

Princeton Public Library

# Policy and Procedures Manual

Policies adopted by the Princeton Public Library Board of Trustees, May 2, 2017

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## **1. General Information**

### **1.1 Mission** *(Amended Jan. 18, 2023)*

Princeton Public Library connects everyone in our dynamic and growing community by advancing knowledge, encouraging dialogue and providing opportunities for discovery and joy.

### **1.2 Location and Hours** *(Amended June 15, 2022)*

The Princeton Public Library is located at 65 Witherspoon Street, Princeton, NJ 08542. Information about the library's operating hours is available on a 24-hour basis by telephoning the library (609-924-9529) or on its website, [www.princetonlibrary.org/about-us/about/location/](http://www.princetonlibrary.org/about-us/about/location/).

#### ***Normal hours of operation***

<b>Sunday</b>	12:00 p.m.-6:00 p.m.
<b>Monday</b>	9:00 a.m.-9:00 p.m.
<b>Tuesday</b>	9:00 a.m.-9:00 p.m.
<b>Wednesday</b>	9:00 a.m.-9:00 p.m.
<b>Thursday</b>	9:00 a.m.-9:00 p.m.
<b>Friday</b>	9:00 a.m.-6:00 p.m.
<b>Saturday</b>	9:00 a.m.-6:00 p.m.

### **1.3 Holidays**

The Princeton Public Library is closed on the following federal holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

The current year's holiday schedule can be found on the library's website, [www.princetonlibrary.org/about-us/about/location/](http://www.princetonlibrary.org/about-us/about/location/).

### **1.4 Suspension of Normal Operations** *(Amended June 17, 2020)*

Every effort will be made to maintain regular library operating hours; however, in order to ensure the safety of Princeton Public Library staff and patrons, the Executive Director, or in their absence, the Assistant Director, in consultation with library personnel, may reduce hours of operation or close the library due to emergency conditions, including, but not limited to the following:

- inclement weather
- hazardous travel conditions
- building conditions and/or equipment failures that have created an unsafe environment
- general health and/or safety conditions or other emergency circumstances out of the library's control.

Extended closures must be made by the Executive Director in consultation with the President of the Board of Trustees.

When a decision is made to close or postpone the library's opening, a written notice will also be posted on the library's website. A voice announcement with information about the library's closing or late opening will also be available by calling the library at 609-924-9529.

#### **1.4.1 Changes to Operation Policies During Health Crisis**

Princeton Public Library will comply with the most current public health controls as recommended by state and local officials, which may include: enhanced hygiene practices; social distancing; health screening; cleaning and disinfecting; and the use of personal protective equipment (PPE).

To ensure the health and safety of those working for or on behalf of the library, as well as the health and safety of the public, the library will consider the availability of PPE, cleaning, and hygiene supplies, and may choose to change or limit the following:

- size of gatherings in the building
- staffing requirements
- the number of people permitted in the building
- the amount of time visitors can spend in the building
- activity within the library, including use of equipment
- access to collections
- access to certain areas of the building
- use of meeting rooms and study rooms
- acceptance of donations of books and other library materials
- programs and services

#### **1.5 Library Parking (Amended June 17, 2020)**

The Spring Street municipal parking garage is located next to the Princeton Public Library. Library cardholders who park in the garage may receive up to two (2) hours of free parking per day when using the library at 65 Witherspoon St. At the library or municipality's discretion, parking validation may not be available during certain circumstances, including but not limited to special events, construction projects, or if posing a health risk to staff. Library cards and Spring Street Parking Garage tickets must be validated in the library in order to receive the credit. Non-cardholders and the general public receive 30 minutes of free parking in Spring Street Garage without validation.

Two private parking garages on Hulfish Street and Chambers Street are also available. Metered on-street parking can be found close to the library. For more detail about parking options consult the Princeton website: [www.princetonnj.gov](http://www.princetonnj.gov).

## **1.6 Library Board of Trustees**

The Princeton Public Library is primarily funded by the municipality and is governed by an independent Board of Trustees. The powers and duties of the Board of Trustees are set forth in Chapter 54 (Libraries and Reading Rooms) of Title 40 (Municipalities and Counties) of the New Jersey Statutes Annotated.

### ***The Board of Trustees consists of 9 members:***

- Seven (7) citizen members appointed by the mayor, at least four (4) of whom shall be residents of Princeton.
- Two (2) statutory members (or their respective alternates): the Mayor of Princeton and the Superintendent of the Princeton Public Schools.

## **1.7 Friends and Foundation of Princeton Public Library *(Amended Jan. 1, 2022)***

The Friends and Foundation of the Princeton Public Library was created in 2022 by merger of the Friends of the Princeton Public Library, Inc. (established in 1961) and the Princeton Public Library Foundation, Inc. (established in 1997). It is a tax-exempt organization 501(c)(3), Type 1 Supporting Organization under IRC section 509(a)(3).

The mission of the organization is to provide financial and other support to the Free Public Library of Princeton, New Jersey., Financial support from the Friends and Foundation is used to enhance the services the library provides to the Princeton community.

The Princeton Public Library Endowment was established in 1997. The Friends and Foundation manages and maintains the investment funds of the library's Endowment and other privately raised funds for the library's benefit. Endowment funds are invested and distributed to the library in accordance with the approved Friends and Foundation Investment Guidelines and Distribution Policy. All privately raised funds which are not part of the endowment are distributed to the library with the approval of the Friends and Foundation's Board of Directors.

The organization assists with library development activities and fundraising efforts; works to help build a community of library supporters, enhances the library's visibility; and advocates for the library with all community stakeholders.

## **1.8 Library Volunteers**

The Princeton Public Library welcomes volunteers. Volunteers support the work of library staff or are assigned to work on special projects. Volunteers are accepted based on their qualifications in relation to the needs of the library and on their ability to commit to a consistent schedule of volunteer hours.

## **1.9 Library Services**

The Princeton Public Library provides a variety of services to meet the needs of adults, teens and children using the library. An overview of these services is provided below.



## **Adult Services**

To help the library accomplish its mission, the Princeton Public Library Adult Services department offers the following:

- Assistance and guidance in locating materials in person, over the telephone, via email or other electronic means or referrals to other agencies and libraries to locate needed information.
- Assistance with the use of library resources, including instruction in basic research strategies using print and electronic materials and downloading or streaming digital content.
- Assistance in locating items in the library and with interlibrary loan requests for items not owned by the library.
- Assistance with the use of all the equipment available for public use including computers, photocopiers, microfilm reader/printers, scanners, tablets, and device chargers.
- Readers' advisory assistance in selecting books, media, and digital content.
- Curation of the library's local history collection.
- Guidance in using the internet and searching and evaluating websites.
- A wide array of public, cultural, and informative programs.
- Training and instructional programs in a variety of topics, including technology, English as a second language, and basic literacy.
- Management of the library's blog and several library social media platforms.
- Exam proctoring.
- Managing a mobile device lending program.
- Library service to the homebound.
- Administration of the library's Museum Pass program.

## **Youth Services**

The Princeton Public Library's Youth Services Department provides library service to children from birth to grade 12, and to adults working with children, parents, and caregivers with the goal of inspiring a lifelong love of reading and learning. The Youth Services Department offers a diverse collection of print, visual, audio and electronic materials designed to stimulate a child's curiosity, and encourage greater achievement. The department staff has in-depth knowledge of and enthusiasm for children's literature, and an understanding of the interests and developmental needs of children in different age groups.

The Princeton Public Library encourages reading and library use by providing a pleasant, stimulating atmosphere, offering programs and tours that encourage children and their families to make use of the library. The department cooperates with individuals and groups with similar goals, and extends library services into the community through outreach initiatives. Among the services offered by the Youth Services Department are:

- Early literacy development through a variety of age-appropriate story times and craft activities.
- After school homework assistance.
- A variety of age-level book groups that encourage children to share their reading experiences.

- A wide array of programming, including appearances by performing arts groups, authors, and illustrators.
- Opportunities for learning about and tinkering with technology.
- Laptop lending programs.
- Reading incentive programs.
- Programs and services specifically designed to attract teens and pre-teens, designed as peer leadership opportunities.

### **1.10 Library Tours**

The Princeton Public Library invites groups to tour the facility by appointment. School class tours are tailored to age and subject specifications.

### **1.11 Lost and Found**

The library is not responsible for the loss of personal belongings. Items accidentally left in the library will be held for a limited time at the Checkout Desk.

- If the owner of the item can be identified, library staff will attempt to reach them.
- If the owner cannot be identified, the item will be held for one month.
- Library cards will be returned by mail to the cardholder.

## **2. Using the Library**

### **2.1 Purpose**

It is the policy of Princeton Public Library to provide comprehensive access to library services, materials and programs in accordance with the American Library Association’s Library Bill of Rights (see Attachment 2), which states that “a person’s right to use a library shall not be denied or abridged because of origin, age, background, or views.”

### **2.2 Americans with Disabilities Act**

The Princeton Public Library complies with the provisions of the Americans with Disabilities Act in its services, collections, facilities and employment practices.

### **2.3 Library Cards**

A Princeton Public Library card is necessary to borrow materials from the library and to remotely access subscription-based digital content. Library cards can be obtained in person at the Checkout Desk or online at [www.princetonlibrary.org/about/library-cards](http://www.princetonlibrary.org/about/library-cards).

There are four types of library cards: Resident, Fee Exempt Non-Resident, Reduced Fee Non-Resident and Full Fee Non-Resident.

### ***Resident Library Cards***

Free library cards are available to residents of the Municipality of Princeton, are valid for three (3) years, and may be renewed with valid ID and proof of Princeton residence.

### ***Fee Exempt, Non-Resident Library Cards***

Free library cards are also available to:

- Non-resident Princeton property owners.
- Proprietors of a business located in the municipality of Princeton and executive directors, presidents or chief executives of a business or non-profit located in the municipality of Princeton.
- Teachers, staff and students of Princeton Public Schools.
- Staff and students of Princeton University, Princeton Theological Seminary and the Institute of Advanced Study.
- Teachers in a private school located in the Municipality of Princeton.
- Princeton Public Library employees and Board Members.
- Librarians employed in a library located in New Jersey.
- Active Princeton Public Library Volunteers and Instructors, Conversation Class Program Volunteers, Citizenship Class Volunteers and Literacy Volunteers of America, Princeton YWCA ESL teachers and tutors.
- Princeton Municipal Staff; Fire and First Aid & Rescue Volunteers/Employees.

Exempt and Non-Resident library cards are valid for one year and may be renewed with proof of criteria being met.

Cards are available immediately at the library. Applicants may also sign up online at [www.princetonlibrary.org](http://www.princetonlibrary.org). Applications submitted online will be processed within three (3) business days.

### ***Reduced Fee Non-Resident Library Cards (See Fee Schedule)***

The following categories of non-residents qualify for a reduced fee library card:

- Employees at a business in the Municipality of Princeton.
- Students attending a private school located in the Municipality of Princeton.
- Senior citizens age 62 or older.

### ***Full Fee Non-Resident Library Cards (See Fee Schedule)***

Anyone who does not qualify for a reduced-fee or fee-exempt library card may purchase a full-fee card, which is available for 1-month, 3-month, 6-month or 1-year periods. A single card is issued in the name of the individual cardholder. Additional cards for family members are available for an added cost.

### ***Proof of Eligibility for Library Cards***

All library card applications (new, renewals and lost card replacements) require valid personal identification and proof of meeting the requirements for the type of library card requested.

### **Personal Identification**

The following forms of personal identification are accepted by the Princeton Public Library: driver’s license; non-driver’s identification; passport (U.S. or other country); U.S. permanent resident card; Mercer County ID; student ID card from one of the following: Princeton University, Princeton Theological Seminary, Institute for Advanced Study, or a public or private school located in the Municipality of Princeton.

### **Proof of Residency in the Municipality of Princeton**

The Princeton Public Library accepts the following forms of personal identification as proof of residency: driver’s license; proof of campus or school housing; NJ motor vehicle registration; check from a local bank with imprinted home address; current rental lease, receipt or deed with the applicant’s name; current utility bill in the applicant’s name; current tuition bill; or dated letter from a social services agency.

### **Documents Required for Non-Residents to Receive a Complimentary or Reduced-Fee Library Card**

The following documents are accepted by the Princeton Public Library in order for non-residents to receive a complimentary or reduced-fee card: proof of property ownership in the Municipality of Princeton; proof of ownership of a business in the Municipality of Princeton; proof of current employment at a business in the Municipality of Princeton; or proof of current enrollment in a private school located within the municipality of Princeton.

### **Minors**

For applicants under the age of 18, the following may also be accepted as Personal Identification or Proof of Residency: a parent or guardian’s valid Princeton Public Library card; current report card or ID from a school located in the Municipality of Princeton; piece of mail addressed to the minor; parent or guardian’s ID; or valid health insurance card.

### **Not Accepted As Proof**

For the avoidance of doubt, the following items, among others, will not be accepted as acceptable documentary proof: a post office box address; general delivery address; or business card.

## **2.4 Borrowing Library Materials (Amended March 17, 2021; Jan. 19, 2022)**

### **Loan Periods**

A 21-day loan period applies for all physical, circulating library materials, with the exception of the following:

	Loan period
• New Feature Films	1 day
• Interlibrary loans and Library-in-a-Box	28 days
• Mobile Hotspots, Chromebooks, Technology Kits and Emergency Prep Kits	14 days

Streaming and downloadable collection loan periods vary based on individual digital platforms.

A rental fee is charged for all movie rentals and games in the Adult collection. (see Fee Schedule).

## **2.5 Renewing Library Materials** *(Amended March 17, 2021)*

Most library materials can be renewed for two additional loan periods. The Princeton Public Library will not renew DVDs, video games, Library-in-a-Box, interlibrary loan materials or any materials that have been reserved by another person.

There are several ways to renew library materials:

- At the library's Checkout Desk.
- Online at <https://princetonlibrary.bibliocommons.com>
- By phone at 609-924-9529, ext. 1210.
- By email to [circadm@princetonlibrary.org](mailto:circadm@princetonlibrary.org).
- The message must include the cardholder's name, library card number and the titles they wish to renew.

## **2.6 Extended Use Fee** *(Amended Jan. 19, 2022)*

Each cardholder is responsible for returning borrowed library materials by the assigned due date. An extended use fee will be charged for each overdue item in the Adult collection. (see Fee Schedule).

## **2.7 Lost and Damaged Materials**

Cardholders are responsible for lost or damaged materials checked out on their library card. In the case of children under the age of 18, a parent or legal guardian will be asked to accept responsibility for items loaned in order to keep the child's card in good standing. Charges for lost or damaged materials include the price of the item plus a processing fee (see Fee Schedule).

## **2.8 Placing Holds on Materials**

Library cardholders may place a hold on items that are currently checked out. Holds may not be placed on new release feature DVDs. Cardholders will be notified by phone or email when a requested item is available for pickup or download. The status of a requested item can be checked online at [www.princetonlibrary.org](http://www.princetonlibrary.org) or by choosing the My Account feature in the online catalog.

There are several ways to place a hold:

- At the Princeton Public Library service desk.
- By phoning the Adult Services Department at 609-924-9529, ext. 1220 or the Youth Services Department at 609-924-9529, ext. 1240.
- Online through the library catalog at <https://princetonlibrary.bibliocommons.com/>.
- Select online services provided by the library offer the ability to place holds; the process for placing a hold varies by platform.

## 2.9 Interlibrary Loans

While the Princeton Public Library maintains a balanced collection that meets the needs of the community it serves, it is not possible to purchase every item that each cardholder wishes to access. Therefore, the library will attempt to borrow any item that it does not own from another library.

The following guidelines apply to interlibrary loans:

- The person placing the requesting must have a library card in good standing with Princeton Public Library.
- The library will try to borrow any item that a library in its interlibrary loan network makes available for loans, including books, audiotapes, DVDs and CDs.
- Interlibrary loan requests may be initiated at the Information or Youth Services desks in person or by telephone, online at [princetonlibrary.org](http://princetonlibrary.org), or by fax or email. Library staff will assist cardholders in identifying and locating the items they need.
- If the requested item is a recent release, the interlibrary loan request is evaluated by a materials selector as a possible purchase.
- There is a charge for interlibrary loan requests and there may be an additional charge from the lending library (see Fee Schedule).
- Interlibrary loan items are loaned for a period of four weeks, unless the lending library stipulates otherwise. The exceptions to this rule are DVDs, which are checked out for the same period as DVDs in the Princeton Public Library collection and are subject to current rental fees in addition to the interlibrary loan fee.
- Borrowers must pay the replacement cost for interlibrary loan items that they lose or damage. The replacement cost is determined by the lending library.

## 3. Privacy, Confidentiality and Law Enforcement Requests

### 3.1 Purpose

The Princeton Public Library is committed to protecting the privacy and personal information of those who use the library and its services. This policy applies to all circulation and library use records, including use of the internet as well as any other personally identifiable information. This policy reflects the values in the American Library Association’s Code of Ethics (see Attachment 2), which states: “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

In addition, N.J.S.A. 18A: 73-43.1.2 protects the confidentiality of details about library use contained in records required for circulation or other public uses of the library. Library records deemed confidential pursuant to N.J.S.A. 18A: 73-43.1.2 will not be made available to members of the public, press or any agency of state, federal or local government without an order from a court of competent jurisdiction, or as otherwise required by law.

The USA Patriot Act of 2008 expands the authority of the federal government to conduct investigations in the interests of national security. This law's enactment increases the possibility that library-related activity, including the use of library computers to access the Web or email, could be subject to government surveillance. The Princeton Public Library will continue to do its utmost to safeguard privacy and will not divulge personally identifiable information, requests for information or materials, use of the library's computers or internet access, resources consulted or materials borrowed except to the extent to which it is legally compelled.

### **3.2 Confidential Information Retention**

The Princeton Public Library does not sell cardholder information to third parties and does not disseminate cardholder information except as required by law. The library collects only enough information necessary to transact library business and provide services consistent with our mission. Technology solutions are employed to help keep personal information reasonably secure from unauthorized access. The Executive Director shall have sole discretion with respect to determining the appropriate retention of records.

### **3.3 Library Use of Email**

The library requests email contact information in order to provide information about the library's services and upcoming events as well as reminders that material checked out is about to become due or is overdue. Any cardholder can decline to receive emails from the library at the time of registration, at a later date by sending an email to [lending@princetonlibrary.org](mailto:lending@princetonlibrary.org) or by unsubscribing directly.

The library is not responsible for the privacy and security practices of non-library websites and email providers accessed from a library workstation or laptop. Computer users should review each site's policies and security practices and take other reasonable precautions.

### **3.4 Law Enforcement Requests**

Library records containing personally identifiable information are confidential and shall not be disclosed, except as required by law. The Executive Director, or any person duly appointed in writing by the Executive Director, shall be responsible for handling all law enforcement or similar requests to obtain confidential information held by the library.

If a law enforcement agent or officer seeking production of library records does not have a subpoena issued by a court or court order compelling the production of such records, the Executive Director will explain the library's privacy and confidentiality policy and the State's confidentiality laws and inform the agent or officer that information will not be made available without the production of a valid subpoena or court order. If the agent or officer produces a court order or subpoena issued by a court, the Executive Director shall immediately refer it to legal counsel for review. Based on any advice of legal counsel, the Executive Director, or their duly appointed designee, shall determine whether to release the requested confidential information, move to quash the subpoena or take other measures.

Staff members understand and seek to protect privacy rights at all times. Staff members approached by a law enforcement officer or anyone who requests information about another person’s library use shall refer all inquiries to the Executive Director or their duly appointed designee.

### **3.5 Confidentiality for All Cardholders**

The library’s confidentiality policy, consistent with state and federal law, as well as the American Library Association’s Code of Ethics and the Library Bill of Rights (see Attachment 2), applies to all cardholders. Parents or guardians of children under the age of 18 will be given information about items checked out to their child’s account upon request only if the account contains an outstanding balance of \$20 or more. Parents or guardians must show a valid form of ID or other material reasonably evidencing legal guardianship of such child.

Physical possession of a library card or library card number may serve as a proxy for authorization to obtain information and services for and about another cardholder. For example, a cardholder may present another cardholder’s library card for purposes of picking up books on the “hold” shelf or to make inquiries about overdue fines.

## **4. Library Use**

### **4.1 Overview (Amended Jan. 16, 2019)**

The Princeton Public Library strives at all times to provide excellence in customer service. This excellence in customer service means that skilled and knowledgeable staff members are ready to provide assistance in identifying and locating materials or using the library’s services.

We are guided by these shared values in everything we do at the library:

- Learning and teaching
- Equity and inclusion
- Clarity and transparency
- Kindness and an assumption of good faith
- Humility and teamwork
- Creativity and collaboration
- Optimism and accountability

**We exceed the public’s expectations.** The exemplary customer service that we provide for our members and guests is what sets us apart from other libraries.

**We value diversity, equity and inclusion.** The library is stronger when we bring varied perspectives to the work of serving a growing and increasingly diverse community.

**We innovate.** The library’s staff, boards and stakeholders are bold and creative. We think about new ways to improve our community every day.



**We educate and enrich.** We curate extraordinary collections and research tools, constantly develop our level of expertise and offer classes, lectures and events that complement these resources and services.

**We listen.** We want to hear from everyone about how well we are doing in meeting their needs and how we can do better; we analyze evidence and question our assumptions and we commit ourselves fully to making thoughtful changes.

**We collaborate.** We are eager to learn and love to lead. We consult with and support colleagues at other libraries and community partners in order to ensure our ability to implement the ideas that best meet our community members' needs.

**We steward.** The library is a beautiful, welcoming, versatile building and collection, a world class resource that is owned by our community, funded through public-private partnership and entrusted to the management of a dedicated and talented library staff.

The library's goal is to meet customer expectations for excellent library service. All comments regarding how well those expectations are being met are welcome. Customer comment forms are available at all service desks and on our website at [www.princetonlibrary.org/about-us/contact/comments/](http://www.princetonlibrary.org/about-us/contact/comments/).

## **4.2 Library Code of Conduct** *(Amended Oct. 19, 2022; Jan. 18, 2023; May 17, 2023; Sept. 20, 2023)*

### ***Purpose***

The Board of Trustees has adopted a Library Code of Conduct to ensure a comfortable and safe environment for all. This policy is intended to provide clear and reasonable rules to guide behavior and is to be observed as outlined below.

The Board subscribes to Article IV of the American Library Association's Library Bill of Rights, which states that "library facilities should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals requesting their use."

### ***In the Library and On Library Premises***

Individuals must not interfere with the use or enjoyment of the library by others; create a risk of injury to oneself or others; inhibit the work of library staff; disrupt the peaceful enjoyment of the library spaces, services or programs; or create a risk of damage to library, personal or staff property.

Unacceptable behavior includes, but is not limited to:

1. Causing unreasonable noise levels, which includes, but is not limited to, shouting, loud talking, disruptive conversation or sounds from electronic devices at a volume that disturbs others.
2. Using profanity; language or actions considered abusive, harassing, intimidating, derogatory, discriminatory or threatening; bullying; or unwanted physical conduct.
3. Consuming food except in authorized areas or at authorized library events.
4. Prolonged sleeping that interferes with the use and enjoyment of the library by others or interferes with the work of library staff.

5. Monopolizing library space, equipment or outlets to the exclusion of others, or interfering with the safe or free passage of others.
6. Disregarding the direction of library staff.
7. Entering non-public areas without permission.
8. Using the library restrooms for anything other than their intended purposes, it being understood that such intended purposes do not include bathing, shaving or washing hair, clothing or other materials.
9. Engaging in any activity that constitutes a violation of federal, state or local criminal statutes or ordinances.
10. Using, displaying, sharing, selling or appearing under the influence of alcohol, except as permitted at authorized library events.
11. Using, possessing, selling, sharing or appearing under the influence of illegal drugs.
12. Smoking, use of tobacco or cannabis products or e-cigarette or vaping devices.
13. Using or possessing weapons of any kind, except as permitted by law.
14. Using incendiary devices, candles, matches, lighters or similar items.
15. Personal hygiene that interferes with the use and enjoyment of the library by others or interferes with the work of library staff.
16. Entering the library without being fully clothed. Individuals must remain fully clothed at all times, including footwear.
17. Running, rollerblading, roller skating, skateboarding, wheeled shoe use or use of a personal transporter, other than a wheelchair or other assistive medical device required by an individual with a disability or other medical condition. With the approval of library staff members, children may store skateboards, scooters or similar devices at the service desk on the third floor.
18. Bringing animals inside the library with the exception of service animals (as defined by the ADA or New Jersey law) or those allowed at a library-approved event. A service animal must be under the control of its handler and must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. The Library staff may request that the service animal be removed from the Library if the animal is out of control and the handler does not take effective action to control it or the animal is not housebroken.
19. Leaving animals unattended on library premises, including outside of but adjacent to the library building.
20. Leaving those in need of supervision unattended, including children (see Unattended Children Policy) or adults.
21. Leaving personal belongings unattended. The Library is not responsible for loss or damage to personal belongings left unattended. Personal items left unattended may be subject to disposal.
22. Engaging in any type of sexual conduct or lewd behavior.

23. Peddling, soliciting, selling or distributing merchandise, services or printed materials, or canvassing or gambling without permission from the library or except as permitted at authorized library events.
24. Vandalism to or theft of any library or personal property or material.
25. Violation of other library policies, including but not limited to the policies on Unattended Children, Internet and Computer Use, and Filming & Photography, etc.

### **Offsite Venues**

By attending an offsite library event, individuals agree to abide by the rules of conduct set forth by the library staff and by the offsite venue.

### **Virtual Venues**

Unacceptable conduct includes, but is not limited to:

1. Inappropriate\*
  - a. use of profanity.
  - b. language, audio or visual content, or actions that may be considered abusive, harassing, intimidating, derogatory, discriminatory, or threatening.
  - c. prejudicial, harmful written/verbal comments, audio or visual content related to gender, sexual orientation, age, race, national origin, ethnicity, religion, disability or other personal characteristics, including those protected by law.
  - d. audio or visual lewd/sexual content or use of nudity.
2. Disruption of meetings or events.
3. Peddling, soliciting, selling merchandise, services or materials; or canvassing or gambling, except as permitted at authorized library events.
4. Violating the rules and regulations of the online platform.
5. Invading the privacy of others.
6. Wrongful impersonation or misrepresentation of one's own or another's identity.
7. Disregarding the direction of library staff or the co-sponsoring organization.
8. Content or conduct in violation of or inconsistent with federal, state, or local laws and ordinances.
9. Violation of any other library policy.

Parents, guardians and caregivers are responsible for monitoring the activities and behavior of those under their supervision while attending a PPL virtual event.

\*Except when used within artistic or educational context, based on the subject matter of the program.

#### **4.2.1 Temporary Code of Conduct, Due to the COVID-19 Pandemic (Removed Jan. 19, 2022)**

### **4.3 Enforcement**

The Board of Trustees authorizes library staff to enforce the Code of Conduct. The Executive Director or their designee may suspend the library privileges of anyone violating the Code of Conduct.

Anyone unable or unwilling to abide by the Library Code of Conduct may be required to leave the library. Any person who repeatedly violates these rules, or any person who commits a single, serious violation of the rules, in addition to being required to leave the library, may not be allowed to return into the library for a fixed or indefinite period of time, and if allowed to return, such right may be conditioned upon their agreeing to abide by the Code of Conduct.

Criminal law violations may also result in arrest and prosecution as determined by law enforcement authorities.

Further, consequences of misconduct in a virtual environment may also include immediate removal from the meeting or event by the moderator or library staff member, removal of comments or posts, and restrictions from attending future library virtual and in-person meetings and events.

Anyone whose privileges have been suspended or revoked may have the decision reviewed by submitting a written appeal to the Executive Director within 15 days of the penalty being imposed. Further appeals may be taken, upon prior written request submitted to the Library Board of Trustees within 30 days of the Executive Director's response to the initial appeal.

#### **4.4 Unattended Children**

Children of all ages are welcomed and encouraged to use the library's materials, programs and services. However, the library is an open, public building, and the well-being of children left alone is a serious concern. The library does not accept responsibility for the supervision of unattended children. Parents and other caregivers are responsible for their children's behavior and safety at all times in the library.

The Board of Trustees has established the following guidelines to help ensure that children are safe and cared for while in the library:

- Children under the age of eight (8) must be attended in the library by a responsible caregiver age thirteen (13) or older.
- At the parent or guardian's election, children age eight (8) and older may be left unattended for a reasonably limited period of time provided that they are mature enough to stay alone and observe proper conduct during the entirety of such time. In the event an unaccompanied child violates the Library's Code of Conduct in a manner that requires exclusion from the library for a prolonged period of time, staff will attempt to contact a parent or caregiver to apprise them of the circumstances and decisions.
- Staff members have the discretion to require that a parent or caregiver accompany a child at all times, regardless of their age.
- A staff member who discovers an unattended child under the age of eight (8) will attempt to contact the parent or guardian of the child. For the child's protection, if a parent or guardian cannot be reached promptly, the library staff will notify the Princeton Police Department.

- When the library closes, staff will attempt to contact the parent or guardian of any unattended child. If a parent or guardian cannot be located or contacted within a half hour, the Princeton Police Department will be notified.

#### **4.5 Cell Phones**

The use of cell phones in the library tends to be disruptive. Anyone carrying a cell phone is encouraged to set it to vibrate when in the building, to answer calls in a quiet voice and to keep calls within the library very brief. When receiving a call one should move to a more public area such as the front or back entrance to the building or the third floor terrace to talk.

#### **4.6 Food and Drink**

To maintain the aesthetic quality of the library, eating is allowed only in the following areas and anyone making use of these areas for eating is required to clean the area promptly after eating:

- The café
- The outdoor plaza
- The third-floor terrace
- The meeting rooms (excluding Princeton Room and Story Room) when used for library events or as rental space
- The community room during library programs or as part of a rental arrangement

Eating is prohibited in all other areas of the library.

Covered drinks such as water or coffee are allowed anywhere in the building, with the exception of the Technology Center and Computer Commons. Care should be taken not to place drinks near keyboards or in other locations where spills are likely to occur.

#### **4.7 Solicitations**

##### ***Purpose***

Balancing the right to disseminate information in public places with the right to use the library in an atmosphere free of unwanted interactions with third parties, the Princeton Public Library has adopted the following policy for individuals or groups wishing to circulate petitions, conduct surveys, sell goods or services or collect donations at the library.

Solicitation of the public or the staff is not permitted on library property or property under the control of the library by the public or by members of the library staff.

The only exceptions to the non-solicitation policy are the following:

- Those requests authorized and directed by the Executive Director for projects that benefit the library or larger community.

- Fundraising projects conducted by the Friends of the Princeton Public Library, the Board of Trustees or the Library Foundation on behalf of the library.
- Solicitation and fundraising projects sponsored by the library staff with the approval of the Executive Director (e.g., walk-a-thon teams, food drives or book collections).
- Solicitation projects connected with the work of the library (e.g., voter registration, book donations, or library surveys).
- Limited selling activity by library staff members to other library staff members in the staff lounge of the library (e.g., Girl Scout Cookies).
- Library book sales, as long as the proceeds directly benefit the library.
- Sales of materials by a library-sponsored performer or author in conjunction with an event.

Groups or individuals may canvass and sell outside the library as long as they do not do so on library property and do not block its entrances. Anyone engaged in canvassing or selling must conform to municipal ordinances governing the regulation of canvassers and solicitors in public spaces.

## 5. Internet Use

### 5.1 Overview

Public access to the internet is available to all users of the Princeton Public Library on most library-owned computers and via a wireless connection for personal laptops and other wireless devices. The library provides internet access to support and expand the library's role in providing information and educational resources in many formats. Anyone using library internet access is required to review and agree to the library's Internet Use Agreement (see section 5.3) before using the internet at the Princeton Public Library.

The Princeton Public Library extends its privacy and confidentiality policy to all users of the internet. The following principles and user rights as delineated in the American Library Association's Access to Electronic Information, Services, and Networks; an Interpretation of the Library Bill of Rights are incorporated into this policy.

- Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.
- Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fear of confrontation.
- Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.
- Responsibility for a child's use of the internet rests solely with their parents or legal guardians.

## **5.2 Internet Access**

The library provides information in print, digital and other formats. As a matter of policy, the library does not restrict access to any resource on the internet for reasons of content.

Parents or guardians are responsible for information selected and/or accessed by their children via the internet. Because children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images, parents and guardians are encouraged to discuss the use of the internet in relation to family values and boundaries with their children, and to regulate and monitor their children's use of the internet.

## **5.3 Internet Use Agreement *(Amended June 17, 2020)***

Anyone making use of the internet via the library network or circulating wireless hotspots is expected to use the internet in a responsible and courteous manner, consistent with the purposes for which it is provided and to follow all rules, regulations and procedures established for its use.

Anyone who accesses the internet via the library's network or circulating wireless hotspots must:

- Recognize that public workstations and laptops must be used in a manner that respects the rights of others and therefore should refrain from activity that prevents others from using the internet at the library.
- Not use the internet for any illegal activity or purpose.
- Not violate copyright or any other law.
- Not damage or alter the setup or configuration of the equipment or software used to access the internet.
- Refrain from the deliberate or reckless propagation of computer worms, malware or viruses.
- Refrain from the transmission of threatening, harassing, violent, obscene or abusive language or images using the internet, applications or email.

In addition to these specific rules, Guidelines for Use of Public Access Workstations and Mobile Devices (see Section 5.5) govern the use of the internet.

## **5.4 Staff Assistance with the Internet and Technology *(Amended June 17, 2020)***

Staff may assist library users with use of the internet and library-supplied technology, including suggestions for effective search strategies. In addition, the library offers a comprehensive program of technology-related training in its Technology Center. Library staff may also provide general assistance with personal electronic devices, particularly those that are used to access library-supplied digital content.

## **5.5 Guidelines for Use of Public Access Workstations and Mobile Devices**

*(Amended June 17, 2020)*

The library provides public workstations that can be used for internet access or other software applications on a first-come, first-served basis and/or by reservation. These rules govern the use of these shared resources.

- Cardholders can log onto internet workstations using the barcodes on their library cards. Library visitors may obtain guest passes at the Information and Youth Services Desks. Sessions are one hour and may be renewed based on availability.
- Users may not alter or attempt to alter the setup or configuration of library computers (including software and peripherals).
- Users must supply their own electronic storage devices or may purchase these devices at the first-floor service desk and assume the risks inherent in saving from a publicly-shared resource/workstation.

Public workstations are available without charge but there is a cost associated with printing (see Fee Schedule).

The workstations in the Youth Services department are reserved for exclusive use by children after school hours and whenever Princeton Public Schools are not in session.

The library is not responsible for any damage done to library users' disks, data, hardware or software by any virus, malware or other harmful code that may have been contacted on or through library equipment.

Misuse of public workstations, software or the internet will result in the suspension of the privilege to use them.

## **5.6 Wireless Network Access *(Amended June 17, 2020)***

The Princeton Public Library offers free wireless access for use with personal notebooks, laptops and other mobile devices. These access points are unsecured. Use of this service is governed by the Internet Use Policy.

As with most wireless hotspots, the library's wireless network is not secure. Any information transmitted to or from the library or from library devices can potentially be intercepted by others. The library recommends using appropriate end-to-end encryption (such as TLS/SSL or HTTPS for Web traffic) when transmitting personal information such as any credit card numbers, passwords, personally identifying information or any other sensitive information when using library wireless access.

Library staff can assist users with connecting a personal device to the wireless network but cannot troubleshoot problems related to a specific wireless device or assist in making changes to a device's network settings and/or hardware configuration. The library cannot guarantee that all devices will work



with its wireless access points, nor that there will be wireless internet available where hotspots are in use.

All wireless users should have up-to-date virus protection on their laptop computers and wireless devices. The library cannot be responsible for information that is compromised, or for any damage caused to hardware or software.

All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

Use of the Princeton Public Library's wireless network and its electronic devices are each at the risk of the user. The library disclaims all liability for loss of confidential information or damages.

## **5.7 Enforcement**

Violation of the policies and regulations that govern the use of the library's internet resources may result in suspension or loss of the privilege to use library resources. Illegal activity involving the library's internet resources will also be subject to prosecution by the appropriate authorities.

The library assumes no responsibility for any damages, direct or indirect, arising from its connections to the internet. The library makes no guarantee, either express or implied, with respect to the quality or content of the information available on the internet. Since not all the information available via the internet is accurate, current or complete, users are encouraged to evaluate the validity of information accessed via the internet.

The library reserves the right to ask users to discontinue the display of information and images that cause a disruption or discomfort to others using the library.

Users are cautioned that, because security in an electronic environment such as the internet cannot be guaranteed, all transactions, files and communication are vulnerable to unauthorized access and use and, therefore, should be considered public.

## **6. Materials Selection and Collection Development**

### **6.1 Overview and Purpose**

The library provides an extensive collection of print, non-print, and digital content to meet the informational, educational, and leisure-time interests of the community and includes items for all ages, interests, education and reading levels, and many cultural backgrounds. The purpose of this policy is to provide guidance and establish the process used by the library to add items to its collection and evaluate its content over time.

## 6.2 Collection Scope

The Princeton Public Library provides a balanced, broadly based collection of print, non-print, and digital resources across a wide spectrum of subjects, enabling the community to explore diverse points of view on issues of interest. The library is responsive to the demand for contemporary materials of interest and significance but attempts to balance this demand with the need to preserve materials of permanent value. The library's collection development objectives are:

- To provide resources that inform, educate, empower, entertain, and enrich people as individuals, as families, and as a community.
- To include works of enduring value as well as timely material on current issues.
- To provide a balanced collection that represents a variety of viewpoints and opinions.
- To select materials based on community needs, both those expressed and those inferred from user demographics and other evidence of areas of interest.

## 6.3 Responsibility for Materials Selection

Ultimate responsibility for materials selection and access rests with the Executive Director, who operates within the framework of this policy. The Collection Development Coordinator oversees the selection process, provides critical reviews and other appropriate selection tools, and tracks collection expenditures by selector and selection area to ensure the even flow of new resources to the library throughout the year. All staff may participate in the selection of library resources.

## 6.4 Freedom to Read, View and Listen

The Board of Trustees recognizes that given the increasing emphasis on frankness and realism of materials including those that explore social, sexual and ethical issues, some individuals of the library may consider certain materials to be controversial and/or offensive. Selection of materials will not be affected by any such potential disapproval, and the library will not place materials on "closed shelves" or label items to protect the public (other than children) from their content.

In the case of controversial issues or views, the library will not advance one perspective without regard for the other(s). Within the constraints of budget and space, the library will provide, to the extent practical, materials that present varied perspectives. Materials that are written in a sensational or inflammatory manner or that do not meet other selection criteria, especially with regard to accuracy of factual content, will typically not be selected.

Generally, the library is opposed to the addition or withdrawal, at the request of an individual or group, of materials that have been selected or excluded using the criteria outlined in this policy. However, the library welcomes public expressions of opinion about the collection or individual items within.

In support of these principles, the library incorporates as part of this policy the following statements and/or policies of the American Library Association: (1) Library Bill of Rights and all subsequent official interpretations; (2) Freedom to Read; (3) Freedom to View; and (4) Statement on Labeling (see Attachment 2).

## **6.5 Reconsideration of Library Materials** *(Amended Dec. 21, 2022)*

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that seek to satisfy the diverse interests of our community. The library upholds the right of every individual to secure these resources, even though the content may be controversial, unorthodox or unacceptable to some. The library's varied collection is available to all; however, it is not expected that the entire collection will appeal to everyone.

To request the withdrawal or reclassification of materials currently owned by the library, a "Request for Reconsideration of Library Materials" form may be completed and submitted to the Collection Department Coordinator. Requests will be considered according to the criteria outlined below in Section 6.7.

The Princeton Public Library is not a judicial body. Laws governing obscenity, subversive materials and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until a local court of competent jurisdiction has ruled to exclude the material.

## **6.6 Suggestions for Purchase** *(Amended Dec. 21, 2022)*

Collection development staff will consider suggestions for purchase from the Princeton Community, including non-resident cardholders, to shape collections that serve the interests and needs of the community. Suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. Cardholders may make suggestions for purchase using the Suggest a Purchase feature that appears on [www.princetonlibrary.org](http://www.princetonlibrary.org) or the library's mobile app, or by asking for assistance at any of the service desks. Options for suggesting purchases may also be available via individual digital content platforms.

## **6.7 Selection Criteria and Process** *(Amended Dec. 21, 2022)*

Materials selection is a discerning and deliberative process, involving general knowledge of the subject and its important literature, familiarity with the library's collection, an awareness of bibliographies on the subject and understanding of the community's needs and interests. There is no single standard that can be used to evaluate the numerous and varied types of materials included in the library's collection. However, there are some general criteria that selectors use to evaluate regardless of format, including:

- The authority, reputation or significance of the author and/or publisher of the work
- Content of the work including objectivity, accuracy and timeliness of the information
- Social significance
- Suitability of the subject format and style for the intended audience
- Clarity, readability and manner of presentation
- Overall value to the collection

- Suitability for library use
- Evaluation by critics and reviewers
- Public demand for the title
- Scarcity of resources on a particular subject, the importance of the subject to the overall collection, and availability elsewhere
- Potential local use
- Cost
- Local emphasis or local authorship
- Compliance with current U.S. Copyright Law

Selectors use a variety of tools to make decisions about selection, including but not limited to professional and trade journals, reviews from other reputable sources, subject bibliographies, publishers' promotional materials, online title databases, and current media reviews and promotions.

In addition, selectors review data about collection use to determine about the need and demand for materials in specific subject areas as well as the number of individual titles, and formats that will be purchased.

### ***Other Considerations***

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space and budget allow. The race, religion, nationality or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

Materials are selected for general use or for specific age levels with the knowledge that no restriction in their use will be made on the basis of age. Responsibility for monitoring children's reading, listening to, or viewing materials rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials acquired for the adult or young adult collections might inadvertently come into the possession of children.

Criteria guiding the development of the Princeton Public Library collection include:

### ***Multiple Copies***

Multiple copies of items are purchased when there is high demand. Bestselling titles are purchased in multiple copies and formats.

### ***New Formats***

New formats will be added to the library's collection when industry reports and public library practice, and the evidence of community demand, make it clear that the Princeton community is interested in using material published in such a way. The library will keep abreast of new formats and, when possible, will acquire and make new ways of delivering content readily available to the community.

### ***Fiction***

The fiction collection is a major component of the library's collection. Fiction is purchased on the basis of positive reviews, anticipated demand, or cardholder request. The library strives to include works about groups and by authors traditionally underrepresented in publishing. The collection includes novels of the past and present, notable for literary merit, cultural value, diversity of viewpoints and popularity. Multiple copies in multiple formats are purchased to meet demand.

### ***Nonfiction***

The library purchases nonfiction on a wide variety of subjects and periods. Nonfiction is purchased on the basis of reviews, anticipated demand, the subject expertise of the author, and/or cardholder request. The Adult Nonfiction collection covers all areas organized into subject-based "Neighborhoods."

### ***Reference Collection***

The library maintains a collection of general reference materials that are non-circulating. Selection criteria of particular importance for reference sources are accuracy, currency, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing or access.

The library also selects and makes available a small collection of genealogical reference materials to aid in tracing family relationships, especially for those families that played a role in settling and developing Princeton.

### ***Electronic Databases***

The library subscribes to databases that supplement and expand the reference, periodical and circulating collections. Subscriptions are selected and evaluated yearly based on the same content policies of the rest of the collections, paying special attention to usage, accessibility, ease of use and cost.

### ***Local History***

The Local History collection provides information for the casual researcher or student who wishes to become familiar with Princeton and its history.

The library collects and makes available to the public for research a small collection of resources pertaining to Princeton, Mercer County and New Jersey history. The collection serves as an entry point for those interested in learning more about the history and development of Princeton.

### ***Rare and Expensive Books***

The Princeton Public Library does not maintain a rare book collection. The library does not add rare or unusual books requiring special handling to the collection. If it comes to staff attention that a book that is already owned has become rare or expensive, decisions will be made on a case-by-case basis as to whether to retain the item or transfer it to an appropriate archive.

If a specific item under consideration is costly, the selector will consider other materials on the subject in the collection, how this item compares, and the importance of the title to the development of the collection.

### ***Local, State and Federal Documents***

The Princeton Public Library collects some local documents pertaining to Princeton and makes them available to the community; however, the library does not maintain a local, state or federal document depository. An increasing number of government documents are available via the internet or may be consulted in person at Princeton University's Library (PUL). Princeton Public Library cardholders may request a visitor pass to PUL via the Access Office in Firestone Library to consult items that are included within that library's federal document depository program.

### ***Periodical Collection***

The library's periodical collection supplements the book collection by providing up-to-date information, covering current topics not yet available in books and presenting less in-depth treatment of a subject than is usually found in books. The periodical collection represents diverse fields of interest to the community. It includes popular magazines, selected foreign language titles, business and trade journals, and local Princeton publications. In addition to magazines, the collection includes national, regional and local newspapers.

Journals that are highly technical or scholarly are generally not included in the print collection. However, many are available through the library's electronic database subscriptions.

### ***Literacy and English for Speakers of Other Languages Collection***

The library maintains a collection of materials to support basic English literacy learning and instruction. This collection consists of written and multimedia materials, with reading levels from beginner to advanced. Topics that are appropriate for adult students and their tutors, including reading, math, and life skills, are prioritized.

### ***Large Print Collection***

The library maintains a large print book collection to meet the leisure reading needs for anyone who has difficulty reading conventionally-sized type. This collection is chiefly composed of classic and contemporary fiction, emphasizing bestsellers and mysteries. Some high-interest nonfiction is included, such as biographies and health-related materials.

### ***World Language Collection***

Materials in several languages are offered. Additional languages are added to the library's collections based on community interest and need. The collections include fiction and nonfiction, with an overall focus on popular reading materials and classics. Formats of the materials are varied and include books, magazines, newspapers, audiobooks, movies, and music.

The Italian and Spanish collections are funded separately from the other collections and have specific collection development guidelines that are outlined below.

### ***Italian Materials***

In recognition of the significant impact of Italian immigrants on the history of Princeton and the success that the Princeton Pettoranello Foundation has had in raising the visibility of Italians in the community,

the library maintains a special collection of materials which focus on the history and culture of Italy, the Italian immigrant experience, and the influence of Italian immigrants on Princeton.

### ***Spanish Materials***

A special collection of Spanish-language materials is maintained by the library to address the informational and leisure reading needs of Princeton's Spanish-speaking residents.

The selection criteria are consistent with that used for the selection of all library materials. Professional review sources are supplemented by hands-on evaluation of materials; reliance on known, reputable U.S. vendors of Spanish-language materials, and lists or holdings information from other libraries. Topic, format and presentation are critical and may outweigh other considerations such as production quality.

Materials originally issued in Spanish, bilingual materials, and Spanish translations of material from around the world are acquired.

### ***Media Collection***

The library offers a variety of media including movies, music, audiobooks, and software. The collection does not include materials produced specifically for classroom use. The selection criteria for adult, children's, and young adult media are the same as those applied to print material. Special consideration is given to the purchase of items that have received awards or other special recognition by notable and authoritative organizations, institutes, or associations.

### ***Film***

The library purchases feature, educational and documentary films. Purchased films are evaluated as a whole and not on the basis of particular scenes or segments. In some instances, materials may be judged primarily on artistic merit, scholarship, historic record or importance in meeting the informational needs of the community. Items may also be purchased in response to substantial demand for a specific title.

Titles are considered for addition to our collection on their merit and are neither purchased nor excluded because of their MPAA rating. Any rating information included on the packaging is left as is.

Some, but not all, titles are acquired with public performance rights. Where they apply, these rights are indicated on the physical item as well as on the item record.

The library also offers streaming feature films and documentaries via subscription databases.

### ***Audiobooks***

The adult audiobook collection features popular fiction and nonfiction as well as literary classics, language instruction, business, poetry, plays, lectures, speeches and materials that promote and facilitate lifelong learning. The Children's collection includes but is not limited to well-made adaptations of children's literature, folk and fairy tales, poetry, ethnic literature and nonfiction with an emphasis on out-of-school programming. The library purchases both abridged and unabridged audiobooks in CD, and other electronic formats.

## **Music**

The library offers streaming music content via subscription databases.

## **6.8 Gifts**

Gifts of books and other library materials in good condition may be accepted by the library with the understanding that they will not necessarily be added to the library's collection. The same selection criteria used for the purchase of materials are applied to gifts. The library assumes ownership of all donated materials. The library reserves the rights to sell or dispose of gift materials not added to the collection and to refuse conditional donations.

Receipts for materials given to the library are limited to acknowledgement of the quantity and format of materials donated. Assignment of value for income tax or other purposes is the responsibility of the donor. The library will not appraise gifts or endorse appraisals obtained by donors. . Items accepted for the Local History collection require a signed Deed of Gift, which authorizes that the donor has the right to donate the material.

Monetary gifts may be designated as memorials or given in honor of individuals or special occasions. Subject or title preferences of donors will be honored insofar as possible, but the library reserves the right of final selection.

No guarantee is made that gift materials selected for inclusion in the library collection or materials acquired with gift funds will be kept permanently or will continue to be replaced indefinitely, if worn, damaged or lost.

## **6.9 Materials and Resources (Amended Dec. 21, 2022)**

The library purchases materials for adults, children and young adults.

### **Adult Collection**

Based on the selection criteria outlined in the Collection Development Policy, the library collects and maintains a wide variety of materials to meet the needs of Princeton's adult community. These materials vary by format, use, and intended audience. The adult collection includes, but is not limited to, the following categories:

- Movies
- Television series
- Adult basic literacy and ESL materials
- Music
- Magazines and newspapers
- Princeton history
- Reference resources
- Downloadable digital content
- Devices
- Fiction (includes mysteries, science fiction, romance, short stories and graphic novels)
- Nonfiction
- Large print books
- Book club collections
- World languages
- Audiobooks
- E-books



### **Children's Collection**

The children's collection provides a broad range of materials to stimulate interest and satisfy curiosity across the spectrum of age, interest and ability. A variety of viewpoints and treatments is sought. The library's collection supplements but is not intended to support any specific educational curriculum. A special collection within the children's collection, focusing on children's literature, provides bibliographies and other materials for parents and interested adults.

Material is selected from respected review sources on the basis of excellence among various factors, including text, illustrations, information content, format, and interest to and suitability for children.

While physical format is not a barrier to inclusion in the collection, some formats are avoided for practical reasons. These include pop-up and mechanical books, spiral bound volumes and books, or periodicals designed to be written in, cut apart, or otherwise altered by the reader.

Books in series are evaluated in terms of their own merit as individual titles and may be acquired without the inclusion of other titles in the same series. Popular paperback series are included as demand and quality warrant.

The Children's collection includes, but is not limited to, the following categories:

- Graphic novels, including manga
- Magazines
- Music
- Audiobooks
- Movies
- Devices
- Downloadable digital content
- Picture books
- Beginning readers
- Fiction
- Nonfiction
- Reference resources
- World language materials
- Parent collection
- Story kits

### **Young Adult Collection**

The young adult collection consists primarily of books which widen the boundaries of an adolescent's thinking, enrich their life and help fulfill emotional and recreational needs. Titles selected for this collection may duplicate titles in the children's or adult collections. The collection includes materials on public school reading lists. The young adult collection consists of both print and digital formats, and also includes audiobooks, graphic novels, including manga, and magazines.

The selection criteria for the young adult collection is consistent with those for children's and adult materials. Quality books written for young adults with controversial themes and treatments are not excluded.

## **6.10 Collection Maintenance**

To maintain an up-to-date and useful collection, ongoing evaluation and judicious weeding of the collection by professional staff is necessary. Materials are withdrawn if they have little or no use or have been superseded by a more recent edition or better work on the same subject. Selectors will make replacement decisions about material withdrawn because of loss or physical damage.

Replacement will be based upon:

- The number of copies of the title already owned and continued demand.
- Continued value of the title and significance as identified in standard bibliographies.
- Local relevance of the title, author, illustrator or producer.
- Uniqueness to the collection.
- Alternative coverage of the subject or genre in the collection.
- Availability of newer or better materials on the subject.

Information used to make decisions about removing a title from the collection includes:

- Review of statistical information such as circulation reports, collection turnover rates and electronic resource use statistics.
- Visual inspection of materials to determine poor condition.
- Library holdings compared to standard bibliographies and recommended purchase lists.

## **6.11 Annual Review**

This policy will be reviewed annually by the Executive Director, library management team, and collection development coordinator. Recommendations for revision will be sent to the library Board of Trustees for its approval.

# **7. Public Meeting Rooms *(Amended Sept. 22, 2021)***

## **7.1 Statement of Policy**

In accordance with Article IV of the Library Bill of Rights, which states that libraries which make 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, Princeton Public Library's Meeting Rooms are available when not required for library purposes.

Permission to use a meeting room does not imply the library's endorsement of the goals, policies, activities, or viewpoints of any group or organization.

## **7.2 Availability of Meeting Rooms**

The following Meeting Rooms are available for rent during the library's regular operating hours:

- Community Room (maximum of 155 people)
- Conference Room (maximum of 16 people)
- Quiet Room (maximum of 18 people)
- Tower Room (maximum of 10 people)
- Study Room 9 (maximum of 6 people)

### **7.2.1 Study Rooms**

The library has 9 study rooms; Study Rooms 1 - 4 each have a maximum occupancy of four people, and Study Rooms 5 - 9 each have a maximum occupancy of six people. Study Rooms are available at no charge for advance reservation by Princeton Public Library cardholders and are booked in consecutive half-hour increments up to a maximum of two hours per day, based on availability. Study Rooms are held for 10 minutes after the reservation begins and may be forfeited after that time. Study Rooms are also available to non-cardholders based on walk-up availability only. The library reserves the right to reassign Study Rooms.

## **7.3 Reservation of Meeting Rooms**

Meeting Rooms may be requested up to 60 days in advance via the library's online reservation system. Requests will be taken on a first-come, first-served basis and will be reviewed within 24 hours during standard business days (Mon. - Fri., 9 a.m. - 5 p.m.); requests made over the weekend or holiday/library closing will be reviewed on the next standard business day. Rental requests are considered "Pending" until the requestor receives electronic confirmation or denial from library staff.

Walk-in reservations may also be requested and will be accommodated based upon availability of space.

The minimum rental time is one hour, followed by consecutive half-hour increments.

Every applicant will designate an adult responsible for the supervision of the use of the assigned Meeting Room. This individual, as well as the group, will be responsible for damages and additional cleaning that may be required, as determined by library staff.

Cancellation of Meeting Room reservations can be made via the online reservation system or by contacting library staff. In order to receive a full refund, notice of cancellation must be received at least three business days prior to the day of the scheduled event.

## **7.4 Meeting Room and Equipment Fees**

It is the policy of the Board of Trustees that the library's Meeting Rooms be self-supporting. Fees are intended to cover the library's maintenance and overhead costs. The Board will review Meeting Room fees on an annual basis. Meeting Room fees may be waived for library-affiliated organizations or municipal agencies of Princeton, as well as at the discretion of the Executive Director.

<b>Room</b>	<b>Nonprofit / Not-for-Profit Rate</b>	<b>For-Profit Rate</b>
Community Room	\$50/hour	\$125/hour
Conference Room	\$20/hour	\$50/hour
Quiet Room	\$20/hour	\$50/hour
Tower Room	\$20/hour	\$50/hour
Study Room 9	\$20/hour	\$50/hour

Setup of technology by library staff in the Meetings Rooms will incur a \$35 flat fee per room.

### **7.5 Insurance Requirement**

For use of the Community Room, organizations that have a Certificate of Insurance in the amount of \$1,000,000 Combined Single Limit of Liability for bodily injury and property damage must provide their certificate. The Princeton Public Library must be named as an “additional insured” on the Insurance Certificate for the time during which the library will be used.

All meeting room users agree to hold harmless the Princeton Public Library from and against any and all liability which may be imposed upon them for any injury to persons or property caused by the organization or any person connected with the meeting.

### **7.6 Publicity Requirement**

Groups may not offer or publicize their meeting to the general public.

Groups may publicize their meeting through their own membership lists, private emails lists, opt-in marketing lists or other channels that reach a pre-defined group of members. Such internal invitations must not include the library logo or other library branding, and may not imply library sponsorship. Any invitations for the meeting must include the following text: *The Princeton Public Library does not advocate or endorse the viewpoints of meetings or Meeting Room users.*

Groups may not use the library’s name, address or telephone number as their official address or contact information.

### **7.7 Denial of Meeting Room Privileges**

Groups or individuals will not be permitted to use a meeting room if that use poses a potential disturbance to the normal operation of the library (e.g., excessive noise, a safety hazard or a significant security risk). The Executive Director may also deny the use of meeting rooms to groups or individuals that violate Meeting Room policies.

The library reserves the right to deny Meeting Rooms to organizations that repeatedly cancel meetings, repeatedly fail to notify the library of cancellations, or violate library policies. The Executive Director also reserves the right to cancel any request or booking. An appeal of this decision can be made to the library’s Board of Trustees at a regularly scheduled meeting.

## 7.8 Additional Terms

The following additional rules apply to those using a Meeting Room:

- Meeting Rooms may not be used for business solicitations, fundraising, political campaigning, parties, receptions, or memorial services.
- Admission may not be charged, and products and services may not be advertised or sold.
- Use of the Meeting Room shall not conflict with normal library operation or with library sponsored meetings, programs or activities.
- Groups must adhere to the Library Code of Conduct.
- Noise levels in the Meeting Rooms must be consistent with the proper atmosphere of the library at all times.
- The library reserves the right to impose limitations on the frequency of use of the Meeting Rooms by an organization or individual.
- The library reserves the right to reassign Meeting Rooms based on projected attendance, meeting requirements and available space.
- Renters must abide by the library's current policy regarding food and drink in the building. During times when food and drink are allowed, refreshments may be served in the meeting rooms. Catering services are offered by the library's preferred caterer. If they are unable to provide catering for a meeting/event, arrangements may be made with another caterer,
- pending approval by the Facilities Rental Coordinator or Executive Director. Refreshments for a meeting/event may also be purchased at the library café. The renter is responsible for prompt cleanup following the food service if a provider other than the preferred caterer is used. Food delivery service to the library is not permitted.
- The library is not responsible for equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the library.
- Meeting Room users are responsible for leaving the room in the same condition as originally found, and any library equipment used must be left in the same condition in which it was found. Damage or loss of any library equipment or property will result in a financial liability to the individual or group reserving the room. The library also reserves the right to charge a fee in the event the room is not returned to its original state following a meeting, and reimbursement of costs to restore the condition will be the responsibility of the renter.

## 7.9 Additional Meeting Space

The library provides additional meeting spaces.

### **Study Rooms**

The library offers 9 study rooms on the second floor for individual work, group work or collaboration. The study rooms accommodate 2 – 6 people, depending on the specific room. Study Rooms 1, 4, 5, 8 and 9 are equipped with collaborative screen-sharing technology, including a 55-inch HDTV with HDMI and VGA inputs. All study rooms contain whiteboards, and dry erase markers are available at the service desks upon request.

Library cardholders may make one advanced reservation for a study rooms up to two days in advance of use, and rooms may be booked for two hours per day, per cardholder. An email confirmation will be sent for successful reservations, and cancellation of reservations may be done via the link provided in the confirmation email. Reservations are held for 10 minutes after scheduled start time.

Walk-in reservations are available upon request, for up to two hours a day, for the next available time, by visiting the Information Desk on the second floor.

If available, rooms can be renewed at the end of the reservation by stopping at the Information Desk. The library reserves the right to reassign study room use.

### ***Designated Quiet Spaces***

The library offers two designated quiet spaces, in which library users are encouraged to silence devices and limit conversation:

- Quiet Room (located on the first floor)
- Reading Room (located on the second floor)

The Quiet Room may be used for rental space or library programs, during which times the expectation of quiet does not apply.

### ***Technology Center***

The Technology Center is a high-tech classroom where library staff and other invited instructors can offer classes and sessions to educate the local community on the use of technology. The classes cover a wide range of topics, such as computer fundamentals, internet basics, electronic communication, the library catalog, subscription databases and internet searching. The Technology Center also serves as a lab for new technologies. The Technology Center computers are available for individual use when classes or group sessions are not being held.

### ***Technology Center Rules***

All groups and individuals are required to abide by the Library's Internet Use Guidelines. In addition, there are specific rules that apply to the Technology Center at all times.

#### ***a. Configuration***

Computers in the Technology Center are configured to provide a specific suite of applications intended to meet the needs of typical computer users. Certain applications may only be available on a limited number of computers. Users are not allowed to reconfigure, modify, set-up, or install files in the computers located in the technology center.

#### ***b. Food and Drink***

Food and drink are not allowed in the Technology Center. Unopened containers of food, cans or cups will not be allowed unless they are stored in a book bag, purse or briefcase and kept out of sight.

Computer users with food or drink will be required to leave the Technology Center. Violation of any of these policies could result in loss of Technology Center privileges.

### ***Technical Assistance***

Staff may be available to offer assistance when the Technology Center is open for general computing. Librarians and technical staff are trained to provide basic help to computer users. This includes start-up and use of computer applications, help with printing, restarting computers, and general information about the internet and other software applications. Staff cannot debug programs or assist with the configuration of personal devices such as laptops or smart phones.

### ***Printing and Scanning***

The Business Center is equipped with printing capabilities. Both black & white and color printouts are available for a fee (see Fee Schedule).

The Business Center also provides scanners for public use. Only personal documents, personal images, and non-copyrighted works may be scanned.

## **8. Posting Public Notices**

### **8.1 Purpose**

The Princeton Public Library Board of Trustees has determined that certain information and public notices may be posted in the library, subject to the provisions of this policy. The purpose of this policy is to establish guidelines by which such information and notices will be posted and to ensure that the guidelines are applied consistently and in the best interests of library users.

### **8.2 Bulletin Board and Literature Distribution**

The Princeton Public Library provides a Community Events bulletin board literature distribution area to provide information about upcoming events. Princeton-based organizations engaged in educational, cultural, intellectual or charitable activities may post flyers and other announcements of public events, seminars or courses in Princeton and the surrounding community. Library staff will routinely review the community event bulletin board to ensure compliance with these guidelines.

The library also often serves as a distribution point for multiple copies of flyers, brochures and community-based newspapers. Items for distribution may be left for display in the bins as space allows.

Items posted on the community events bulletin board do not imply endorsement by the library for any organization, cause or activity.

The library does not assume responsibility for the preservation, protection or possible damage or theft of any item displayed on or near community bulletin boards.

### **8.3 Signs and Posters Inside and Outside the Library**

Signs or posters may not be posted on or around the exterior of the library building or inside the library building except on the Community Events bulletin board and in accordance with this policy.

The Executive Director may make an exception to this posting policy if the sign or poster is related to an event or service sponsored or co-sponsored by the library or otherwise contributing to its mission.

### **8.4 Enforcement**

The provisions of this posting policy will be construed and enforced by the Executive Director at their sole discretion. All decisions, determinations and actions taken by the Executive Director with respect to the posting policy are final and not subject to review.

## **9. Library Programs**

### **9.1 Purpose**

The Princeton Public Library sponsors a wide variety of public programs and partners with other nonprofit organizations to develop co-sponsored public programs to fulfill its mission and promote the enjoyment of reading, greater cultural understanding, lifelong learning and civic engagement. The library's investment in public programs recognizes that people learn in many different ways and that diverse programming enables the library to reach new audiences.

### **9.2 Program Planning**

Library-initiated public programs are planned in accordance with the American Library Association's Library Bill of Rights (see Attachment 2) and, as such, topics, speakers and resource materials are not excluded from library programs because of potential controversy. The library strives to present programs that represent a variety of opinions and viewpoints.

Programs represent the wide range of ideas and views contained in the library's collection, respond to a topical issue or popular trend and are planned to meet the expressed and anticipated needs of the community. Opinions expressed during programs at Princeton Public Library do not necessarily reflect the views of the library, its staff, trustees or supporters.

The library staff uses the following criteria when planning programs:

- Relevance to community needs and interests
- Presentation quality
- Treatment of content for intended audience
- Presenter background, reputation and qualifications in the content area
- Budget
- Availability of program space
- Connection to other community programs, exhibitions or events



- Relation to library collections, resources, other library-sponsored programs, and exhibits

Professional performers and presenters that reflect specialized or unique expertise may be hired for library programs. Presenters or performers will not be excluded from consideration because of their origin, backgrounds, views or because of potential controversy.

Library programs must be non-commercial, and solicitations for business will not be permitted.

Sale of products at library programs is not allowed except for the following:

- Writers, performers and artists may sell their own work at library programs.
- Third-party vendors invited by the library to sell the work of the writer, performer or artist that is the subject of that particular library program.
- The Friends of the Library or Library Foundation may sell items at library programs they sponsor.

### **9.3 Community Participation**

The library welcomes opinions and suggestions from the community concerning programming. Anyone with a question about a library program should first address the concern with a library staff member. Anyone who wishes to continue their request for reconsideration for a library program should submit a formal, written request to the Executive Director.

The library may partner with another agency or community organization in planning joint programs or when the partner's program complements the library's mission. Co-sponsored programs must include participation by the library staff to plan and develop program content, provide logistical support, or include information about library resources relevant to the program content.

### **9.4 Program Availability**

Generally, library programs are offered free of charge and are open to all, unless a specific age group is indicated by the nature of the program. The library occasionally offers some ticketed and fee events to generate income on behalf of the library. A materials fee may be requested to cover the cost of materials used in a program but this fee generally will not exceed actual cost.

For programs requiring registration, preference is given to Princeton Public Library cardholders. Those without cards are placed on a waiting list on a first come, first served basis and notified prior to or on the day of the program.

In the event that a program attracts more audience members than the library can safely accommodate, the library will limit admission to a number that meets fire and building code safety standards.

### **9.5 Book Group Support**

As book discussion is core to the mission of the library, a value-added service is offered to book groups that make a request to hold their discussions at the library. Book groups may rent space for 2 hours for a reduced fee (see Fee Schedule) and receive a customized discussion guide as well as a consultation

between the book group leader and a staff member who specializes in readers' advisory and facilitating discussions.

The book group will be added to the library's book group registry. Book groups may not be open to the public, but library staff will share information with the community if groups are looking to expand. Bookings must be made at least two months in advance of meeting to receive a consultation and discussion guide.

## **9.6 Program Cancellation**

The library reserves the right to cancel a program and reschedule (or not) at its discretion.

# **10. Sponsorship**

## **10.1 Purpose**

The Princeton Public Library encourages individuals, businesses and community organizations to become sponsors of library programs, services and events. These sponsorships help the library to maintain or increase its service to the community. They also deepen the library's relationships with local supporters and create opportunities for sponsors to raise their profiles and enhance their images within the community in return for funding and/or services in-kind that are provided to the library.

## **10.2 Sponsorship Consideration**

Sponsorship agreements valued at \$15,000 or less shall be approved by the Executive Director and reported to the Board of Trustees.

Sponsorship agreements valued in excess of \$15,000 shall be presented to the Board of Trustees for approval.

Decisions on sponsorships will be made on a case-by-case basis. The Princeton Public Library reserves the right to refuse any sponsorship it deems inappropriate, inconsistent or unsuitable to the library's mission, goals, policies or best interests; it may cancel any sponsorship at any time.

The following principles shall be considered by the Executive Director and/or the Board of Trustees as appropriate when evaluating potential sponsorships:

- Demonstrated evidence that the sponsorship will further the library's mission, goals and objectives but not drive the library's agenda or priorities.
- Sensitivity to the local community and social climate in selecting sponsors that have the potential to enhance the library's image in the community.

## **10.3 Conditions of Sponsorship**

The Princeton Public Library requires that the following conditions be met as part of any sponsorship arrangements:

- The sponsor has no expectation of influencing the policies and practices of the library, such as materials selection, purchasing, staff advice and recommendations.
- The library will not enter into an agreement whereby sponsorship conditions result in preferential treatment for a specific sector of the community.
- A letter of agreement outlining the terms of the sponsorship shall be signed by both the sponsor and the library's Executive Director.
- Sponsors understand that such sponsorships do not imply endorsement by the library of their products or services.
- Any public use of the name and/or logo of the Princeton Public Library and affiliated groups must be approved by the Executive Director. The logo may not be altered without express, written approval. The library will provide a standard version of its logo for use by sponsors.

#### **10.4 Sponsor Recognition**

Sponsors shall be provided with a level of recognition for a defined period of time commensurate with their contribution. Recognition shall be in conjunction with, but not limited to, the programs, events or services supported by the sponsor. This recognition usually takes the form of one or a combination of the following, depending on the situation:

- Mention on the relevant event-related page of the library's website.
- Listing on promotional materials or invitations for the event.
- Mention in advertisements for the event.

Tax receipts are not issued to sponsors for their contribution to the library.

### **11. Filming and Photography** *(Appended June 6, 2017; Amended Sept. 20, 2023)*

#### **11.1 Guiding Principles**

The Board of Trustees recognizes that in addition to being a vital resource for readers, researchers and civically active community members, Princeton Public Library is an attractive destination for other reasons for residents and other visitors.

As a public space, those who visit the library can have no legal expectation of privacy. That said, the library has these basic guidelines for photographers, including those using any other type of film, video or recording device, whether professional or amateur:

- The taking of photographs or recording must not interfere with anyone's enjoyment of the library, or create a safety or health risk for any person, or otherwise violate any provision of this policy.
- The photographer will honor the requests by anyone in the library who does not wish to be photographed or recorded, including requests by parents/guardians/caregivers that children or other persons under their care not be photographed or recorded. This restriction shall not apply

to photographing and recording by library staff during library-sponsored programs and to incidental inclusion in group or crowd photos.

- The use of tripods, stand-alone lighting equipment and microphones or other accessories is not permitted without the prior written permission of the library's Marketing and Communications Office.

Library staff members may terminate any photo or video sessions they determine to be in violation of the above guidelines or inconsistent with public safety.

Any person(s) filming or photographing on library premises has sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The library undertakes no responsibility for obtaining these releases or for any photographs or recordings taken without proper authorization.

### **11.2 News Media Photography and Recording**

The library has an open-door policy for members of credentialed news media outlets, including photographers, producers and reporters who are doing stories or projects that directly involve the library and/or its programs. The library requests that all members of the media check in with the Marketing and Communications Office prior to any planned photo shoot and respect the guidelines that apply to all photographers.

As a center of civic engagement, Princeton Public Library recognizes that it is an important venue for gauging community opinions on a wide range of local topics. As such, members of credentialed news media outlets are permitted to use the library for stories or projects that do not relate to the library, including conducting opinion polls and interviews on non-library issues, provided such credentialed news media personnel do not interfere with anyone's enjoyment of the library or create a safety or health risk for any person, or otherwise violate this policy. The library requests that all media check in with the Marketing and Communications Office prior to any planned on-site interviews or polls.

### **11.3 Commercial Photography and Recording**

In general, the library does not permit commercial photography or other recording in the building. This includes, but is not limited to, using the library as a stage set for portraiture, model photography, engagement or wedding or other special occasion photography, product photography or as a recording location for television or online advertising regardless of whether the advertised goods or services relate to the library. The Executive Director may grant exceptions to Princeton-based merchants and library cardholders who submit specifics of the proposed photo or video shoot in advance to the Marketing and Communications Office.

### **11.4 Photography and Recording by Program Partners**

Princeton area organizations that regularly partner with the library on free community events may use photos or recordings taken during these events in promotional materials, subject to obtaining the consent of all participating persons. If one of the library's partner organizations intends to arrange for a

video or audio recording of an event that is scheduled to take place within the library, this request should be made in writing at least five (5) business days in advance to the Marketing and Communications Office. Note that even when the library grants permission to record a program, the photographing and recording of minors who attend such programs are not permitted when the minor or a responsible parent/guardian/caregiver expressly denies consent or asks that the minor not be photographed or recorded.

### **11.5 Photography and Recordings by Groups Renting Library Space for Non-Library Events**

Groups meeting in the library facilities may arrange for photography during their event. Photography for such events is restricted to the space reserved by the group, may not take place in other areas of the library and must comply with the library's stipulations regarding commercial photography and recording.

### **11.6 Photography by the Library**

The Princeton Public Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. Library staff will make every effort to notify members of the public when filming is taking place. Please notify a library staff member if you do not want to be photographed or recorded.

### **11.7 Surveillance** *(Appended Sept. 5, 2017; Amended Sept. 20, 2023)*

The Princeton Public Library employs a video surveillance camera system at its location, the Sands Library Building, 65 Witherspoon Street, Princeton, New Jersey. The cameras enhance the physical security of the library, property within the library, and everyone within the building while also providing data to measure the usage of library facilities, programs and materials. The library has posted clear and unambiguous notice of this system's presence, and the cameras are in plain sight.

The library strives to protect the privacy of everyone who uses the library and therefore orients the cameras so they record activity only in public locations in which there is no reasonable expectation of privacy and uses the surveillance camera system in accordance with appropriate retention policies. The library reserves the right to preserve and archive surveillance footage at its discretion and to disclose surveillance camera images to law enforcement personnel voluntarily or upon request. Images on this system that are not intentionally preserved are automatically removed after the passage of a limited period of time.

### **11.8 Use of Library's Mark**

No photographs or video that includes the library's mark or name will be used for any commercial purpose, or made publicly available without the Executive Director's written consent.

## Attachment 1 - Princeton Public Library—Fee Schedule

(Amended March 17, 2021; Sept. 22, 2021; Jan. 19, 2022)

### Rental Periods & Fees for Library Materials

MATERIAL TYPE	RENTAL PERIOD	FEE
New Feature Films	1 day	\$1.00
All Other Films, TV Series and Documentaries	21 days	\$0.15/day
	Rolling date based on purchase	
Video Games	21 days	\$0.15/day

\*Rental fees are not charged for items in the Children’s and Young Adult collections.

### Extended Use and Other Fees for Library Materials

MATERIAL TYPE	FEE PER DAY*
Books	\$.25
Music	\$.25
DVDs, Video Games, and Technology Equipment	\$1.00
Museum Passes	\$25.00

\*Extended fees are not charged for items in the Children’s and Young Adult collections.

\*\*Extended use fees will not exceed the cost of an item.

### Replacement Costs for Library Materials

The replacement cost for any circulating material within the library is the item cost plus a \$15 processing fee\*, with the exception of:

Museum passes	\$50 replacement cost for lost pass
Interlibrary loans	Determined by lending library, plus \$15 processing fee

\*Processing fees are non-refundable.

### Non-resident Cards

CARD TYPE	AMOUNT
12-month individual	\$175.00
(additional cards for family)	\$15.00 each
1-month	\$30.00
3-month	\$75.00
6-month	\$100.00
Seniors (62 years+)	\$75.00
Reduced fee annual	\$75.00

### **Meeting Room Fees** *(Amended Sept. 22, 2021)*

The library provides meeting room rentals for a fee to nonprofit and for-profit organizations when the space is not reserved for library-sponsored programs during normal operating hours.

All rentals require a one-hour minimum, with the exception of the Independent Book Group Service (See section 9.5).

<b>ROOM</b>	<b>NONPROFIT RATE*</b>	<b>FOR-PROFIT RATE*</b>
Community Room	\$50/Hr	\$125/Hr
Conference Room	\$20/Hr	\$50/Hr
Quiet Room	\$20/Hr	\$50/Hr
Study Room 9	\$20/Hr	\$50/Hr
Tower Room	\$20/Hr	\$50/Hr

\*All rentals require a one-hour minimum.

Independent Book Group Service: \$20 for 2 hours.

### **Equipment Fees for Meeting Rentals** *(Amended Sept. 22, 2021)*

Flat-rate setup fee for use of any of the following equipment: \$35

- Laptop
- LCD projector and screen
- Digital projector and screen
- Meeting Owl Pro camera
- Hand-held microphones
- Lapel microphones

Piano usage fee \$40  
Piano tuning fee \$125

### **Miscellaneous Fees**

B&W computer printouts	\$.20/page
Color computer printouts	\$.20/page
B&W photocopies	\$.20/page
Color photocopies	\$.20/page
Interlibrary loan requests	\$3.00/request
Interlibrary loan books if charged by lending library	\$20.00
Flash drive	\$10.00
Lost card replacement	\$2.00
U.S. fax, first page	\$2.00
Each additional page	\$1.00
International fax, first page	\$4.00
Each additional page	\$2.00

## **Attachment 2 – ALA Policies**

The Princeton Public Library’s policies are based, in part, on statements of principle as expressed in a number of policies adopted by the American Library Association, the oldest, largest and most prominent professional library association in the world. These policies are included as reference.

### ***American Library Association Library Bill of Rights***

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

### ***American Library Association Freedom to Read Statement***

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in



order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The

power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*A Joint Statement by:*  
American Library Association  
Association of American Publishers

The Children's Book Council  
Freedom to Read Foundation  
National Association of College Stores  
National Coalition Against Censorship  
National Council of Teachers of English  
The Thomas Jefferson Center for the Protection of  
Free Expression

*Subsequently endorsed by:*  
American Booksellers Foundation for Free  
Expression  
The Association of American University Presses, Inc.

### **American Library Association Freedom to View Statement**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

*This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.*

*Endorsed by the ALA Council January 10, 1990*

### **American Library Association Statement on Labeling and Rating Systems**

An Interpretation of the LIBRARY BILL OF RIGHTS

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's Library Bill of Rights and may be unconstitutional. If enforcement of labeling or rating

systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see "Expurgation of Library Materials: An Interpretation of the Library Bill of Rights"). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

*Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.*

### ***American Library Association Code of Ethics***

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- i. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- ii. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- iii. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- iv. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- v. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- vi. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- vii. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- viii. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

*Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.*

## **Attachment 3 – Princeton Public Library Community Partnership & Sponsorship Memorandum of Understanding** *(Appended May 15, 2019)*

The Princeton Public Library organizes public programs independently and in collaboration with nonprofit and commercial community partner and sponsor organizations in order to reach new audiences and further its mission to engage, inspire, educate, and unite everyone in our diverse community. This agreement outlines the library’s community partnership and sponsorship policies and procedures, establishes the goals of the specific community partnership or sponsorship program it describes, and clarifies the responsibilities of each party regarding the program’s planning, implementation, and promotion.

### ***Alternate Ways to Engage with the Princeton Public Library***

**Corporate Sponsorship Program:** The library relies on funds raised by corporations through sponsorship of its annual events to support its extensive collection of books, movies, music, research resources, and programs. Additional information may be found at: <https://princetonlibrary.org/corporate-sponsors>

**Rent a Meeting Room:** Meeting rooms are available for the internal purposes of businesses or organizations, and may not be utilized for events offered to the public. Additional information may be found at: <https://princetonlibrary.org/rent-a-space>

### ***Community Partnership/Sponsorship Policies & Procedures***

**Terminology:** The library defines “Community Partner” or “Community Partnership” as a collaboration with an organization providing in-kind donations, including services, time, and space. The terms “Community Sponsor” or “Community Sponsorship” are solely reserved for organizations that provide direct monetary support for specific library events; this is separate from participation the library’s Corporate Sponsorship Program. The use of appropriate terminology shall be reflected in all promotional efforts from all parties and in all formats, including digital, print, and in-person communications.

**Marketing & Communications:** The library will work collaboratively with the Community Partner or Sponsor to establish a marketing plan to promote the program. Unless otherwise agreed upon and approved by library administration and further indicated in this agreement, the library shall be the only party authorized to produce and distribute promotional materials for Community Partnership or Sponsorship events.

**Submission of Marketing Materials:** All marketing materials to be provided by the Community Partner or Community Sponsor must be submitted to the library’s Office of Marketing & Communications, via the Library Staff Contact designated in this agreement, in a timely manner in order to ensure inclusion in the promotional formats established in the marketing plan. The library will work with the Community Partner or Sponsor organization to determine appropriate deadlines for submitting such materials.

**Use of Library Logo:** Community Partners and Sponsors may not use, distribute, or reproduce the library’s logo or other visual branding without written permission from the library’s Executive Director or Marketing & Communications Director.

**Use of Partner Organization’s Logo:** As use of logos is reserved for Sponsors, the library will not incorporate the logos or other visual branding of Community Partners into promotional materials unless specifically agreed upon by library administration at the time of execution of this document. The library will acknowledge Community Partners in the text of promotional materials.

**Use of Disclaimer:** The following disclaimer is included in all publicity for library programs in which there is a Community Partnership or Sponsorship. “Disclaimer: Views presented are those of the speaker, performer, or author and do not necessarily represent the views of Princeton Public Library.”

**Press Notifications:** Press releases for library programs are distributed solely by the library, typically at least two weeks in advance of a program, and are not open for review by Community Partners or Sponsors unless specified at the time of execution of this document. The library’s events calendar is distributed to local and regional media outlets quarterly.

**Filming & Photography:** Community Partner and Sponsor organizations may use photos and videos taken during the program described in this document for use in print and social media publications. If the Partner or Sponsor intends to arrange for a video or audio recording of a program that is scheduled to take place within the library, this request shall be made at least five business days in advance to the Office of Marketing and Communications via the Library Staff Contact designated in this agreement. Note that even when permission to record a program is granted, the photographing and recording of minors who attend such programs is not permitted, and Community Partners and Sponsors must comply with all other provisions of this agreement.

**Solicitation:** Solicitation of the public or library staff members is not permitted on library property or on property under the control of the library, either by the public or by members of the library staff, except to further the library’s fundraising and development efforts. Community Partners may not circulate petitions, conduct surveys, distribute business cards, request or collect donations, or sell goods or services at the library, with the exception of sales of materials by a presenter or author in conjunction with a program in which library is a Partner and the materials have been approved for sale via this agreement. Community Partners may not require attendees to provide email addresses for admission to a program. Exceptions to the solicitation policy requires approval by the library’s Executive Director.

**Insurance:** Community Partners and Sponsors conducting events in collaboration with the library shall maintain commercial general liability and worker’s compensation coverage during each event and provide the library with a Certificate of Insurance (COI) demonstrating such coverage, with limits no less than \$1,000,000 per occurrence. The library will provide the partner or sponsor with the same. Each party shall name the other as an additional insured on a primary basis for commercial general liability, and the following language shall be included on the partner/sponsor's COI: “The Trustees of the Free



Public Library of Princeton and its employees, directors, officers, trustees, agents, and volunteers are additional insured in the commercial general liability policy on a primary and noncontributory basis.” In the case that the Community Partner or Sponsor cannot provide a certificate of liability insurance, it shall hold harmless and indemnify the library and its Trustees, employees and representatives from any and all claims or demands whatsoever, including costs, expenses and reasonable attorney's fees incurred on account thereof, that may be made by any person whatsoever for personal injury or damage to property occasioned by the acts or omissions of the Community Partner or Sponsor or its officers, members, employees or representatives. Exceptions to the insurance policy requires approval by the library’s Executive Director.

**Additional Policies and Procedures:** Detailed information regarding the library’s policies may be obtained from library staff members or found at: <https://princetonlibrary.org/get-to-know-us/the-organization/library-policies>

### **Responsibilities of Each Party**

The following outlines the expectations of each party in planning, implementing, and promoting the Community Partnership program:

#### ***Responsibilities of the Library:***

- Appoint a library staff member as the program manager, co-organizer, and co-host.
- Review and complete the Princeton Public Library Community Partnership Memorandum of Understanding.
- Work collaboratively with the Community Partner to develop and implement a program that fits the missions and goals of both organizations.
- Reserve and confirm availability of programming space, audiovisual equipment and additional technology, and staffing support, including facilities security, that is agreed to by both parties.
- Ensure proper setup and cleanup of programming space, audiovisual equipment, and additional technology as needed.
- Unless otherwise agreed upon and approved by library administration, and further indicated in this agreement, the library shall be the only party authorized to produce and distribute promotional materials in advance of Community Partnership programs, including:
  - Print publications, such as the library’s quarterly magazine, Connections
  - Press releases and notices or advertisements in local or national media, either in print or online
  - Flyers or handbills
  - Digital communications, such as the library’s weekly email newsletter and social media platforms, including Facebook, Instagram, and Twitter.

#### ***Responsibilities of the Partner Organization:***

- Appoint a Community Partner representative as the co-organizer and co-host.
- Complete and submit the Princeton Public Library Community Partnership Memorandum of Understanding.

- Work collaboratively with the library to develop and implement a program that fits the missions and goals of both organizations.
- Provide support as necessary, with need indicated by the library at the time this agreement is executed, to help staff the program.
- Submit relevant marketing materials (e.g., speaker bios, photographs) to the library’s Office of Marketing & Communications by the deadline established in the Community Partnership Memorandum of Understanding. Refer to the Media Guidelines below.

**Media Guidelines:**

While all high-resolution photos are welcome, preference is for photos of people rather than of inanimate objects or logos, icons, or clipart, with the exception of visual art produced by an artist who will be featured in a program. Photos of people engaged in activity or within the environment related to their program (e.g., a pianist playing piano, a wildlife expert outdoors) are more effective than a headshot. Photos shall be in focus and, when possible, shall not have special effects applied. In order to reproduce properly in the print process, photos should have sufficient dots (or pixels) per inch (DPI or PPI). A guideline to follow is: for a one-column wide photo in the library’s Connections quarterly print publication, the file size should be at least 1 MB. Larger display photos should be at least 6 MB, and cover photos should be at least 15 MB. Submission of a photo does not guarantee its inclusion in Connections, but it may be used in other promotional forums.

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The following signatures indicate agreement of the terms and expectations set forth in the Princeton Public Library Community Partnership & Sponsorship Memorandum of Understanding:

\_\_\_\_\_

(Community Partner or Sponsor Representative - Name & Title) (Date)

\_\_\_\_\_

(Library Representative - Name & Title) (Date)

## Program Details

Agreement Date: ____/____/____		
Date of Program: ____/____/____ Start Time:____ End Time:_____		
Name of Community Partner or Sponsor Organization:		
Description, Purpose, and Goals of Program:		
Program Location:		
Setup & Equipment Needs:		
Items for Sale:		
Anticipated Attendance:		
Marketing Plan (Platforms & Formats):		
Deadline to Submit Marketing Materials: ____/____/____		
Acknowledgement of Insurance Policy: <input type="checkbox"/> Library <input type="checkbox"/> Partner Organization		
Additional Details / Concerns / Requests:		
Partner Organization Contact:	Partner Organization Host:	Library Staff Contact:
Phone:	Phone:	Phone:
Email:	Email:	Email: