustees, and officers will receive a copy of this policy and be asked to acknowledge receipt in writing through the use of the form attached. The Library shall post this policy in a conspicuous location accessible to employees and volunteers.

(Must be completed by Trustees, Officers, and Employees)

I, _____, hereby certify that:

- a. I have received a copy of the Wadhams Free Library's Whistleblower Policy
- b. I have read and understand the Policy
- c. I agree to comply with the Policy

Signature: _____

Date: _____

Wadhams Free Library

CONFLICT OF INTEREST POLICY

Officers, Board Members and Employees

No Board member or committee member of the Wadhams Free Library (the Library) shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of the Wadhams Free Library Board, committees, and staff shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Wadhams Free Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with the Wadhams Free Library.

Signature: _____ Date: _____

Printed name: _____

Wadhams Free Library

SEXUAL HARASSMENT POLICY

The Wadhams Free Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees are urged to report sexual harassment by filing a complaint internally with the Wadhams Free Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy

1. Wadhams Free Library's policy applies to all employees, applicants for employment, volunteers, interns whether paid or unpaid, contractors, and persons conducting business, regardless of immigration status, with Wadhams Free Library. In the remainder of this document, the term "employees" refers to this collective group.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Wadhams Free Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of Wadhams Free Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, volunteers, paid or unpaid interns, or non-employees working in the workplace who believe they have been subject to such retaliation should inform the Library Director or the President of the Board of Trustees. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject Wadhams Free Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. Wadhams Free Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Wadhams Free Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

All employees are encouraged to report any harassment or behaviors that violate this policy. Wadhams Free Library will provide all employees a complaint form to report harassment and file complaints.

6. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the President of the Board of Trustees.
7. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. It includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- 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 reporting individual is not the intended target of the sexual harassment;
- 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.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 - Sabotaging an individual's work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between or among any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone’s responsibility. Wadhams Free Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, volunteer, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to the Library Director or the President of the Board of Trustees. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to the Library Director or the President of the Board of Trustees.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, volunteers, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the President of the Board of Trustees.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Wadhams Free Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director or the President of the Board of Trustees will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communication with the complainant), as appropriate. If the complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If the complainant declines to do so, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the documentation in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by Wadhams Free Library but is also prohibited by state, federal, and (where applicable) local law.

Aside from the internal process at Wadhams Free Library, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to Wadhams Free Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov. Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Complaint Form for Reporting Sexual Harassment -- Wadhams Free Library

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Library Director or the President of the Board of Trustees. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name:

Work Address: Work Phone:

Job Title: Email:

Select Preferred Communication Method: Email Phone In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

Work Phone: Work Address:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

Name: Title:

Work Address: Work Phone:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ *Date:* _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Wadhams Free Library

TOBACCO-FREE POLICY

Tobacco use is the leading cause of preventable death and disability in the United States. The U.S. Surgeon General has stated that there is no risk-free level of exposure to secondhand smoke; even brief exposure can be dangerous. The Environmental Protection Agency classifies secondhand smoke as a known human carcinogen. Electronic cigarettes emit an aerosol that can contain toxic substances including known human carcinogens. Tobacco product consumption produces hazardous byproducts and waste which, when littered, is toxic to people and the environment.

Wadhams Free Library desires to provide a healthy, comfortable, and safe working environment for all employees and visitors. The goal of this tobacco-free policy is to create a healthy and respectful environment by reducing exposure to secondhand smoke and toxins emitted by cigarettes, including electronic cigarettes.

"Tobacco product" means any product made or derived from tobacco, or which contains nicotine, such as cigarettes, pipes, cigars, and smokeless tobacco products.

"Electronic Cigarette" means any electronic device that, when activated, produces an aerosol that may be inhaled, whether or not the aerosol contains nicotine, such as e-cigarettes and vape pens.

Use of tobacco products is not permitted on Library property.

(NYS Public Health Law prohibits tobacco product use within one hundred feet of the entrances, exits or outdoor areas of any public or association library.)

This policy expands the public health law provision to also prohibit the use of electronic cigarettes. This policy applies to all Wadhams Free Library employees, volunteers, patrons, and visitors.

Adherence to this policy is the responsibility of all Wadhams Free Library employees, volunteers, patrons, and visitors. Employees who do not conform to this policy are subject to disciplinary action. Questions related to the policy and reports of non-compliance can be directed to the Library Director or the President of the Board of Trustees.

EFFECTIVE DATE This policy first went into effect on June 19, 2019.

Wadhams Free Library
INTERNET POLICY

The Wadhams Free Library offers Internet service to its patrons in furtherance of its aims of encouraging education, research, access to information, and the promotion of the pleasures of reading.

In offering Internet access, the Library takes responsibility only for the information provided on its own website. The Library does not have control over information that can be accessed over the Internet. The Library is not able to ensure confidentiality or protect against illegal use of the Internet. However, illegal use of the Internet, or any use to injure or harass others, is prohibited and if the Library becomes aware of such a violation, the Library reserves the right to limit or deny a patron's access to its computer and Internet resources.

Although the Internet offers access to many valuable local, national, and international sources of information, not all sources are accurate, complete, current, or appropriate for all users.

The Library does not control what information can be accessed by its patrons. However, since the Internet computers are located in a public area which must be shared by users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. Since it is the aim of the Library Board to make the Library a civil, comfortable, and welcoming place for the community, the Library reserves the right to ask individuals to discontinue the display of information and images which cause a disruption. A patron who is accessing material which is obscene, violent, or otherwise inappropriate for viewing in the library environment may be directed not to access the material by Library staff. The decision as to what is or is not obscene, violent, or otherwise inappropriate shall be at the discretion of the Library staff.

Patrons may not download software or other files onto the Library's computers.

It is the responsibility of individual users to respect copyright laws and licensing agreements.

Generally, the Library does not use filtering software. However, at the discretion of the Board and in alignment with any stipulations on receiving certain grant funding, the Library may filter Internet use in connection with certain programmatic initiatives.

Parents or guardians are responsible for the Internet information accessed by their children. Parents are encouraged to discuss the use of the Internet in relation to their family's values and boundaries with their children, and to monitor their children's use of the Internet. The monitoring of a minor's access to the Internet is the responsibility of that person's parent or guardian.

The Library's wireless network is not secure, and the Library cannot guarantee the safety of traffic across its network. Use of a computer or device at the Library to engage in personal business of a confidential nature is not advised because the Library is not able to ensure that such information will be protected from public view or access.

The Library assumes no responsibility for the configurations, security, or files on personal devices resulting from connection to the Library's network. The Library is not able to provide technical assistance other than instruction on how to connect devices to the Library's WiFi network. All Library rules and policies apply to WiFi access from its facility. The Library reserves the right to deny WiFi access to patrons who violate its policies.