Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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http://www.levittownpl.org Trina Reed, Director

Levittown Public Library
STATEMENT OF POLICY
of the
BOARD OF LIBRARY TRUSTEES

The Levittown Public Library exists to provide all segments of the population within the geographic boundaries of Levittown Union Free School District with effective free public library service. The library shall extend its services to all geographic areas and age levels giving due regard to the variety of individual interests represented in the community. It shall be the library's goal to offer the widest range of services consistent with its economic support in order to provide a significant community informational, educational, and cultural resource.

The general objectives and functions of a public library are:

1. To serve the community as a community cultural center and primary source of reliable information;
2. To provide opportunity and encouragement for people of all ages to educate themselves continuously;
3. To assemble, preserve, organize and administer collections of books and other materials representing the interests of all segments of the population and possessing cultural, educational and informational value;
4. To promote the public use of library materials by active stimulation and guidance.

Attainment of these objectives can best be achieved by adhering to the following principles:

1. Service to the public is foremost and can best be demonstrated by staff effort and attitude.
    a. Aims of Service - All activities of the library shall be designed to facilitate use of the resources - to remove barriers, to invite use, to guide usage toward the goals of each individual. the basic policies for sound and equitable library service that are set forth in the "Library Bill of Rights" (American Library Association, 1948; amended 1967, see Appendix I) are endorsed and shall be considered an integral part of this policy statement. A copy of the document shall be posted in the library building.
    b. Extent of Services - All library services shall aim toward providing maximum availability of the library's resources within the framework of budget and personnel

and shall be administered by the Director in accordance with policies established by the Board. Appendix II contains the full text of such policies.

c. Service to Non-residents - The primary purpose of the library shall be to provide service to the residents of the District, but the Board may at their discretion extend service to non-residents working in the district. Non-residents may use the library's facilities and resources through the Direct Access code of the Nassau Library System. For others who wish to use the library on an unrestricted basis, the Board shall establish at the beginning of each fiscal year, a non-resident fee in fair relation to the average annual cost of library service to the district taxpayers.

d. Additional Resources - To provide the broadest possible range of resources, the library shall maintain membership in the Nassau Library System, and shall make available to the fullest possible extent materials and facilities provided by state and federal library agencies.

2. The library collection shall consist of expertly selected books, records and other forms devised to record and store man's accumulated knowledge and creative efforts chosen for their value in the development and enrichment of the human spirit and for their contribution to the knowledge and education of the community.

   a. Materials Selection - Selection practices shall conform to the provisions of the "Library Bill of Rights." See Appendix I. Selection of library materials shall be the duty and prerogative solely of the professional librarians. Appropriate attention shall be given to factual accuracy, effective expression, significance of subject, sincerity and responsibility of opinion. Selection shall be upon the conscious study of the needs of the people in the District and shall go beyond the requests of patrons who use the library regularly reaching out to segments in the population who do not as readily turn to its services. In addition, it is recognized that the library has a duty to provide materials outside the main stream of popular output and to furnish in its collection a substantial representation of the critical, provocative and experimental products as well as the classic, standard enduring products of the past.

   b. The freedom of each individual to read what he chooses and the library's responsibility to provide a broad selection of material are fundamental concepts of library service. See Appendix III.

3. Co-operation with groups and agencies in the community in stimulating educational and cultural activities.

   a. Relations with Educational Institutions - The library, although an independent and responsible agency, shall serve as a cooperative and contributing institution in the overall educational program of the community. All practical effort shall be made to establish a workable liason between the library and the school systems, using the needs of the students as a guide. In addition, the library believes it has a special contribution to offer all those interested in the broad areas of adult education. This includes those enrolled in school-sponsored programs as well as those groups and individuals similarly motivated though less formally organized.

b. Relations with Other Community Agencies - The library shall, within limitations of budget and personnel, endeavor to serve business and professional groups and institutions, as well as clubs and organizations, with materials and services for cultural activities, programs, forums, etc. Services which may be given to such agencies are: assistance in program planning, counselling on resources, providing materials, lists, displays, films and other library materials related to group programs, providing speakers and discussion leaders from the staff, and inviting groups to visit the library and become informed about its services.

4. A high degree of accuracy in records and information.
    a. Records of an individual's use of the library and its services shall be confidential. See Appendix IV.

5. An effective public relations program shall be developed and implemented by the Director and his staff.
    a. Objectives - The objectives of this program shall be to:
        i. Develop and maintain the support of the community in the library and its services;
        ii. Stimulate, encourage and be responsive to public interest in the library and use of library facilities, services, programs and functions.
        iii. Discover and analyze citizen reaction to the library and release information in response to any community-wide question or issue regarding the library.

6. Careful observance of professional ethics in relation between Board and Administration, Staff and Administration, Staff Members among themselves.
    a. Personnel Policies
        i. Professional staff members shall have qualifications for competent performance of their duties.
        ii. No discrimination or favoritism shall be shown because of race, sex, creed, color, age or political affiliation.
        iii. The Director shall make personnel recommendations to the Board, including placement and dismissal, and assume full charge of the staff under adopted Board policies.
        iv. The Board and Director recognize as accepted procedure the grievance procedure included in the Constitution of the Staff Association and incorporated as a part of "Personnel Policies and Practices."
        v. The Board encourages staff and trustee participation in professional conferences, as outlined by the statement adopted by the Board, June 13, 1961.
        vi. Salary scales, vacation and leaves code provisions shall be established in written form as part of "Personnel Policies and Practices" and shall be reviewed yearly by the Board in light of recommendation by the Director and staff representatives.
    b. Professional Development of Staff Members - Upon the recommendation of the Director and with the approval of the Board, both nonprofessional and professional

personnel may be permitted to take additional job related training. Released-time (with pay) may be provided if there is sufficient advantage to the library.

7. Other General Policies
    a. Complaints by Public - All complaints shall be acted upon quickly and fully by the Director or his staff, and response made to the complainant. In matters of policy, the Director shall take appropriate action, in consultation with the Board.
    b. Use of the Building by Groups - Library meeting rooms shall be open to Civic, cultural and educational groups which are nonpolitical and non-sectarian in nature, under the following conditions:
        i. All meetings shall be open to the public, without admission charges, collections or fees.
        ii. The library's own programs shall have priority for the use of the building.
        iii. Approval of applications for a meeting or series of meetings shall be granted by the Director, and may be referred to the Board for review,
        iv. A set of rules and regulations for the use of the building shall be available to all groups and organizations and shall be printed in conjunction with the application forms, See Appendix V.
    c. Acceptance of Free Material - Ordinarily, gifts shall be accepted on the clear understanding of a "no strings attached" policy as to their eventual use. Where direct use is not contemplated or found feasible for such gifts, the library may derive indirect benefits through their sale, exchange or even donation at the discretion of the Director or someone authorized to act for him. Where gifts are proffered under special conditions or restrictions, the decision to accept or reject shall be referred by the Director to the Board. The Library may in its discretion refuse to accept any such donations.
    d. Use of the Library Display Areas - The use, by individuals or organizations, of the library's facilities for displays and exhibits, other than those which pertain to the library, is not a right but a privilege which is subject to review by the Board. The Director may grant the privilege of placing exhibits and displays in the library, subject to the following conditions:
        i. No poster, display, exhibit or literature for distribution shall be exhibited, displayed or placed in the library without permission of the Director.
        ii. No display or literature for distribution shall be permitted which advocates affirmative or negative votes for candidates for public office and/or propositions or issues, whether political or otherwise.
        iii. No collection devices soliciting donations shall be permitted in the library, nor shall any product or item be sold by any commercial or charitable enterprise; however, posters announcing bazaars or programs sponsored by any educational, religious or fraternal organization may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a “first-come, first-served” basis.
        iv. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner’s risk. See Appendix II.

e. Use of Community Resources - Efforts shall be made by the Board and staff to discover and use any community resource which may enhance the library's services or programs.
f. Enforcement of Protective Measures - It shall be the duty of the Board to enforce, through the administration, all protective measures necessary to maintain the property and the peaceable conduct of the patrons of the library, using all legal measures available; the Board shall stand ready to prefer charges against any person or persons found unlawfully detaining, removing or destroying library property or causing unreasonable disturbance or nuisances in the library or on the grounds.
g. Avoiding Exploitation of Library - The Board and the Director shall make every effort to insure that library services or facilities are not exploited by any person or company for commercial gain.
h. Board Affairs - The conducting of Board matters shall be in accordance with the established Bylaws.

8. Continuing re-appraisal of the effectiveness of services, collection and physical facilities; exploration of new methods and improvements for better service.

This policy statement shall be reviewed and adopted with any amendments at the first meeting of each fiscal year.

ADOPTED _____ SIGNED _____
Date President of Board

SIGNED _____
Director

The policy statement may be amended by a majority vote of the total Board membership.

Revised - July 1975
Adopted - December 1975
Amended – March 2025