



**AMENDED AND RESTATED GENERAL POLICIES  
AND PROCEDURES OF THE EASTON AREA  
PUBLIC LIBRARY,  
a Pennsylvania Unincorporated Nonprofit Association**

**ADOPTED:  
November 11, 2024**

The Easton Area Public Library is an Equal Opportunity Employer  
and is committed to affirmative action.

AMENDED AND RESTATED GENERAL POLICIES AND PROCEDURES  
OF THE EASTON AREA PUBLIC LIBRARY

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AMENDED AND RESTATED GENERAL POLICIES AND PROCEDURES  
OF THE EASTON AREA PUBLIC LIBRARY

**PURPOSE**

These are the general policies and procedures for the Easton Area Public Library (“EAPL” or “Library”). Unless otherwise noted, the policies set forth herein apply to the main Library in Easton as well as all branches of EAPL and apply to all staff and patrons of the Library.

Additional policies and procedures, e.g., personnel policies, can be found in other EAPL documents and files. The Library Director, in consultation with the Library Board of Directors (the “Board”), is responsible for the adoption of all Library policies and procedures.

The Board has the authority to adopt rules, regulations and policies as necessary to maintain public library services. The Library Director and staff designated by the Library Director have the authority to enforce rules, regulations, and policies adopted by the Board. The policies contained herein have been adopted by the Board on the date indicated.

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**GENERAL LIBRARY OPERATING POLICIES**

**Use of the Library**

The Direct Service Area of the EAPL includes the Easton Area School District.

EAPL acts as the District Library Center for the Easton Library District. The Easton Library District includes the entire Direct Service Area, the whole of Monroe County, and that portion of Northampton County including and east of the Township of Bushkill and including and north of the Township of Williams.

The Library may provide contract services as the Board directs, either by agreement or by contract.

The Library is closed on the following holidays: New Year's Day, Martin Luther King Jr's Birthday, Presidents' Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

Hours of operation are determined by the Board. Temporary closings for emergency reasons (weather, etc.) may be made by the Library Director, or in his/her/their absence, the designated supervisor. Individuals are not permitted to loiter on Library property before or after the Library's hours of operation.

Residents of the Easton Area School District can obtain a free Library card, valid for a period of one (1) year from date of issue. In the event of loss, a duplicate card will be issued at the patron's expense. Holders in good standing of an EAPL card may have an ACCESS PA sticker placed on the card to permit reciprocal borrowing at Allentown and Bethlehem Public Library facilities and at any other public library in Pennsylvania that is an active participant in the ACCESS PA program. Interlibrary Loan privileges are only available to residents of the Easton Area School District.

Individuals who reside within the Easton Library District (but outside the Direct Service Area) as defined by the Pennsylvania Library Code, who do not have a home library can obtain a paid library card valid for the use of the Library for a period of one (1) year. This subscription card may not have an ACCESS PA sticker, as defined in the Guidelines for the Statewide Library Card System issued by the Governor's Advisory Council (GAC). The Board will evaluate and set the price for this annual subscription, which may change from time to time.

EAPL is a fully participating library within the guidelines of the Statewide Library Card Program, known as ACCESS PA, as set by the Pennsylvania Library Code.

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Adults requesting a Library card must provide adequate identification, which may include one or more of the following, at the Library's discretion, provided the item displays the pre-printed name and address of the requesting individual:

- Driver's License
- Checks
- An identification card
- An invoice

Children under the age of 18 requesting a Library card must obtain the signature of a parent, guardian, or guarantor on their application before the card can be issued.

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## **Patron Rights and Responsibilities**

EAPL adheres to the American Library Association (ALA) "Freedom to Read" statement (see Appendix A) and the ALA "Bill of Rights" (see Appendix B).

Mutual respect makes it possible for everyone to enjoy the Library. All patrons are asked to cooperate by observing these rules and refraining from behavior that interferes with the comfort and rights of others and the duties of the Library staff. Library staff are authorized to bring to a patron's(s') attention any act or omission which violates these rules. The patron(s) will be asked to change the problem behavior to conform to the rules. If such change is not evident, the patron(s) will be asked to leave Library property. Failure to leave when asked may result in the police being called. Staff is instructed to call 9-1-1 immediately in response to any behavior that is deemed dangerous. Police will be called for any behavior that is in violation of federal, state, or local ordinances and/or if a person or group of persons is asked to leave the Library and refuse to leave and/or become difficult with a staff member.

Appropriate dress and personal hygiene are required in the Library and on Library property.

Food and beverages are not permitted to be consumed in the Library other than in conjunction with Library-sanctioned events and/or approved staff break and meal periods. As an exception to this policy, closeable water bottles may be utilized by staff and patrons in areas where there is no risk to Library resources of any type.

Cell phones may be used in the Library for short, quiet conversations; however, the ringer and other notification sounds must be silenced. Headphones must be used with any video or audio equipment. Use of personal electronic equipment at a volume that can be heard by others is not permitted. Patrons who violate this policy will be asked one time to lower the volume on the device to an acceptable level. If the distracting behavior continues, the patron will be asked to leave the Library.

Except where signs are posted prohibiting such activity, permission is not required for taking photographs or videos in public areas of the Library building for personal, non-commercial use. Notwithstanding the foregoing, in no event shall any tripods, lights, or other specialized equipment be used in connection with such photography/video. Patrons taking photographs or videos are solely liable for any injuries to persons or property that result from such activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

In the event Library staff take photos for Library public relations or other permissible purposes, signed releases to use the images will be obtained from individuals identifiable in the photos as required by law.

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Notwithstanding anything to the contrary herein, Library patrons have the right to access the Library and its property without scrutiny, harassment, intimidation, or distraction by others. Any photography, filming and video recording that interferes with those rights is prohibited. Library staff is authorized to enforce this policy and ask individuals to immediately cease photography, filming, and video recording if a patron or the staff member reasonably believes that there is any interference with these rights. Depending on the seriousness of the violation, non-compliance may result in referral to the police.

Staff and patrons are not permitted to make non-consensual voice recordings of anyone in the Library unless otherwise expressly permitted by law.

A responsible caregiver, age 16 or older, must accompany all children through the age of 13 who are visiting the Library. See Policy for Children at the Library for additional information.

Belongings such as bedding, sleeping bags, and changes of clothing may not be brought into the Library or stored inside the Library or on the Library premises unless authorized in conjunction with Library-sponsored programs. Unattended items shall be deemed to be abandoned and may be removed from the Library and discarded. Sleeping within the Library is prohibited.

The use of tobacco is prohibited in the Library and on Library grounds. Tobacco use, for the purposes of this policy, means all uses of tobacco including, without limitation, cigars, cigarettes, pipes, smokeless tobacco, and vaping with e-cigarettes. Appropriate signs will be placed in clearly visible locations. Patrons who violate this policy may be subject to civil penalties, as stipulated in state statutes. Patrons who repeatedly violate this policy will be required to leave the Library building and grounds.

Possession, use, sale, and distribution of alcohol, illegal substances, or illegally obtained prescription drugs are prohibited anywhere on Library property. Being under the influence of drugs or alcohol will result in removal of the offending party.

Adults not accompanied by a child shall not loiter in the children's room if the adult is not actively reading, studying and/or using Library materials from the children's room. Adults not accompanied by a teenager shall not loiter in the teen area if the adult is not actively reading, studying, and/or using Library materials from the teen area.

Fighting, disorderly conduct, challenging someone to a fight, physical abuse or assault of staff or other patrons is prohibited.

Weapons of any kind and any object attempted to be used as a weapon are prohibited on Library property. This policy does not apply to on-duty law enforcement personnel.

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Profane and/or obscene language or the use of racial, ethnic, or sexual orientation epithets will be a cause for removal. In addition, signs and/or garments that contain profane or obscene language or that contain racial, ethnic or sexual orientation epithets are prohibited at the Library and wearing such garments and/or displaying such signs will be cause for removal. Harassing other Library patrons or staff, including deliberate, repeated behavior that is intimidating, hostile, offensive, or threatening, including stalking, or prolonged staring, will warrant immediate removal. Indecent exposure, engaging in, or the soliciting of a sexual act will result in immediate removal of the offending party/parties and will be referred to law enforcement.

Abuse or improper use of Library furniture or equipment is unacceptable. Damaging, destroying, or stealing Library property or the property of other patrons or staff is prohibited.

No animals other, than registered Service or Emotional Support Animals, may be brought into the Library building. Staff may ask a person to remove from the Library any animal, including a service animal, when that animal's behavior poses a direct threat to the health or safety of others.

Solicitation of any kind is prohibited on Library property. Selling, soliciting, surveying, distributing written materials, panhandling, or canvassing for any political, charitable, or religious purposes inside a Library building, doorway, or vestibule without prior authorization by the Library director are not permitted. If, upon being warned, the individual engaging in such behavior does not cease and desist from this activity, they will be told that they must leave the premises.

Library restrooms are provided for staff and patrons and may be used for their intended purposes only. Activities including, but not limited to, bathing, shaving, or washing and changing of clothes are inappropriate activities in restrooms.

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### **Children's Policies**

The Library is dedicated to providing a safe and welcoming environment that encourages children and families to visit the Library, use Library collections and services, and attend Library programs. Library staff members are available to assist and support children with their use of Library resources; however, the Library is not responsible for providing childcare or supervision of children on Library premises. Responsible caregivers are solely responsible for the safety and behavior of their children.

Children up to and including the age of 7 must be accompanied by a responsible caregiver, who must remain in the immediate vicinity and in visual contact with the child at all times for the entire length of the visit to the Library. Children ages 8 through 13 must be accompanied by a responsible caregiver who must remain in the Library and be available to attend to them for the entire length of the visit to the Library. A responsible caregiver may not be under 16 years of age.

Children, like all Library patrons, are expected to comply with all of the Library's policies and rules of conduct, and any child who fails or refuses to comply with a policy or rule will be warned once. If the child continues the noncompliant behavior, they may be asked to leave the Library premises. Some policy or rule violations may warrant an immediate request to leave Library premises without a prior warning.

If a patron, visitor, volunteer, or staff member determines that a child is unattended or appears to be at risk, they should advise the Children's Services Department. A staff member will try to locate the responsible caregiver by asking the child where the responsible caregiver is and/or by walking around the Library to find the responsible caregiver. If a responsible caregiver cannot be located within a reasonable period of time, the staff member will attempt to call a responsible caregiver for that child. If that individual cannot be contacted or if the Library is closing, the staff member will call the police. Under no circumstances should a Library staff member leave the Library with the child. Under no circumstances should the child be left unattended in the Library. While awaiting the arrival of the police and/or the responsible caregiver after the Library is to close, a minimum of two staff members will remain with the child.

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**Records Confidentiality and Retention**

The Pennsylvania Library Code Article IV Section 428 states that:  
Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the commonwealth or the library of any university, college or educational institution chartered by the Commonwealth of the library of any public school or branch reading room, deposit station or agency operated in connection therewith, will be confidential and will not be made available to anyone except by a court order.

The Library Director, in consultation with the Board and the Library's auditor and solicitor, is responsible for developing and maintaining a records retention policy. A copy of that policy is attached at Appendix C.

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## **Security Camera Policy**

The Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected areas of the Library premises are equipped with video cameras that record at all times. Signage will be posted at the Library entrance disclosing this activity. The Library's video security system will be used only for the protection and safety of patrons, staff, assets, property and to assist law enforcement. Recordings are generally retained for one week on the internal hard drive of a Library computer.

Use and disclosure of video records:

- Only the Director and Coordinator of Computer Services will have access to the operation of the video security system.
- Video records may be used to identify the person or persons responsible for Library policy violations, criminal activity, or actions considered disruptive to normal library operations.
- Video records may be used to assist law enforcement agencies in accordance with applicable state and federal laws upon receipt of a subpoena. The requirement of a subpoena may, however, be waived by the Director or authorized staff when appropriate.
- Video records may be shared with authorized staff when appropriate or, upon approval by the Director, with other Library staff to identify persons suspended from Library property and to maintain a safe, secure and policy-compliant environment.
- Only the Director and Coordinator of Computer Services will be authorized to release any video recording to law enforcement. Generally, video recordings are not released to non-law-enforcement third parties. In the very limited circumstances where it may be necessary to release a video recording to a non-law-enforcement third party, then only the Director will be authorized to release any video record to any third-party other than law enforcement.
- Video records will not be used or disclosed other than as specifically authorized by this policy.

## **Security Policy**

If a Library staff member has reasonable suspicion to believe that an individual is attempting to leave the Library while in possession of Library property that has not been properly accounted for (e.g., book checkout, signing for an electronic device, etc.), that individual will be asked to remain in the Library until the matter can be resolved. Purses, briefcases, shopping bags, backpacks or other containers, and outerwear such as raincoats or jackets must be surrendered for inspection if requested by the Library staff. Individuals utilizing the Library do not have an expectation of privacy with regard to purses, briefcases, shopping bags, backpacks, containers or outerwear.

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## **LIBRARY RESOURCES AND PROGRAMMING POLICIES**

### **Collection Development and Improvement Policy**

The Library has three basic functions: information, education, and entertainment. It achieves these functions by use of its materials collection.

The Library subscribes to the ALA's Freedom to Read statement and the ALA Library Bill of Rights.

The Library considers materials for addition to or removal from its collections based on the following general characteristics:

- Permanent or timely value
- Accurate information
- Authoritativeness
- Clear presentation and readability
- Social, historical, or literary significance
- Physical condition
- Local demand

Books and materials will be chosen for the permanent collection on the basis of the content as a whole. Judgement will be based on the total effect of the work and not the presence of words, phrases, or situations which in themselves, or taken out of context, might be objectionable. No item will be excluded because of the race or nationality, or the political or religious views of the author. Material representing different viewpoints concerning the controversies, problems, and issues of our times – international, national, and local – will be selected for the purpose of providing patrons with facts from which they may form their own judgements. The needs of the Easton Library District as a whole will be considered as well as the needs of the Library.

The Library Director and the professional staff will have the authority to select materials for the Library based on the Collection Development and Improvement Policy. The Board supports the decisions of the Director and the expertise of the professional staff in the maintenance, enhancement, and improvement of the Library's collection.

Public suggestions on the addition of materials to the Library's permanent collection are encouraged. Materials so suggested will be considered for purchase if they fulfill the general selection standards outlined herein. It should be understood that acceptance of a public suggestion is not a promise or commitment to purchase the item.

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Public complaints regarding the presence of specific materials in the Library's permanent collection will be accepted if filed in writing by a current Library card holder, using the Request for Reconsideration form. Completed Request for Reconsideration forms will be forwarded to the Library Director, who will confer with the department head involved and an *ad hoc* committee appointed by the Board President to reach a determination of action to be taken. Subsequent to this consultation, the chair of the *ad hoc* committee or other designated individual will respond directly to the complainant. Materials that have been reconsidered in the previous five years will not be reevaluated.

The Library's policy is to purchase the best materials which satisfy the clientele of the Library and the district within budget limitations. Requested materials not in the collection may, however, be made available through interlibrary loan.

### **Programming Policy**

A program is a planned public activity that is initiated or sponsored by the Library. Individuals or entities who wish to suggest that a program be sponsored by the Library must fill out a Program Request Form. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Due to limited space within the Library and the constant demand for various programs, the Library cannot host routinely recurring programs for individuals or outside entities.

Library programs must be non-commercial. No solicitation of business is permitted. This includes presentations that are offered for free but with the intention of soliciting future business. Outside speakers and performers may not solicit personal information from attendees, but may provide materials such as business cards or brochures if asked for contact information.

All Library programs are free. A materials fee may be charged if additional materials are required.

Programs may be cancelled because of weather, absence of the presenter, low registration, or other reasons. Cancelled programs are not always automatically rescheduled. The Library will not alter or cancel a program solely because an individual or group may find its contents objectionable.

All programs are open to the public though registration may be required for planning purposes or when space is limited. Some programs may be designed with specific audiences in mind. Programs targeted toward a specific audience will be publicized as such. The Library reserves the right to use video or photographs taken of program participants for internal use, publication, and use in Library promotional outlets, and for evaluation purposes.

If a party wishes to challenge the Library's decision regarding a program selection or the denial of a program, a Request for Reconsideration form must be submitted by a

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current library card holder and will be forwarded to the Director for review in accordance with established reconsideration procedures.

### **Library Display and Exhibit Policy**

Decisions regarding content and disposition of displays and exhibits are made by the EAPL staff. The following criteria are used in making decisions about topics, materials, and accompanying resources:

- Community needs and interest.
- Availability of display/exhibit space.
- Historical, cultural, or educational significance.
- Connection to other community, state, or national programs, exhibitions, or events.
- Relation to Library collections, services, and programs.
- Need to highlight low-circulating parts of the collection.

In addition, the Library may partner with other community agencies, organizations, educational institutions, or individuals when planning displays and exhibits.

The Library welcomes comments and suggestions for displays and exhibits to better serve a diverse community. Public complaints regarding displays and exhibits may be made using the Request for Reconsideration form. All Request for Reconsideration forms must be submitted by a current library card holder and will be forwarded to the Director for review in accordance with established reconsideration procedures.

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## **FINANCIAL POLICIES**

### **EAPL Donations and Gift Acceptance Policy**

The Library accepts gifts of cash, checks, and closely held stock. Gifts may be designated for general use, specific projects, or to an endowment fund.

All gifts to the Library, in cash or kind, are presumed to be unconditionally given unless the Board, by formal action, pre-approves the terms of any conditional gift. The gifts must be in accordance with the Collection Development and Improvement Policy.

The Library may accept unconditional donations of used books, periodicals, audio-visual materials, and computer software, but does not issue receipts for any used materials. The Library reserves the right to dispose of unneeded donated items. Any gift to the Library, whether given unconditionally or conditionally, without pre-approval of the terms or conditions thereof, may be rejected at the discretion of the Board. The Board reserves the absolute right, in its sole discretion, to dispose of any gifts from its collection whether given conditionally or otherwise.

Request for a specific use of money or gift(s), other than reading materials, will be considered by the Library Director and will be contingent upon approval by the Board. In such a case, a memorial plaque may be displayed in the Library and/or its branches where appropriate.

### **Marx Room Gift Policy**

The Marx Room's gift policy is the same as the EAPL Gift Policy. Gift materials of primary interest include local histories, genealogies, and manuscript materials. Criteria for acceptance are pertinence to local history collection, condition of materials, space requirements, and uniqueness of material.

Unconditional gifts of obvious value to the collection will be reported to the Board. Gifts that are exceptional in size or conditional will be submitted to the Board for approval. If a gift is made and the Library decides to dispose of it at a later time, the Library Director will make every effort to notify the donor first. If the donor does not respond within sixty (60) days, the article will be disposed of. Each donor will receive a copy of this policy and a release form.

A copy of this policy will be provided to each prospective donor and a release acknowledging the content hereof and agreeing thereto must be signed by every donor prior to the acceptance of any gift by the Board.

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### **EAPL General Endowment Fund**

The EAPL General Endowment Fund ("General Endowment Fund") is a long-term investment in the future of the community and its library. The purpose of the General Endowment Fund is to provide financial security and stability for the Library, to allow for its future growth, and to enrich its services, resources, and facilities beyond what would normally be available through public funding. The General Endowment Fund will exist in perpetuity and create a legacy to benefit the community. Gifts to the General Endowment Fund may be of any amount and are fully deductible to the extent permitted by law.

The General Endowment Fund will be administered by the Board. Gifts to the General Endowment Fund may be in the form of money or property, but the Board reserves the right to decline any gifts. All gifts must be unconditional, unless approved in advance by the Board.

Any gifts that are designated for the General Endowment Fund will be under the control of the Board and will be held by the Library in a separate account with the income only to be utilized for the purposes set forth below. The Board will employ prudent investment strategies for permanent investment and long-term growth.

The income from the General Endowment Fund and/or the General Endowment Income Reserve will be used exclusively for the following purposes:

- Acquisition of books, periodicals, and related materials.
- Special improvements to the facilities and grounds of the Library.
- Funding of capital projects.
- Acquiring and/or updating Library technology and equipment
- Operation, maintenance, and expansion of the Marx Room and/or other special collections.
- Grant matching (i.e., if the Library applies for a grant to be used for the identified purposes, the Library may contribute an amount of money to match the amount of the grant, if required).
- Funding of special projects.
- Other expenses related to the general operation and maintenance of the Library, if Library funding from other sources declines significantly, provided that the Board unanimously approves such fund usage.

The Board may amend the provisions of the General Endowment Fund from time to time and will notify potential donors of such amendments. Any amendments will not affect gifts made to the General Endowment Fund prior to such amendment.

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**EAPL Henry F. Marx Room Endowment Fund**

The EAPL Henry F. Marx Room Endowment Fund ("Marx Room Fund") was established as a long-term investment in the future of the Henry F. Marx Local History Room ("Marx Room"), a repository of heritage located within the Library. The Marx Room is maintained and operated by the Library. The purpose of the Marx Room Fund is to preserve the legacy of Henry F. Marx, the first librarian of the Library and its Library Director from 1901 to 1936. Mr. Marx realized the importance of local history and genealogy and initiated and fostered the collecting of these materials. The collection has been maintained and expanded through the support of successive directors and is now housed in a climate-controlled environment. The Marx Room Fund will exist in perpetuity to benefit the community.

Gifts to the Marx Room Fund may be of any amount and are fully deductible to the extent permitted by law. The Marx Room Fund will be administered by the Board. All gifts must be unconditional, unless approved in advance by the Board. Gifts to the Marx Room Fund may be in the form of money or property and will be under the control of the Board which reserves the right to decline any gifts.

Any gifts that are designated for the Marx Room Fund will be held in a separate account with the income only to be utilized for the purposes set forth below. The Board will employ prudent investment strategies for permanent investment and long-term growth.

The income from the Marx Room Fund and/or the Marx Income Reserve will be used exclusively for the following purposes:

- Acquisition and indexing of books, newspapers, periodicals, pamphlets, maps, atlases, pictures, manuscripts, yearbooks and other materials related to local and Pennsylvania history.
- Acquisition and indexing of genealogical materials.
- Acquisition and indexing of records, including but not limited to births, deaths, marriages, tax rolls and other government records, city directories and church and cemetery records.
- Acquisition and indexing of ethnic historical materials.
- Acquisition and indexing of materials related to United States history.
- Funding of Marx Room capital projects.
- Operation, maintenance and expansion of the Marx Room and its special collections.
- Funding of programming relating to any of the above.
- Grant matching (i.e., where the Library applies for a grant to be used for the purposes identified herein, the Library may contribute an amount of money to match the amount of the grant, if required).

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If the Library cannot reasonably use the Marx Room Fund income for any of the foregoing purposes, it may be utilized for such other purposes related to the Marx Room as, in the Board's judgment, most closely approximate the foregoing purposes. The Board may amend the provisions of the Marx Room Fund from time to time and will notify potential donors of such amendments. Any amendments will not affect gifts made to the Marx Room Fund prior to such amendment.

### **Endowment Income Policy for General Endowment and Marx Room Endowment**

At the end of each fiscal year, the Finance Committee of the Board will review the income from the General Endowment Fund and the Marx Room Fund. It will make recommendations for the vote of the Board on whether the funds should be 1) used during the upcoming fiscal year; 2) reserved for use in subsequent years; or 3) returned to the principal of the respective funds.

### **EAPL Investment Policy**

Reserve funds of the Library are to be used to provide current and future support for the Library. Six months of reserves needed to run the Library in an emergency are to be held in no-risk or extremely low-risk investments. All additional reserves are to be placed in the General Endowment Fund managed by a professional financial advisor. The funds are to be allocated to mutual funds in approximately this ratio: 60% equity, 40% fixed income, and 0% to 10% cash reserves. Funds are to be balanced yearly to maintain this approximate allocation.

Stocks must be consistent with prudent fiduciary standards. Bonds must have an aggregated rated average of A or better. Cash reserves must be invested in interest bearing securities or money market funds, secure from loss and fluctuation in value, and very liquid. Investment may be chosen from securities listed on the major exchanges or the over-the-counter market. All assets must have readily ascertainable market value and be easily marketable.

Each year, up to 5% of the total value of the General Endowment Fund may be withdrawn for use by the Library. Uses may include, but are not restricted to, regular library expenses, capital projects, grant matching, and special programming. If income from tax sources declines significantly, emergency funds of more than 5% may be withdrawn from the General Endowment Fund by unanimous vote of the Board.

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## **INFORMATION TECHNOLOGY POLICIES**

### **Computer & Laptop Use Policy**

Computer and laptop resources at the Library shall be used only to access different types of information for the primary purposes of education, research, and lifelong learning. These resources are made available to all citizens within the Library's service area and, secondarily, to those outside the Library's service area.

For those residing within the Library's service area, a current and valid library card is required to use the computers and laptops. Patrons must use their own cards to access library computers. Those outside the Library's service area with a valid Pennsylvania or New Jersey driver's license or other form of photo ID can obtain a three-month computer use only card. Those outside the Library's service area beyond Pennsylvania or New Jersey can obtain a guest pass with a valid driver's license or other form of photo ID.

In compliance with the Children's Internet Protection Act (CIPA), internet stations are filtered as per 47 U.S.C. 254(h) and (l). Use of Library computers and laptops must follow the guidelines of all networks accessed. In addition to resource access, the Library provides office applications, research applications, and educational software. Patrons MAY NOT download or use software not installed by the Library.

Computers and laptops MAY NOT be used to conduct any illegal activities including, but not limited to:

- Accessing explicit sexual content as defined in 19 PA C.S. 5903
- Gambling
- Fraud
- Copyright violations, including Bit Torrent and other peer-to-peer downloading sites
- To perpetuate fraud or identity theft

Such activities will be subject to prosecution by local, state, and federal authorities. Library privileges may be suspended or revoked for violation of this policy.

The Library offers free wifi within its buildings. Wifi users are bound by the policy outlined here.

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The following are the property of their proprietor and/or subsidiaries, affiliates, assigns, licensors, or other respective owners and are protected without limitation, pursuant to U.S. and foreign copyright and trademark laws, and cannot be reproduced for commercial use of any kind including, but not limited to the following:

- Software
- Design
- Text
- Images
- Photographs
- Illustrations
- Audio clips
- Video clips
- Artwork
- Graphic material
- Other copyrightable elements and the selection and arrangement thereof
- Trademarks, service marks, and trade names

The internet and its resources may contain material which is controversial, incomplete, or inaccurate. The Library is not responsible for material accessed via its computers, laptops, or wifi and cannot censor access to, nor protect patrons from, offensive content. Parents/guardians of minors assume responsibility for their children's use of the internet through the Library's connection.

Library computers and laptops are regularly maintained to ensure reliable operation. The Library is not responsible for any losses due to computer operation, viruses, or other equipment failure.

While every attempt is made to keep all information passing to and from our systems private, patrons must assume that any information transmitted or received is not private. The Library does not monitor normal usage of our systems but will fully cooperate with legal authorities in the investigation of illegal activities, including turning over usage logs and records upon receipt of proper warrants or subpoenas. For additional information regarding privacy and confidentiality, please see the Electronic Communications Act of 1986, the Telecommunications Act of 1998, and the U.S.A. Patriot Act (PL 107-56).

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**Youth Services Computer & Laptop Use Policy**

In order to comply with CIPA, in addition to the Library Computer and Laptop Use Policy, children and their guardians must agree to the following:

To meet the informational and educational needs of our young patrons, Library offers computers for word processing, research, games and activities, and email. The computers are equipped with filtering software to guard against objectionable sites. It is important, however, for guardians to understand that no blocking software is foolproof and filtering can prevent some programs from being used.

Computers in the Youth Services Department are available to anyone who holds a valid Youth Services EAPL card. Those over the age of 18 are required to use the computers in the Adult computer area unless a caregiver for a child through the age of 13. Preschoolers (those under 5 years of age) may use a parent/guardian's card under direct card owner supervision.

In addition, adults accompanied by children are permitted to use the Adult computer in the Youth Services department while they monitor their children. All Computer & Laptop Use Policy rules must be followed by adults using these computers, and in addition may not allow a child to use the Adult computer.

Caregivers/parents/guardians are responsible for monitoring the technology usage of all children through the age of 13 in their care. The Library will not deny access to technology to any child; this is the responsibility of the caregiver.

Parents/Guardians assume responsibility for their children's internet use through the Library's connection.

Only the person whose card was used to make the reservation may use the computer.

Facebook, Instagram, TikTok, and other social media platforms are not permitted.

Any chatting on the internet violates the CIPA Act and is not allowed.

There are computers designated for adults with children that require supervision in the Youth Services room. These adults must follow the Youth Services Computer and Laptop Policy.

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## **Social Media Policy**

Through the use of social media platforms, EAPL shares information about the Library with the community, encourages community involvement, and creates a dialogue between the Library and its patrons. The social media platforms utilized by EAPL are intended to assist in fulfilling our mission of connecting people with materials and information as well as serving the informational, educational, recreational and cultural needs of the community.

Social media is broadly defined as any electronic communication platform, web application, website, or account created and maintained by the Library which allows patrons to share or obtain information, ideas, and other content such as pictures and videos on a publicly accessible platform. Examples of social media platforms include, but are not limited to, Facebook, Instagram, Twitter, YouTube, TikTok, and blogs.

EAPL social media accounts are not intended to provide a traditional public forum for the general exchange of ideas and viewpoint. Rather, these platforms are intended to provide a limited public forum for the dissemination of information regarding Library services, resources, events, news, programs and other Library-related topics as determined by the Library and its staff. Comments, posts, and messages are allowed on the Library's social networking sites as long as they conform to the Library's social media policy. The use of an EAPL social media platform is a privilege, and not a right. These guidelines are created to supplement, not replace, existing Library policies.

All interactions will be regularly monitored and reviewed for content and relevance. EAPL reserves the right, within its sole discretion, to remove submissions, comments, posts, or other content that violate this policy. All comments, posts, or content posted on an EAPL social media account must be related to the issue or topic being discussed. Any and all comments may be removed by EAPL, in its discretion.

Further, the following is prohibited and subject to removal:

- Obscene, sexist, homophobic, racist, or otherwise bigoted content.
- Harassing comments or postings against Library staff or other social media users.
- Harassing comments or postings that include profane or obscene statements or images, threatening physical harm toward another person, and engaging in behavior with the sole intent of harassing another person.
- Stalking, abusive, or unlawful behavior.
- Libelous statements.
- Posts or comments used for political, religious, or commercial purposes or for soliciting funds.
- Duplicate posts from the same individual.
- Plagiarizing or posting copyrighted material without permission or authority from the copyright holder, upon request of the copyright holder.

- Private, personal information of another person without appropriate consent or authority. Comments, postings, and/or hyperlinks not related to the content created by the Library staff.
- Advertisement and solicitations not expressly permitted by the Library.
- Spam and advertisements or solicitations for sale of merchandise or services.
- Photos, videos or other images that fall in any of the above categories.

By utilizing, commenting, or posting on EAPL social media accounts, a user agrees to comply with this policy. All content posted to sites maintained by the Library is subject to EAPL rules of conduct set forth in this policy. Individuals who violate the Library's social media policy may be banned and/or blocked from EAPL's social media sites and/or facilities and authorities may be contacted.

EAPL is not responsible for the content of postings by third parties on any EAPL social media, and they do not reflect the views or positions of the EAPL, its directors, officers, or staff. By submitting content to EAPL social media sites, the participant is granting permission for EAPL to use their name, photo, and any content contained within the post without compensation or liability on the part of EAPL. This permission ends when the owner removes their post or submits a written request for EAPL to delete the post.

The EAPL marketing manager and other designees may directly publish or comment via social media using the EAPL name and logo. Only with permission, may other staff publish or comment using the EAPL name and logo.

EAPL is represented through the official social media channels created by the marketing department to maintain a clear and consistent message. EAPL staff are not authorized to create new social media channels on behalf of EAPL. Requests for social media channels, campaigns, or initiatives should be coordinated with marketing based on need and Library goals and objectives.

EAPL staff have the responsibility to enforce this policy. Violation of EAPL Social Media Policy or EAPL rules of conduct by the public or staff will be reported to Library administration by the marketing manager. Violation of this policy by staff may result in disciplinary action up to and including termination.

A user who has had a comment and/or posting removed from an EAPL social media-controlled site may request to have the decision reviewed by the Board. The request must be made in writing and submitted to the Library Director within thirty (30) days of the removal, at 515 Church Street, Easton, PA 1802. The Library Director may affirm or reverse the staff's decision within 30 days of receiving the written appeal.

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**APPENDIX A – ALA “FREEDOM TO READ”**

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our

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democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

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

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

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The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

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

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

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**APPENDIX B – ALA “BILL OF RIGHTS”**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of “age” reaffirmed January 23, 1996.

*Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.*

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## APPENDIX C – EAPL RECORD RETENTION POLICY

Easton Area Public Library will retain records for the period of their immediate or current use unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files including e-mail, and voice mail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers or other wireless devices with text messaging capabilities.

The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of staff to follow this policy can result in possible civil and criminal sanctions against the Library and its staff and possible disciplinary action against responsible individuals up to and including termination of employment. Each employee has an obligation to notify the Library Director of a potential or actual litigation, external audit, investigation, or similar proceeding involving the Library. The information listed in the retention schedule below is intended as a guideline and may not contain all the records that may be required to be kept in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Library Director.

From time to time the Library Director may issue a notice known as a legal hold suspending the destruction of records due to pending, threatened or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Library Director.

### Corporate Records

Bylaws and Articles of Incorporation	Permanent
Corporate resolutions	Permanent
Board and committee meeting agendas and minutes	Permanent
Board policies	Permanent
Conflict of interest disclosure forms _____	4 years

### Financial and Administrative

Financial statements (audited)	Permanent
Auditor management letters	Permanent
Payroll records	Permanent
Time sheets/cards	7 years
Journal entries	Permanent
Check register/checks	7 years/Permanent
Bank deposits statements, deposit records	7 years
Charitable organization registration statements filed with the Pennsylvania Attorney General	7 years
Chart of accounts	7 years
Expense reports	7 years
Invoices to and from customers	7 years
General ledgers and journals including bank reconciliations, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust	7 years
Accounts available ledger	7 years

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Investment performance reports, consultant reports, and manager correspondence	7 years
Investment manager contracts	7 years after all obligations end
Equipment files and maintenance records	7 years after disposition
Contracts and agreements	7 years after all obligations end
Correspondence - general	<u>3 years</u>

**Insurance Records**

Policies - occurrence type	Permanent
Policies - claims made type	Permanent
Accident reports	7 years
Fire inspection reports	7 years
Safety (OSHA) reports	7 years
Claims ( <i>after</i> settlement)	7 years
Group disability records	7 years <u>after end of benefits</u>

**Real Estate**

Deeds	Permanent
Leases (expired)	7 years after all obligations end
Purchase agreements	7 years after disposition requirement

**Tax Records**

IRS exemption determination and related correspondence	Permanent
IRS Form 990s	Permanent
Withholding tax statements	7 years
Correspondence with legal counsel or accountants not otherwise listed	7 years after return is filed

**Communications**

<b><i>One set of all communication documents kept on-site and one set kept off site</i></b>	
Press releases	Permanent
Press clippings	7 years
Annual reports	Permanent (5 copies)
Other Publications	7 years
Photos	7 years

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**Human Resources**

Employee personnel files	Permanent
Retirement Plan benefits, plan descriptions, Plan documents	Permanent
Employee medical records	Permanent
Employee handbooks	Permanent
Workers' compensation claims (after settlement)	7 years
Employee orientation and training materials	7 years after use ends
Employee offer letter	7 years after all obligations end
Employment applications and resumes - hired	7 years after employment ends
Employment applications and resumes - not hired	4 years after position filled
IRS Form 1-9 (kept separate from personnel file)	Greater of 1 year after end of service, or 3 years

**Technology**

Software licenses and support agreements	7 years after all obligations end
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**General Admission**

Correspondence – Library Director and general	7 years
Appointment calendars – Library Director	7 Years

**Donor Services**

Fund agreements - paper and digital copies	Permanent
Correspondence - acknowledgement of gifts and grant requests	Permanent
Donor fund statements	Permanent

**Consulting Services**

Consulting contracts/files	7 years after all obligations end
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Source:  
Susan Koss, CPA  
Adopted: 4/13/10