



Public Library

APPROPRIATE LIBRARY BEHAVIOR

By entering the Westwood Free Public Library you are making a commitment to act courteously toward all other people present in the Library and on Library grounds, to act responsibly with regard to public property, and to follow all rules of this facility. The use of the library is for reading, studying and learning.

Enjoy the library and allow others the same opportunity.

Please observe the following. Library privileges may be limited for non-compliance.

- Keep all valuables and personal property with you at all times; the Library is not responsible for lost or stolen items
- Follow library computer policies
- Talking on cell phones permitted outdoors only,
- Engage in activities associated with the use of a public library. Customers not reading, studying, using library materials or attending events may be asked to leave the building

In order to provide a safe and comfortable environment, the following are NOT permitted:

- Any behavior that interferes with the peaceful enjoyment of the Library
- Taking photos, videos in the library where members of the public could be included
- Any behavior that creates health or environmental hazards, including an unacceptable standard of hygiene
- Engaging in sexual conduct or lewd behavior on Library premises
- Carrying a weapon into the Library
- Misusing the restrooms (i.e. using as laundry or washing facility)
- Consuming outside food or uncovered beverages (unless approved for use in a library program)
- Using profanity or other threatening, harassing or intimidating language or behavior
- Sleeping on Westwood Public Library premises
- Loitering, soliciting or panhandling on library property
- Public intoxication
- Harassing or threatening library staff or patrons
- Using tobacco products or controlled substances on Library premises
- Sequestering, stealing, defacing, mutilating or otherwise damaging library property
- Using any communication or entertainment devices at a volume that disturbs others, with or without headphones
- Bringing bicycles inside the Library
- Using oversized bags or suitcases in the library, or the restrooms, where they may be a hazard
- Bringing in animals or pets except those needed to assist a person with a disability or are part of an approved program.

Food and Drink Policy

For the purposes of a clean library and in consideration of allergy issues, the Library has adopted this policy regarding food and drink in the library as of November 2007.

The Library does not permit food in the Library unless it is from the Library vending machine or part of a Library program. If food is to be provided where children under 10 are registered and/or may be present, the Library must notify attendees that food will be present in all advertising for the program. It is the individual's or the guardian of the individual's responsibility to avoid allergy-causing food that may be present.

Drink is permissible in the Library only in containers with caps or lids. No drinks are allowed in the vicinity of public use computers or laptops.

Response to Violations

Individuals violating any of these rules may be asked to leave the Library premises by the staff member in charge. If the individuals are children or adults clearly unable or unwilling to leave the Library safely on his own accord, the Library staff will attempt to reach the parent, guardian or caregiver. Police assistance will be utilized if necessary. Individuals not adhering to the rules in this policy will have their Library privileges revoked or suspended by the Library Director and be subject to legal proceedings. A written appeal of such revocation or suspension can be submitted to the Library Board of Trustees. The appeal will be reviewed and a decision will be made by the Library Board of Trustees and its decision will be final.

Approved 4-28-15

CIRCULATION POLICY

Library Cards

A valid library card must be presented to borrow materials. All Westwood residents are eligible for a library card.

In order to register for a card, valid identification with a Westwood address is required. Driver's license or utility bills are accepted as ID.

Patrons must renew their cards every three years by showing Westwood identification. There is no charge to replace lost cards.

If you work in Westwood but do not live in area served by BCCLS, you may be eligible for a courtesy library card. If you live in a town not served by any library, you may purchase a library card. Please contact the library for further details.

Please note, cards will be blocked if registration expires, \$10 or more in fines are on card, or card has an outstanding number of overdue materials.

Borrowing and Loan Period

Lending Regulations:

All library materials circulate free of charge to valid library card holders.

Library materials have different circulation periods and renewal times. The library will supply check out slips with due dates posted for each item borrowed, borrowers can access their cards online at any time, and borrowers may email or call the Library during open hours to check due dates. Borrowers are responsible for knowing the due dates of their materials.

Eligible items can be renewed by phone, by email or in person. Items can also be renewed online through the borrower's account.

Borrower is financially responsible for all materials and will be charged for late, lost or damaged items. Parents or guardians are financially responsible for all materials checked out by their children.

Borrower agrees to abide by the copyright provision in Title 17, US Code, Section 501-506.

This institution will not be held financially liable for any damage to any equipment used to run materials obtained from the Library.

Circulation and Renewals

Item	Check Out	Renewals	Fines
Adult Books	4 weeks	4	.15/day
Large Print	4 weeks	4	.15/day
Children's Books	4 weeks	4	.15/day
New Adult Books	2 weeks	4	.30/day
Audio Books	2 weeks	4	.15/day
Music CDs	2 weeks	4	.15/day
Periodicals	1 week	1	.15/day
Children's Holiday Books	2 weeks	4	.15/day
Summer Reading Books	2 weeks	0	.15/day
Non Fic DVDS/TV DVDs	2 weeks	4	1.00/day
DVDs	1 week	1	1.00/day
Walk In Books	1 week	0	1.00/day
Walk In DVDs	3 days	0	1.00/day
Video Games	2 weeks	4	1.00/day

Maximum Overdue Fines:

Hardcover Books, Paperback Books, DVDs, Audiobooks, Children's Hardcover: \$10.00

Periodicals: \$5.00

Children's Paperbacks: \$5.00

All Other Materials: \$10.00

Other Fines:

Damaged DVD Cover: \$1.00

Lost or Replacement Costs:

Borrowers are responsible for paying the Library assigned replacement cost for lost or damaged items.

**Walk-in Collection is comprised of duplicate copies of very popular books and DVDs. Copies of all items in the Walk-in Collection are also in our regular collection and have a normal circulation period.

Reserves:

All Library Material may be reserved on the computer, by phone or in person. (Exception: Walk-In Collection cannot be reserved.)

Inter-Library Loans:

Patrons of the Westwood Public Library can request materials from any BCCLS Library through the catalog, by

phone or in person. They may also request materials from outside of BCCLS through the State Library by calling or visiting the Westwood Library.

Approved by the Westwood Public Library Board of Trustees June 2015

COMPUTER AND INTERNET USE

Mission

The Westwood Free Public Library provides excellent library service to its patrons. We accomplish this, in part, by offering computers with free access to the Internet and the Microsoft Office suite.

Internet Access

The Internet, a worldwide network of computer networks, is an essential medium for obtaining and transmitting information of all types. Therefore, public access to the Internet is extremely important to the mission of the Library to encourage lifelong learning.

The Internet, however, is an unregulated medium. It also provides access to information that may be inaccurate, illegal, or that some may find offensive or disturbing. The Library has no control over the information found through the Internet and is not responsible for its content, timeliness, or accuracy.

Information retrieval takes precedence over electronic mail, games, chat room activities, and other forms of digital entertainment. Priority is given to those doing research.

Intellectual Freedom Statement

The Westwood Free Public Library endorses the American Library Association Library Bill of Rights, The American Library Association Freedom to Read Statement, and the New Jersey Library Association People's Bill of Rights. Thus, all library users are provided equal access to resources available on the Internet.

Filters

The Westwood Free Public Library does not filter its computers.

Filters are known to block sites with legal information that library users may find helpful for school, job, work, health and other needs. Filters also do not fully protect children from "objectionable material" such as hard-core pornography, hate speech and violence.

The Library strongly respects the right and responsibility of parents to guide their children's library use, including the Internet. This Library encourages parents to learn about this important technology so they can guide their children.

A major purpose of libraries is to empower their users. User empowerment means having access to the broadest range of information.

Privacy

All library users have the right to confidentiality in their research and use of services provided by the Westwood Free Public Library. The Library supports the user's rights to privacy. However, because of the open nature of the Internet, the Library cannot guarantee the privacy of information or searching conducted at its public access computers. Library records which contain the names or other personally identifying details regarding the users of libraries are confidential and shall not be disclosed except pursuant to a subpoena issued by a court or a court order.

Limitation of Liability and Disclaimers

While the Library endeavors to provide access to information of the highest quality, the Library specifically disclaims any liability as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a

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

The Library will make every effort to maintain Internet access for all hours the Library is open to the public. The Library will have no liability, however, if the service becomes temporarily unavailable for technical reasons.

Because software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus-checking software on their home computers. The Library is not responsible for damage to users' flash drives or home computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

Responsibilities of Library Staff and Users

Library staff will not monitor a user's Internet use, except for length of use in order to ensure equal opportunity of access for everyone. The user, or the parent or guardian of a minor, is responsible for his or her Internet session at all times.

The Library reserves the right to terminate an Internet session that disrupts Library services or that involves user behavior that violates the Library's policies.

The Library affirms the right and responsibility of parents/guardians, NOT Library staff, to determine and monitor their minor children's use of the Internet. (Minors are defined in this policy as children and young adults under the age of 18 years.) Parents are responsible for their children's use of the Library's resources and facilities.

Use of Computers in the Children's Department

Computers located in the Children's area are available only to children through the eighth grade. An adult who is not accompanying a child using a computer, must use a computer in the Adult Room.

As with other library materials, parents or guardians are solely responsible for what their children access via the Internet. As stated above, no filtering software has been installed on any library computers. Parents are cautioned that unsupervised children may see things that the parent may find objectionable. Children should either be accompanied by a parent/caregiver or provided with guidelines for Internet use by a parent/caregiver. The library staff cannot be responsible for what is acceptable to children.

Use of the computers in the Children's area is limited to one hour, except after school from 3pm to 6pm when use is limited to a half hour. Children are required to sign in at the front desk acknowledging the time limits at the time of use.

Rules for Computer Use

- Use of the Adult Computers and Laptops is limited to one hour. More time may be requested when needed. Routine use of computers for longer than one hour is discouraged.
- Users must sign in at the front desk acknowledging the one-hour limit. For laptop use, a driver's license or valid library card must be left in exchange for the laptop.
- Computer use is on a first-come, first-served basis and may not be reserved.
- Printing fees are 15 cents for black and white and 25 cents for color. All pages (including useless pages and mistakes) must be paid for by all library patrons.
- Computers will be shut down five minutes before the library closes. Therefore, all printing must be completed five minutes before the Library closes.
- Display or transmission of sexually explicit materials is strictly prohibited in the Library. Staff reserves the right

to request that a patron exit a website if the staff member judges the material to be inappropriate for public viewing.

- Any reported complaints of violation of the Library's Internet Policy may result in the suspension of library privileges.
- Work cannot be saved to the computer's hard drive (C drive). Flash drives are available at the Front Desk for purchase.
- Information retrieval takes precedence over electronic mail, games, chat room activities, and other forms of digital entertainment. Priority is given to those doing research.

Unacceptable Uses of Computers

All patrons are expected to comply with the Internet use guidelines described here. As with all library resources, the Internet is to be used respectfully and appropriately. The public is prohibited from:

- Modifying any computer settings or equipment even for temporary use.
- Use of the Internet on library computers to send threatening, harassing, offensive messages or images via the Internet or deliberately transmitting computer viruses.
- Viewing offensive materials, such as pornography or vulgar images in any format.
- Jeopardizing the security access of computer network or other networks on the Internet.
- Misrepresenting himself or herself when using the Library's Internet access.

Response to Violations

The user's access to the Library's computer network and Internet is a privilege, not a right. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access the public computers.

The Library reserves the right to modify the policies as necessary to ensure the fair and reasonable use of the Internet.

The Library maintains no record of individuals using the Internet. The Library may keep a record of patrons violating the Internet Use Policy.

Individuals violating any of these rules may be asked to leave by the staff member in charge. Police assistance may be utilized for individuals refusing to leave. They may also, in appropriate circumstances, have their Library privileges revoked or suspended by the Library Director and/or be subject to legal proceedings. A written appeal of such revocation or suspension can be submitted to the Library Board of Trustees. The appeal will be reviewed and decided by the Library Board of Trustees and their decision will be final.

Pending approval

EXHIBIT POLICY

Artist/Exhibitor grants permission for Westwood Library to reproduce his/her name, information describing his/her work, representations of his/her work and any other information he/she has provided for the purpose of display,

promotion and publicity either now or in the future.

Artist/Exhibitor agrees to display, pack, transport and provide for the return of his/her artwork at his/her own risk and expense.

If Artist/Exhibitor is not available on-site to display, re-pack or re-transport his/her work, he/she gives permission to the Westwood Library to do so on his/her behalf at his/her own risk and expense. Works left over 30 days become the property of the Westwood Public Library.

Release of Liability: The Westwood Public Library shall not be liable for any injury to Artist/Exhibitor, their personnel, agents or employees or for any damage or loss of Artist's/Exhibitor's work, equipment or other personal property arising out of the above exhibitions/displays, the mounting and/or any other activities involved in the preparation and/or presentation of the exhibitions/displays. Artist/Exhibitor agrees to assume all risk of damage to or loss of his/her own art from whatever cause. Artist/Exhibitor further agrees to release and to hold harmless the entities listed on Exhibit B, which is attached hereto and incorporated herein by this reference, and the Westwood Library, its officers, directors, employees, volunteers and agents from any and all liabilities and damages to art work and/or persons as a result of any part of Artist's/Exhibitor's participation in the Exhibit.

Indemnification: Artist/Exhibitor shall indemnify, save and hold harmless the Westwood Public Library, its officers, directors, employees, volunteers and agents and the participating exhibition venues from any and all claims, demands, causes of action and judgments, losses, costs and expenses, including but not limited to reasonable attorney's fees, arising due to the negligence of Artist/Exhibitor, their employees, agents or other personnel hereunder, including but not limited to any representation, warranty, term and/or condition of this Agreement.

Insurance: Artist/Exhibitor shall be solely and exclusively responsible to insure properly and adequately their work and property.

Assignment: Neither Party shall assign to transfer any of its rights or obligations under this Agreement and any attempt to do so shall be void and of no effect.

Waiver and Effective Nullity: Waiver by either party of any provision of this Agreement shall not operate or be construed as a waiver of any provision by such party at any time hereafter. The nullity of any provision hereunder shall not affect the validity or enforceability of the remaining provisions hereunder of the Agreement, which shall survive.

Artist/Exhibitor (Please Print): _____

Date: _____

Signature: _____

(No artwork will be considered for display without this signed form.)

Exhibit & Display Policy

The Westwood Free Public Library is pleased to offer artists, collectors and organizations the opportunity to display their work to the community. Exhibit space is open to individuals and organizations. Organizations shall designate one person as a representative. Exhibit periods are arranged with the Director and/or Library Staff with final

approval given by the Library Director.

Application for exhibits is made on a first-come, first-served basis. The Library shall have the final decision on the content and arrangement of all exhibits and displays. The Library expressly reserves the right to reject any display in whole or in part which it deems in its sole discretion to be inappropriate based upon local community standards.

The exhibitor may be required to show samples of the proposed exhibit.

Exhibits in the Library are seen by everyone during regular business hours, including children and adults. The materials of the exhibits and displays must therefore meet what is generally known as "the standard acceptable to the community." Every item must meet the Library's standard of value and quality, and the Library reserves the right to reject any part of an exhibit or display.

Because exhibits and displays are used to present fields of interest as varied as possible, the Library is not able to devote space to specific "weeks" and "days" year after year.

Partisan political and religious matters are strictly avoided in the exhibits and displays.

Whenever possible, the Library will incorporate books or materials from the Library's collection which have a relevance to the subject of the display.

The areas available to the public for exhibits and displays are (1) locked glass exhibit case located in the lobby and (1) wall behind the circulation desk and (1) wall above the new book collection in the adult area. Other areas of the Library may be used if deemed acceptable by the Library Director.

The artist/collector is responsible for setting up and removing the display. All publicity related to exhibits and displays shall be submitted to the Library for approval and shall be distributed to the various media by the Library.

Exhibits and displays will normally be scheduled for a period of 8 weeks. If the exhibit/display is not set up by the assigned period, the exhibit/display may be canceled by the Library. If the exhibitor/collector must cancel a show, it is expected that he/she contact the Library as soon as possible to see if another date may be arranged.

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

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

No admission may be charged. Exhibitors must sign the "Agreement to Exhibit" and "Hold Harmless" form.

Under consideration

GIFTS AND DONATIONS POLICY

General Policy

The Westwood Free Public Library can only accept unconditional gifts. Any gift to which the donor has attached conditions, terms, limits, purposes or restrictions (conditional gifts) will be considered by the Board of Trustees of the Westwood Free Public Library. It is the prerogative of the Library Staff and/or the Board of Trustees to accept or reject any gift.

Books (Unrestricted Donations)

Unrestricted book donations in good condition will be accepted providing the donor understands that the Library will make use of these books however it sees fit. They may be included in the collection, discarded, sold in the Friends of the Library Book Sale or to a private dealer, among other options. Upon acceptance, the Library will give the donor, if requested a receipt for the books donated, however no dollar amount will be attached to this receipt. This includes unsolicited or donated sectarian material.

Money/Securities

Unless otherwise designated, gifts of money, stocks, or securities will be directed to the Friends of the Library. In the case of monies donated to name a room or area, the Board of Trustees will rule on the appropriateness of the name submitted. The only case in which the Board of Trustees will not be involved in a conditional gift is when the monies are designated to purchase a book(s) in memory or in honor of an individual or organization; the donor may select the subject of interest for the purchase of the book(s), but not the title(s). Professional librarians will make the book selections.

Objects/Artwork/Landscaping Plants/Artifacts

All gifts in this category must be approved by the Board of Trustees of the Library. Upon acceptance the Library will give the donor a receipt for the items donated, however no dollar amount will be attached to this receipt.

Under review

MATERIAL SELECTION & RECONSIDERATION POLICY

A. PURPOSE

The Westwood Free Public Library serves as a major resource for providing information, education, guidance, enjoyment and cultural interests of the citizens of the community. It has the responsibility to insure that the collections of print and non-print materials are responsive to the expressed public needs and demands and adjusts to change in order to retain a relevant role in society.

B. RESPONSIBILITY AND CRITERIA

All responsibility for a well-rounded collection rests with the Library Director and the professional staff. Materials chosen shall meet principles set by the First Amendment to the U. S. Constitution; the Library Bill of Rights, adopted by the American Library Association; the Freedom to Read Statement, adopted by the American Library Association and the American Book Publishers Council; and the People's Right to Libraries Statement, adopted by the New Jersey Library Association.

The selection of materials is targeted to meeting the needs and interests of the community. The Library's main function is to provide books and materials for all ages and reading levels and is able to draw on the resources of the Bergen County Cooperative Library System.

Professional staff will use recognized collection tools such as Library Journal, Booklist, New York Times Book Review, School Library Journal, and VOYA for purchasing new materials. Good judgment is the keystone for the ultimate addition of any new purchase.

Textbooks are not and will not be a part of usual purchases.

Requests for purchases of current materials may be made at the Library or online. Requests will be considered using professional selection standards.

Censorship is a matter of individual decisions. Every patron has the right to accept or reject material for personal use and does not have the right to restrict it for others. In the case of children, appropriate choices are solely the responsibility of the parents. Librarians cannot assume the private relationship role between parent and child.

C. ASSESSMENT AND EVALUATION

Outdated, worn, damaged or lost materials will be assessed by appropriate staff members. Replacement will be determined by availability of current or updated content.

D. CONTROVERSIAL MATERIALS

The Westwood Free Public Library has the responsibility to provide its patrons with diverse sources of information and the widest possible range of ideas and viewpoints. Therefore, it attempts to provide materials of interest to all members of the community regardless of age, religion, national origin, social views, educational level, political view or cultural background. However, the Library recognizes that some materials acquired may be controversial and that any given item may offend some patrons and/or organizations because of perceived profanity, social, economic and political ideas, religious viewpoints, the background of the author, the kinds of information provided, or other reasons.

Acquisitions or use of any material does not imply approval or endorsement of the contents. Rather, it is a means of collection development to meet patron's needs and does not necessarily reflect the opinion or values of the individual selector or of the Library Board of Trustees. Works are normally not excluded because of language, explicit text, or illustrations if they meet previously stated criteria.

Responsibility for the reading materials of juveniles rests with their parents or legal guardians. Selection of adult materials will not be limited by the possibility that personally unacceptable books may come into the possession of young people.

As expressed in the Freedom to Read statement, the Library supports the belief "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."

Persons or organizations seeking the removal of materials must fill out a Reconsideration Request Form and discuss the matter with the Director. The Director will meet with the staff member responsible for selecting the item in question and the merit of the request will be considered. The Director will determine the retention or withdrawal of challenged materials. Requests for appeal must be made in writing to the President of the Board of Trustees. Final determination will be made by the full Board of Trustees.

Under Review

PRIVACY POLICY

The staff and Trustees of the Westwood Public Library recognize the need to protect library users' right to privacy regarding the questions asked and the materials borrowed. The records of patron use of library resources, materials, or services are confidential per the laws of the State New Jersey and in accordance with the American Library Association's Code of Ethics.

All records concerning library users and materials used or checked out by users are confidential and will not be made available to any agency of the federal, state, county or local governments or to any other person unless a court order or search warrant requiring disclosure has been entered by a court of competent jurisdiction or persons acting within the scope of their duties in the administration of the library.

As a public institution, the library is legally required to comply with information requests pursuant to the USA Patriot Act (Uniting and Strengthening America by providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act, P.L. 107-56, October 26, 2001). In providing information pursuant to this act or by other court order, the Library shall adhere to the following procedures.

1. Any requests for information regarding a library user are to be referred to the Library Director, or designee, who will explain the Library's policy and the New Jersey law.
2. If the library staff member is presented with a subpoena, he/she is to refer the presenter to the Library Director/designee, who is to contact the library's attorney to verify its validity and advise the library of what action to take.
3. If the Library staff member is presented with a search warrant from a law enforcement officer, he/she is not to interfere with their search and seizure. The staff member is to contact the Library Director, or designee as soon as possible to inform him or her that a search warrant has been served so that the Director can ask the officer to allow them to consult with legal counsel and to request that the Library's counsel be present during the search. Whether or not the law enforcement official agrees to await the arrival of counsel, the Library's attorney should be contacted. A search warrant must be specific as to the information requested.

Under the USA Patriot Act, the person whose records are subject to a search warrant may not be notified that a search warrant has been served. A supervisor or the Library's attorney may be contacted without a violation of the act. Staff shall not inform anyone else of the existence of the search warrant.

In either the case of a subpoena or search warrant, records shall be kept of all legal requests and all costs incurred by the Library (including additional staff time and replacement of equipment)

The USA Patriot Act permits the FBI to get a search warrant from the Foreign Intelligence Surveillance Act (FISA) court to retrieve library usage records of someone who is under investigation for involvement in an ongoing terrorist or intelligence investigation. Please note that the USA Patriot Act requires a search warrant and not a subpoena. A search warrant can be executed immediately upon service. A subpoena on the other hand, allows a party a period of time to respond to and contest it.

The act absolves all institutions and employees from any liability for releasing personal information in compliance with a FISA search warrant. If a staff member fails to comply with an information request, or if information respecting a search warrant is disclosed other than to a supervisor or the Library's attorney, the staff member may be subject to being charged with contempt of court.

If any staff member has any questions concerning this policy, he/she should direct their questions to the Library Director. The Library Director after consulting with the Library's attorney will respond to the inquiry.

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1. N.J.S.A 18A:73-43.2 Confidentiality of library user's records
Library records which contain the names or other personal identifying details regarding library users are confidential and shall not be disclosed except in the following circumstances:
 - a. The records are necessary for the proper operation of the library
 - b. Disclosure is requested by the user
 - c. Disclosure is required pursuant to a subpoena issued by a court or a court order.
 2. American Library Association's Code of Ethics (1995) Section 3:

“We protect each user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

SOCIAL NETWORKING POLICY

Westwood Public Library social software is intended to create a welcoming and inviting online space where library users will find information for learning and leisure and can interact with library staff and other users.

Comments are reviewed and are moderated by library staff and the library reserves the right to remove comments or reviews. Comments and reviews may be removed after a period of time; social software sites are not archived.

Social software is defined as any web application, site, or account offered by the library that facilitates the sharing of opinions and information about library related subjects and issues. Social software includes such formats as blogs, websites, posts to community reviews and customer ratings of library materials, or social networking sites, such as Facebook or Twitter.

Comments, posts, and messages are welcome on the Westwood Public Library social networking sites.

Library programs, events, news, and Friends of the Library programs and events will be given priority on social networking sites.

While the Westwood Public Library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy. All postings which contain any of the following will be removed and the poster may be barred from posting any subsequent messages to library social networking sites:

- Comments or hyperlinks to material totally unrelated to the content of the forum
- Commercial promotions or spam
- Private, personal information published without consent
- Personal attacks, insults, or profane or threatening language
- Potentially libelous statements
- Photos or other images that fall in any of the above categories

In addition, the Westwood Public Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post.

The Library shall also be granted the right to reproduce comments, posts, and messages in other public venues. For example, a response to a Facebook post may be quoted in a newspaper or on the library website. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Westwood Public Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service, and does not endorse or review content outside the pages or profiles created by the Westwood Public Library staff. Participation in Westwood Public Library social networking services implies agreement with all Library policies, including its *Social Networking and Software Policy*, *Computer Policy*, and *Appropriate Library Behavior* as well as the Terms of Service of each individual third-party service.

The role and utility of social software sites and services will be evaluated periodically by the Westwood Public Library staff. This policy will be reviewed periodically by the Board of Trustees.

Pending approval (10-2012)

UNATTENDED PERSONS POLICY

By entering the Westwood Free Public Library you are making a commitment to act courteously toward all other people present in the Library and on Library grounds, to act responsibly with regard to public property, and to follow all rules of this facility. The use of the library is for reading, studying and learning.

The parent, guardian or caregiver is responsible for monitoring the activities and regulating the behavior of children or other persons requiring supervision during their Library visit. All visitors to the Library are expected to adhere to the Library's "Appropriate Library Behavior Policy."

When children or persons requiring supervision are unattended, the staff member in charge will make an effort to locate the responsible parent, guardian, or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to assume responsibility for the welfare of the child or person in need of attention.

Response to Violations

Use the Library quietly and with regard for others. You will be warned for inappropriate behavior before you are asked to leave the premises. If you are asked to leave the Library because of disruptive behavior, you will lose computer privileges and may lose privileges in the library for a period to be determined by the Director.

Individuals violating any of these rules will be asked to leave the Library premises by the staff member in charge. Individuals not adhering to the rules in this policy will have their Library privileges revoked or suspended and may be subject to legal proceedings. A written appeal of such revocation or suspension can be submitted to the Library Board of Trustees. The appeal will be reviewed and a decision will be made by the Library Board of Trustees and its decision will be final.

Approved 4-28-15