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SECTION 400

OPERATIONAL POLICIES

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SECTION 400

I. LIBRARY BILL OF RIGHTS

- a. The Huntington Public Library affirms that it is a forum for information and ideas, and that the following basic policies will guide its services:
- i. Books and other Library resource will be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials will not be excluded because of the origin, background, or views of those contributing to their creation;
 - ii. The Library will provide materials and information presenting all points of view on current and historical issues. Materials will not be proscribed or removed because of partisan or doctrinal disapproval;
 - iii. The Library will challenge censorship in the fulfillment of their responsibility to provide information and enlightenment;
 - iv. The Library will cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas;
 - v. A person's right to use the Library will not be denied or abridged because of race, religion, gender, personal beliefs. On-site use of all Library services, information resources and equipment will be made available to both residents and non-residents. The library may occasionally give preference to district residents when a service is in high demand;
 - vi. The Library will make exhibit spaces and meeting rooms available to the public it serves on an equitable basis, regardless of the beliefs or affiliations of individuals requesting their use;
 - vii. Unless specifically Board approved, the Library will not charge fees for the use of services or equipment. All fees must be approved annually and will be presented to the Board of Trustees at their reorganization meeting;
 - viii. The Board of Trustees will not adopt policies, nor will the Library administration approve any procedures that create unnecessary barriers to the access of Library services and resources;
 - ix. The Library shall provide an opportunity for patrons, staff, and members of the public during regularly scheduled meetings to present their comments, concerns, and questions relating to programs, services, Board actions, and other Library related matters during a Period for Public Expression. Members of the Board of Trustees are not obligated to respond to the presenter but may do so at their own discretion. The Chair reserves the right to set time limits for each presenter and its place(s) on the agenda for the Period of Public Expression. The Chair is empowered to take all necessary measures, including but not limited to denying the speaker's right or expulsion from the meeting, to prevent any conduct, inappropriate behavior or offensive comments that interferes with the orderly conduct of the meeting or prevents others from observing, participating in, or hearing the deliberative process.

SECTION 400**II. PROGRAMMING POLICY**

The library sponsors programs for community members of all ages that further the mission of the library, address community needs, and introduce information and ideas for enjoyment and growth.

Programming is presented for all age groups, cultures, and interests to address one or more of the following informational, educational, professional, cultural, or recreational needs:

- Increase awareness and use of library resources
- Promote reading and lifelong learning
- Provide opportunities to widen horizons, stimulate imagination and reflection, and connect with people and ideas.
- Educate and inform on a variety of topics
- Meet popular demand both existing and anticipated
- Establish partnerships and collaboration with community partners
- Other?

Library programs will be considered and selected on an impartial and balanced basis and shall possess a high quality of content and expression. They will be selected for values of interest, information, enlightenment, and enjoyment of the intended audience. Program coordinators consider the following criteria when planning program topics and presenters:

- Community needs and interests
- Presentation quality
- Presenter background/qualifications in knowledge of content area and the treatment of said content for the target audience
- Relation to library collections, resources, exhibits, and programs
- Historical or educational significance
- Connection to other community endeavors, exhibitions, or events
- Availability of programming rooms and/or calendar space
- Budget

Program presenters will be selected based on their expertise, qualifications in their given area of study, and their ability to support the library's programming needs. Professional recommendations may be consulted when appropriate. The library is not obligated to include multiple or opposing viewpoints within a single program or program series. The library welcomes opportunities to present additional perspectives in separate programs and will make reasonable efforts to offer a variety of viewpoints when possible. A program held at the library does not imply the library's endorsement of the content, opinions, or views expressed by the presenters or participants. Program topics, speakers, and resources will not be excluded from consideration because of their origin, background, or viewpoints, or due to the possibility of controversy, as long as they meet the library's selection criteria.

All library programs are open to the public. Registration may be required and may be limited to Huntington School District residents only, as space permits. Program content may be targeted and limited to specific audiences including children, teens, or adults and advertised as such.

Library sponsored programs may be held at either library location, offsite, or virtually.

The library will provide reasonable accommodations for patrons with special needs and patrons are encouraged to inform library staff a week prior to the program to make arrangements.

The library prohibits the sale or promotion of private products/services by the presenters for commercial, religious, or partisan purposes. The sale of products by presenters is only allowed through sponsorship by the Friends of the Huntington Public Library with ten percent of the proceeds being donated to the Friends.

The library reserves the right to deny attendance to anyone becoming disruptive to audience members/participants, presenters, staff, or in violation of the library's Patron Behavior Policy.

Responsibility

The Board delegates to the Director the authority and responsibility to oversee library programming. The Director may delegate the authority for the planning, implementation, reviewing, and evaluation of event planning to qualified library programming staff at his/her/their discretion.

Program Fees

The library may charge nominal materials fees to offset supplies and instructor costs for hands-on classes that require such resources and provide patrons with finished projects to take home such as, but not limited to, craft workshops, hands-on cooking, and fitness programs. The library may also pass along instructional fees to the patrons for classes that provide certifications, such as, but not limited to, Defensive Driving, Boating Safety Courses, or transportation fees for trips, such as bus trips or railway ventures. These payments offset the overall cost to the community and allow the library to offer classes that would otherwise be cost-prohibitive. The fee, payable to the library unless otherwise noted, will be determined by the library and is to be paid by the patron when registering. Program fees are non-refundable and non-transferable.

Program Cancellations

Presenters are required to give the library reasonable notice regarding emergency cancellation or unplanned schedule changes. In the case of presenter cancellation, no fee will be paid. The library has the right to cancel any event due to, but not limited to, lack of public interest, inclement weather, sudden room unavailability, illness, or other unforeseen circumstances. In the case of library cancellation, no fee will be paid. An effort will be made to reschedule.

Program Contract

The library will provide a signed Performance Contract to all presenters confirming details of program being presented including date, time, location, title, fees. Presenters will return a copy of the signed contract confirming said details and include contact information, equipment requested, publicity materials, fees and payment information.

Reconsideration

The Huntington Public Library acknowledges that some topics may be controversial and that certain content may be offensive to some patrons. Programs are selected based on the criteria outlined in this policy, not on the anticipated approval or disapproval.

Parents and legal guardians are responsible for overseeing their children's attendance and exposure to library programs.

Patrons with concerns regarding the content of library programming should first be brought to the attention of the Programming Librarian or Department Head. If concerns remain unresolved, patrons may then submit a written request for reconsideration to the Library Director using the Reconsideration of Programming form (below). The Library Director will review the content and context of the program and inform the patron of their decision, which will be final. Programs will remain on the library calendar during the review process.

Official Forms

Program Contract

Request for Reconsideration of Program Form

Huntington Public Library Request for Reconsideration of Library Program

The Board of Trustees have established a programming policy and procedure for feedback and concerns of residents of the Huntington Public Library. Completion of this form is necessary if you wish to request a reconsideration of a library program. Please return the completed form to the library director.

Huntington Public Library
Attention: Library Director
338 Main Street
Huntington, NY 11743

Name: _____ Date: _____

Address: _____ Phone: _____

Email Address: _____ Library card #: _____

Do you represent self: an organization? Name of Organization: _____

Program Name _____

Program Date _____

What brought this program to your attention? _____

Please comment on the specifics of the program that concern you: _____

What action are you requesting the library Director to consider? _____

Performance/Presenter Contract



338 Main Street
Huntington, NY 11743
(631) 427-5165
(631) 421-7130/7131/7139 - fax

Reset Form Print Form

<http://www.myhpl.org> - website

1335 New York Avenue (Station Branch)
Huntington Station, NY 11746
(631) 421-5053 · (631) 421-3488 - fax

Performance Contract

Purchase Order#

Name of Performer/Presenter:

Address: Age Limit (if applic):

City: State: NY Zip: Audience Limit:

Phone Number: Ext: Email:

Title of Performance: Program Code:

Date(s) and Time(s):

Place/Location: If "Other," Please Specify:

- Equipment Needed: Microphone Speakers Podium Whiteboard TV
- DVD Player Laptop Internet Proxima/Projector Other

Please Specify Other Needed Equipment:

Crafts Programs - Materials Fee Amount (if required):

Publicity Materials (photo, bio & program description) Due Before: Enclosed Will be sent

Performer Fee Amount: + Make Check out to:

***CANCELLATION:** The performer will give the library reasonable notice regarding emergency cancellation or unplanned schedule changes. In the case of performer cancellation, no fee will be paid. In the case of library cancellation due to lack of public interest, inclement weather, sudden room unavailability or other unforeseen circumstances, no fee will be paid. An attempt will be made to reschedule.

I agree to the above booking. I understand that: the Library prohibits the sale or promotion of private products/services; the Friends of the Huntington Public Library may be available to sell items on my behalf, in which case I agree to donate 10% of proceeds to the Friends; the performer fee is mailed ONLY after the Library Board Meeting following the program date (there is no August meeting).

Signature for Library (Department Head)
Date

Signature of Performer/Presenter/Speaker
Date

SS#: OR TAX#:

III. PUBLICITY / COMMUNICATIONS

a. NEWSLETTER

- i. The newsletter is published and distributed to district residents on a bi-monthly basis six (6) months a year.
- ii. Prior to publication and release, all material presented shall be reviewed and approved by the Director.
- iii. In cases where there is material relating to the annual budget or to controversial issues, this material shall be reviewed and approved by the President of the Board of Trustees.

b. PUBLICITY RELEASES

- i. All announcements, news notes, etc. for the news media (papers, radio, television) shall be stated as announcements from the Board of Trustees.
- ii. Prior to release, this material shall be reviewed and approved by the President of the Board of Trustees.

c. DETAILED ANNOUNCEMENTS

- i. Those announcements which tell how a service works shall be reviewed and approved by the Director prior to release.

d. REQUESTS FOR INFORMATION BY THE MEDIA

- i. All requests of this type of information shall be directed only to the office of the Director.

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IV. DISPLAYS AND EXHIBITIONS

a. Requests to display exhibits shall be made to the Director or to his/her designee. Upon approval, all exhibitors showcasing work in the display case(s) and/or in the Art Gallery, are required to submit a signed contract prior to exhibiting in the library.

i. DISPLAY CASES

1. The library has several display cases for individual exhibits
2. These cases are on the main floor of the Main Library: one (1) vertical case and two (2) horizontal cases. Children's case?

ii. ART EXHIBITS

1. Individual art pieces may be displayed in the Main or Station Branch locations, upon approval by the Director or his/her designee.

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V. COMMUNITY BULLETIN BOARDS

- a. Except for National, State, or locally mandated display materials, all other display materials (posters, notices, etc.) shall be prior approved by the Director or his/her designee. The following types of material may not be accepted for posting:
- i. Religious
 - ii. Partisan
 - iii. Political
 - iv. Profit-making, except for educational, cultural, or charitable purposes
 - v. Appeals for funds or for membership
 - vi. Literature of a secret or exclusive society

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VI. PHOTOCOPY MACHINES

a. COPYRIGHT NOTICE

- i. All photocopy machines shall be affixed with a notice pertaining to the restrictions of the United State Copyright Law (Title 17, US Code)

b. HPL – PHOTOCOPY ORDER FILLING

- i. Where the library fills an order for a photocopy, including the filling of an Interlibrary Loan request, the following statement shall appear on the first page of the copy:
 1. “Notice: This material may be protected by Copyright Law (Title 17, US Code)”

c. PATRON USAGE – FEES – RECEIPTS – CHANGE

- i. The current fee in effect shall be charged for each photocopy run. The library cannot guarantee “Print Shop” quality but will return the fee wherever a photocopy machine fails to reproduce generally legible and generally clear copy.

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VII. MEETING ROOMS

- a. Permission to use the Library’s meeting rooms may be granted to community groups, organizations, and individuals whose aims are Library connected, educational, cultural, political and/or civic. Use of the Library’s meeting rooms is subject to all applicable federal, state, and local laws and regulations, as well as policies promulgated by the Library Board of Trustees.
- b. Scheduling availability is to be solely determined by the Library.
- c. All meetings shall be non-exclusive and open to the general public.
- d. The rooms are not to be used for sectarian religious instruction or as a place of religious worship, except to the extent that non-sectarian subject matter is provided or discussed from a religious point of view as judiciously recognized as constitutionally protected free speech.
- e. There shall be no charge for the use of meeting rooms during the Library’s regular hours of operation for not-for-profit organizations. Use outside of the Library’s normal hours of operation may be requested by the applicant. Should such permission be granted, the applicant will incur a charge of \$25 for each hour, or fraction thereof, that the applicant intends to use the meeting room. Under no circumstances will use be approved beyond one hour after the Library’s regular closing hour. **Checks payable to Huntington Public Library for this purpose must accompany the application.**
- f. Meeting rooms may also be available for business use for a fee as detailed below:
 - i. **For-Profit Business Room Usage Fees:**
 - 1. Main Library
 - a. Auditorium: \$300.
 - b. Meeting Room: \$150.
 - c. Small Meeting Room: \$75.
 - 2. Station Branch
 - a. Small Meeting Room #1 or #4: \$75.
 - b. Classroom: \$150.
 - c. Community Room: \$200.
 - ii. Meeting rooms are available for a three-hour period (including setup and take-down time.) Use beyond three hours is subject to prior approval by the library and will incur additional fees at the rate of \$100. for each additional hour of use. Checks payable to Huntington Public Library must accompany the meeting room use application. Retail sales events and the direct sale of merchandise shall not be permitted.
 - iii. No refunds will be made except in the event of cancellation of the activity by the Library or cancellation of the activity by the applicant at least one week prior to the scheduled activity.

- g. The room is not to be utilized for the advancement of commercial or for-profit enterprises.
- h. The primary purpose of the Library's meeting rooms is to serve as a venue for Library sponsored services, programs, and activities. Library services, programs and activities shall have priority over all other activities. The Library reserves the right to cancel reservations for unexpected Library needs or purposes.
- i. The person requesting use of the meeting room shall be a resident or taxpayer of HUFSD, 18-years or older. At the discretion of the Director, the Library may grant permission to local organizations whose officers may not be residents or taxpayers. No application shall be considered officially approved until it is signed by the Library Director and confirmed to the applicant via e-mail or by signed/approved copy of the application.
- j. By executing the application, the applicant agrees to the release of the applicant's name and telephone number to any person requesting information concerning the organization's activities or program. All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director prior to the issuance or coverage. The Library may only be mentioned as a location, and not as the sponsor of an event nor as the headquarters of an organization, in all announcements or publicity relating to the event. The Library's telephone number may not be given to obtain further information regarding a non-Library sponsored event. Any literature or other items to be distributed at a meeting must be submitted to the Library Director at least 48-hours prior to intended distribution.
- k. The applicant must certify that the meeting room shall be used only for the specific activity stated on the application and for no other purpose whatsoever. No activity may disrupt Library operations.
- l. The responsibility for the maintenance of public order and safety at a meeting is that of the applicant. When the meeting is for minors, application must be made by an adult, 18-years or older, who will be present at the meeting and be responsible for any damages incurred. A minimum of one adult for every 10 minors must be present at all times.
- m. The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of Library facilities in violation of any law or use regulation. The determination by said official is final. The Library Director, or designee, is authorized to call upon appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such an action. Further permission to use the meeting room may be denied to any group which proves to be disorderly or which violates any law or regulation.
- n. Limited refreshments, such as coffee and cake, are allowed. At no time may alcoholic beverages be served.
- o. The meeting room must be left in a neat and orderly fashion. If this condition is not met, the applicant will be charged an amount equal to one hour of staff overtime for each hour needed to clean up. Further use of the meeting room will be denied until the Library is paid.

- p. Groups which carry insurance are required to provide a Certificate of Insurance to the Library, along with their application, for use of the meeting room. Other groups are urged, for their own protection, to obtain temporary insurance policies against liability for property/personal damage resulting from their use of the meeting room. Inability to obtain insurance, or the lack of insurance, will not be the basis for denying a group's application for meeting room use.
- q. Signature of the applicant on the Application for Use of a meeting room is acknowledgement by the organization, group or individual that it recognizes and executes the following Hold Harmless provision as indicated below:
 - i. **HOLD HARMLESS:** To the fullest extent permitted by law, the applicant approved for use of Library meeting room facilities will **Indemnify and Hold Harmless** the Huntington Public Library, its staff, agents and trustees, from and against any and all claims, suits, judgments, damages, losses and expenses, including legal fees and all court costs and liability, arising in whole or in part, and in any manner from injury and/or death of person or damage to or loss of property resulting from the acts, omissions or conduct of the applicant using any Library meeting room facility.
- r. Except for Library sponsored events, no admission fees may be charged, no donations may be solicited or accepted, nor may any items be sold. Use of the facilities will not be granted for fund-raising purposes, except as may be permissible under law and with the explicit consent of the Library. Such permission shall be deemed extraordinary.
- s. Federal, state, local and library regulations shall be complied with at all times.
- t. Use of a meeting room is limited to once a month. Requests for use of a meeting room for more than one meeting a month will be decided on a case-by-case basis. Applications for use of the Library's meeting rooms are considered on a "first-come, first-served basis. The Library makes every attempt to accommodate requests for monthly or otherwise "regular" meetings; however, there is **no guarantee** that individuals/community groups will receive such.
- u. Reservations for the use of the meeting rooms by non-Library sponsored community groups and organizations will be made **no more than six months in advance**. Applications for use of the meeting room for the period January 1 - June 30 may be submitted to the Administration Office beginning November 1. Applications for the period July 1 - December 30th may be submitted beginning May 1.
- v. Applications for use of the Library's meeting rooms must be made in writing by an adult on the form provided for this purpose at least **seven (7) days in advance** of the intended use. More immediate bookings may be considered pending Director availability/approval. Forms are available on the website, at service desks at either the Main or Station Branch Library or in the Administration Office. Signed applications may be faxed to 631-421-7128.
- w. The final and sole interpretation of this policy rests with the Library's Board of Trustees.
- x. Implementation and enforcement is delegated to the Library Director.

SECTION 400

VIII. GIFTS, DONATIONS & FUNDRAISING

a. The Huntington Public Library welcomes financial and materials donations.

i. MATERIALS

1. BOOKS & MEDIA

a. These items shall be accepted without commitment; final disposition shall be at the discretion of the Library Director. Generally, donated materials will be sold at the Friends' of the Huntington Public Library book sales.

2. OTHER ITEMS

a. At the discretion of the Library Director, or his/her designee, other items may be considered for acceptance. Items of historical importance or have intrinsic value, i.e. maps, local history artifacts, etc. will be considered after consultation with the local history room manager. A deed of gift must be signed for any donation of significant importance.

3. PICK-UP OF GIFTS/DONATIONS

a. The Library does not generally make pick-ups of gifts or donations.

ii. FINANCIAL DONATIONS

1. GIFTS

a. All gifts will be used at the Library's discretion unless the donor requests a special usage agreement. For donations of \$5,000. or less, this agreement can be made between the donor and the Director. For gifts of more than \$5,000., the Board of Trustees must approve the agreement. The Library will acknowledge all financial donations in writing. In the case of material gifts, it is the responsibility of the donor to conduct an appraisal to determine the value before donating them to the library. The library will acknowledge materials gifts but cannot attest to the actual or estimated value.

2. FUNDRAISING

a. All fundraising campaigns must be approved by the Board of Trustees. Monies raised through authorized fundraising campaigns will be used to purchase materials or equipment, support library programs, or in other ways that the Library Board deems appropriate. The Library reserves the right to decline any fundraising effort which does not further its mission or goals or which would result in the incurrence of excessive expense or administrative support.

- b.** All agencies and individuals engaging in approved fundraising efforts on behalf of the Library must agree to direct the proceeds of such efforts directly to the Library. The Library may approve the payment of some administrative and/or materials cost to the agency or individual conducting the fundraising, but only with the prior approval of the Library Board.

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IX. OFFICIAL FORMS

- a. The pages following present the official forms pertaining to this section of the manual
 - i. Use of a Library Meeting Room – page (400-8a)
 - ii. Meeting Room Application for Volunteer Tutors or Group Study – page (400-8b)
 - iii. Exhibitor’s Contract – page (400-8c)
 - iv. Deed of Gift – page (400-8d)