



**Williamson**  
PUBLIC LIBRARY

**Patron Policies  
2026**

**6380 Route 21, Suite 1  
Williamson, NY 14589  
(315) 589-2048**

**<http://www.WilliamsonLibrary.org>**

**“Your Community Connection for Lifelong Learning and Discovery”**



**Reviewed and Updated by Board of Trustees  
03/19/2026**

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# **SECTION ONE**

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## **INTRODUCTION**

**Williamson Public Library** has a long history of service to the Town of Williamson dating back to **1911**.

This Handbook outlines the policies currently in effect at **the Williamson Public Library**. Patrons agree to abide by the following policies when visiting the Library or utilizing library services. The Policies contained in this handbook are revised or added periodically and are effective as of the date issued by the Williamson Public Library Board of Trustees.

## **1000.0 MISSION STATEMENT**

The Williamson Public Library offers area residents of all ages, abilities and backgrounds a collection of relevant high-interest materials and information resources to meet their life-long educational, vocational and recreational needs in a comfortable and functional setting with high-quality library services to assist them.

Adopted by the Library Board 4-20-2006  
Revised 8-18-2011

Revised 10-19-2017

### **Goals of the Williamson Public Library**

- A Comfortable, Inviting, Functional and well-maintained Physical Space
- An Engaging Children's Space to serve as an inviting and welcoming collaborative play space for families with programs and activities to build Early Literacy, Fine and Gross Motor skills, and school readiness.
- Connect, Collaborate and Communicate with the Williamson Community to provide programs of interest, to provide needed services, to gather feedback and to get the word out about all that is available via the Library.
- Continue roadmap to ensure staffing retention, library service coverage, and employee and public safety. Ensure the Library is able to deliver the services, technology and staffing required to meet community needs.

*Adopted by the Library Board 8-18-2011 Updated 2018 Updated 2024*

## **1000.1 LIBRARY OPERATIONS**

General operating procedures shall include:

1. Hours of operation shall be established by the Board of Trustees.:  
Monday through Thursday: 9:30 AM to 8:00 PM  
Friday: 9:30 AM to 5:00 PM  
Saturday: 10:00 AM to 2:00 PM

2. The Williamson Public Library shall close on national and traditional holidays, specified yearly by the Board of Trustees. Holidays generally include the following days:

New Year's Eve and New Year's Day  
Dr. Martin Luther King Jr. Day  
Presidents' Day  
Saturday before Memorial Day  
Memorial Day  
Independence Day  
Saturday before Labor Day  
Labor Day  
Thanksgiving and the Friday and Saturday after Thanksgiving  
Christmas Eve, Christmas Day, and the day after Christmas

### **FLOATING HOLIDAYS**

Veteran's Day and Juneteenth

Adopted by the Library Board 2/18/1987 Revised: 5/16/1990 Revised: 6/25/1997  
Revised: 1/17/2008 Revised: 11/19/2009 Revised: 06/17/2021 REVISED 9/19/2024  
REVISED 11/20/2025

### **LIBRARY ADDRESS**

Williamson Public Library  
6380 State Route 21, Suite 1  
Williamson, New York 14589-9560

### **LIBRARY TELEPHONE**

Main line: 315-589-2048

### **LIBRARY FAX:**

315-589-5077

### **LIBRARY BOARD OF TRUSTEES**

Michael Collins, President  
Amy Prater, Vice President  
Diane Luke, Secretary  
Kathryn Gray, Trustee  
Kathryn Wieser, Trustee

## **SECTION TWO**

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# **USING THE LIBRARY**

## 1000.2 LIBRARY SERVICES

The services of the Williamson Public Library support the goals of its mission statement – to provide a collection of relevant, high-interest materials, useful information resources, a safe and comfortable facility and effective customer assistance by our staff.

- **The COLLECTION includes:**
  - Books for all ages
  - Large Print book collection
  - DVDs
  - Audio Books on CD
  - Magazines
  - Newspapers
  - Local history materials
  - Music CDs
  - Learning aids and educational games
  - Spanish materials
  - Videogames
  - Downloadable audio books, eBooks, music & streaming (Libby, Kanopy)
  - Digitized access to back issues of the Sun and Record newspaper
  - Lawn games such as Kan Jam, Giant Jumanji, Corn Hole, Connect 4
  - NYS Parks Pass and Rochester Science Museum Pass
- **INFORMATION RESOURCES include:**
  - OWWL catalog for access to all resources in the OWWL Library System
  - Wired and wireless access to the Internet
  - Online databases (Ancestry.com Library Edition, Mango Languages)
  - Reference materials and services by phone or in person
  - Online web site and Facebook page for library information
- **The FACILITY provides:**
  - Free public access computers with printing capability
  - Meeting rooms for public use
  - FAX and black and white and color copier service
  - Lounge areas for comfortable seating
  - Study areas with tables for groups and individuals
  - Handicapped access
  - Wheelchair
  - Restrooms with diaper changing stations
  - Free WIFI
- **STAFF SERVICES include:**
  - Circulation assistance with the OWWL automated system
  - Reader's advisory
  - Assistance with all library resources
  - Programming for all ages

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Notary Public (call ahead for hours available)

Adopted by the Library Board 2/18/1987

Revised: 4/18/1994

Revised: 4/25/1999

Revised: 8/20/2009

Revised: 10/19/2019

## **1000.3 CODE OF CONDUCT**

It is the intent of the Williamson Public Library to provide a safe environment for its patrons and staff. Observing this Code of Conduct and all related library policies helps to make the library a welcoming place for the entire community. Entering the library implies agreement to abide by these rules and policies and failure to do so may result in expulsion from the Library and/or loss of Library privileges. A person who defies an authorized library employee not to enter the library or not to remain in the library for failure to comply with the library's rules and policies is subject to arrest for trespass (New York State Penal Law, Section 140.05)

### **In effect at all times:**

- Shirts and shoes are required to enter the building
- No smoking or vaping within 100 feet of any library entrance as per NYS Health Regulations. No smoking within the Library, its entranceways, bathrooms or outdoor spaces.
- No possession, use, distribution, or being under the influence of recreational drugs or alcohol on library premises. This includes, but is not limited to all library related spaces including restrooms, meeting rooms, hallways, entryways and outdoor areas including the library patio, portico, and parking lots.
- No eating food or drinking beverages from outside the library in non-designated areas and items must be disposed of properly afterwards
- Only service animals are permitted inside the building
- Flyers must be approved before being posted to the community bulletin board

**Behaviors that interfere with normal library operations, compromise safety or security, or prevent others from using or enjoying library services are prohibited.**

### **These include:**

- Excessive noise that disturbs other library users
- Treating library materials, equipment, and furniture in a destructive manner
- Handing out unsolicited literature or petitioning on library premises
- Fighting, both physical and verbal
- Larceny or theft of library materials or the private property of other library users or staff
- Foul language, obscene conduct, and/or indecent exposure
- Possession of firearms, knives, or other weapons
- Using the library's computers and/or internet connection in an illegal way
- Sleeping on library floors and sleeping on library furniture resulting in a disturbance to

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others or impeding the use of seating by others within the library is prohibited.

- No disorderly, disturbing or disruptive behavior on library premises, including offensive personal hygiene, strong odor such as perfume or substances on clothing, body, or materials, or any behavior, which constitutes a nuisance and impedes the public's use and enjoyment of library services and/or library staff ability to provide services.

- No changing or diapering outside of the dedicated diaper changing areas provided in library restrooms. Disposal of diapers is restricted to dedicated diaper receptacles provided in the library's restrooms.

- No harassment or threatening of library users or library personnel. No blocking of aisles, exits or service areas.

Violation of this Code of Conduct and/or library policy will be addressed via 2000.5 Suspension of Library Privileges and Banning, 2000.7 Repeat Offenders, and 2006.8 Permanent Banning

*Adopted by the Library Board 12/13/1988 Revised: 01/12/1991 Revised: 08/18/2005 Revised: 11/17/2005 Revised: 01/17/2008 Revised: 03/15/2012 Revised: 05/21/2014 Revised 05/21/2020, Revised 5/20/2021, REVISED 6/17/2021 08/15/2024. Revised 3/19/2026*

## **1000.4 GETTING A LIBRARY CARD/BORROWING**

### **Getting a Library Card**

The first step to access all of the services the Williamson Public Library has to offer is to register for a library card.

Residents of the OWWL Library System (Ontario, Wayne, Wyoming and Livingston counties) age 16 and above, that have never had a library card with a member library in the four counties, may start the process online via <https://owwl.org/help/register> or apply in person at the Williamson Public Library.

If you start the process online you will be asked to show valid identification in person before materials are loaned. If you register in person you will be asked to bring ID with you to complete the registration process.

Valid identification is a photo ID. The following items will be accepted by Library staff as valid forms of identification. This list is not limited; a photo ID is defined as an item containing a photo of the applicant with first and last name of applicant.

- **Valid Driver's License**
- **State or County Identification Card**
- **Student Identification Card**
- **Child Safety Card**

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- **Military Identification Card**
- **Social Service Card**
- **Passport**

Applicants must also complete and sign the Library's registration form. By signing the registration form or submitting it online, applicants certify that the information provided is true and correct to the best of their knowledge and that they agree to obey all policies of the Williamson Public Library. Cardholders are responsible for the safekeeping and use of their card, including all items and fines charged to their account, unless the card has been reported lost or stolen.

Lost cards should be reported to the Library immediately to avoid unnecessary charges, and may be replaced for a fee. All lost cards will be marked inactive until replaced. The Library will not provide, verbally or in writing, a patron's library card number in lieu of replacing a lost card.

Cards damaged by regular wear and tear may be replaced by the Library at no cost to the patron. Cardholders are only allowed one OWWL card in their name. Upon application for a library card, the Library will verify that the applicant does not already have a card within the OWWL system. If the Library finds that an applicant has a pre-existing OWWL account, the applicant must update the information on the account, take care of any outstanding fines over \$5, and pay a card replacement fee before a new card will be issued. If any patron is found to have multiple OWWL accounts, those accounts, along with all fines, items, and holds associated with them, will be merged to the most recent record.

The Library will document any evidence used to verify the multiple accounts and place a note in the patron's merged record identifying the evidence. The Library Director and Board of Trustees will be the sole arbitrator in instances where a patron wishes to challenge the finding. The Library reserves the right to withdraw borrowing privileges from any patron providing the Library with false registration information.

**Youth Registration (ages 5-15)** A parent or guardian may obtain a library card for their child by providing a valid form of identification and signing the registration card. Upon receiving a card, the parent/guardian assumes responsibility for all materials and any fines incurred through the use of the child's card. The child must be present at the time of registration.

A youth registration card can be used to borrow any item in the library. We do not monitor or limit a child's access to materials in the library. Parents are the best judge of what is appropriate for their child. When you authorize a library card for your child you accept responsibility for supervising what your child borrows. The Library holds a wide range of books, movies, and other materials, and you may feel that some are not suitable for your child. You, as your child's parent or guardian, are the best judge of what is right for your family and should discuss this with your child and set limits that you feel are right for your child.

Borrowers are responsible for updating their registration information upon any change of address, name, email, phone number, stolen card, etc. Application for a library card

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constitutes an agreement with the library that the borrower is responsible for all materials borrowed on the card and will return them in a timely manner and in good condition. The borrower assumes financial responsibility for any fines or replacement costs incurred for lateness, loss or damage to the materials. The borrower's acceptance and use of a library card implies his/her agreement to abide by all library rules, policies and regulations. A borrower may replace a lost card for a \$1.00 fee. If a card was issued over three years ago the Library allows one free card replacement as a courtesy. Identification may be required at the time of replacement.

A borrower must present their library card for every transaction. The card is required to assure accuracy. For borrower's that prefer to keep their card digitally we suggest storing a picture of the barcode and signature on the back of the card in the camera roll of your phone or tablet or utilizing the OWWL APP.

Borrowers that do not bring their card will be provided with up to three courtesy checkouts per year by providing alternative id.

Borrowers may be denied access to materials or services when fines amount to more than \$5.00, have more than five (5) overdue items, or have chronically abused the library's borrowing rules. A limit on materials to be borrowed by one person may be imposed based on demand, value, or availability of the items. A max of 100 Williamson Public Library items or the max set by the OWWL Library System (whichever is lowest) per individual library card will be followed.

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## 1000.5 LOAN PERIODS

The following loan periods have been set by the Williamson Public Library:

Loan periods:

Books	3 weeks	2 renewals*
Magazines	3 weeks	2 renewals*
Audio Books	3 weeks	2 renewals*
Music CDs	3 weeks	2 renewals*
DVD Sets	3 weeks	1 renewal*
DVD (regular)	1 week	1 renewal*
DVD – New	3 days	No renewal

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. \*Renewals are allowed as specified unless the item is reserved for another person (“on hold”) in which case, it cannot be renewed. New DVDs cannot be renewed.

Renewals may be done by phone, email, or by logging into your OWWL Account. The OWWL System will also attempt to make an automatic renewal if the item is eligible for renewal and does not have holds.

Due to the popularity of the DVD collection there is a maximum loan of five DVDS per card at a time

The borrower agrees that any audio-visual materials borrowed and used with the borrower’s own equipment are used at his/her own risk. The library is not responsible for damage to the borrower’s equipment.

Adopted by the Library Board 5/17/2007

Revised: 10/17/2017

## **1000.6 FINES AND CHARGES**

The timely return of library materials is important to maintaining the Williamson Public Library’s collection and to insuring that library materials are available to all interested patrons.

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**Overdue Books and Materials are subject to the following extended use schedule and fees:**

Books, audio books, learning aids, magazines, and puzzles: \$0.10/ day max of \$5.00 per item

DVD’s, Music CDs, and electronic gaming: \$1.00/ day max of \$5.00 per item

Email and USPS mailers are used for notification of overdue materials, legal notifications, and billing.

If overdue fees are a hardship, please reach out to a staff member or the Director to discuss options.

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## 1000.7 MATERIALS REPLACEMENT COST

Borrowers are responsible for returning library materials by their due dates in good condition. Library staff will assess any damage to materials at the time of their return. If a borrower returns library materials in such condition that the staff decides that they are no longer suitable for circulation, the borrower will be billed for the cost of replacing the material.

Replacement cost includes the purchase price of the material as well as the library resources used to process and catalog the item. In some cases, the Library may reduce or waive replacement costs based on the age, condition, and current relevance of the item to the collection, or documented hardship.

In the case of minors, the parent or guardian who has given permission for the minor to obtain a library card will be responsible for returning materials in reasonable condition and for paying any fines or fees incurred.

Library materials will be declared lost by staff based on the material's due date, or if the patron declares that the material is lost before that time. The full replacement cost is charged for lost materials. In some cases, the Library may reduce or waive replacement costs based on the age, condition, and current relevance of the item to the collection, or documented hardship.

No refunds are provided if the material is located after payment to the library.

The library will not accept a physical item as a replacement for lost or damaged materials. Please speak with a staff member if replacement costs are a hardship.

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## 1000.8 SERVICE, LOSS, and DAMAGE FEES

**COPIER SERVICE:** \$0.20 per single page. \$0.40 per two-sided copy and .40 for color copy single page and .80 per double sided.

**Computer printer copies:** \$0.20 per page, regardless of number of pages and .40 per page for color copies.

**FAXING SERVICES SENDING:** \$1.00 per page.

**FAXING SERVICES RECEIVING:** \$1.00 per page.

### **DAMAGES TO AV EQUIPMENT, COMPUTERS AND PERIPHERAL DEVICES:**

Damages to AV equipment, computers and peripheral devices due to negligent or inappropriate use by the patron will be charged to the patron at the cost of repair or

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replacement.

**LOST OR DAMAGED MATERIALS:** Please refer to the above policy  
1000.7 Materials replacement cost

**LEVY OF FINES:** Levy of fines is automated by the Library check out system and is the responsibility of the library staff member who oversees overdue notifications. Receipts from library fines and replacement costs shall be recorded to the patron's account and entered into the cash register upon receipt.

**RETURNED CHECKS:** There will be a charge of \$15.00 levied for any returned check.

Adopted by the Library Board 2/2/1984

Revised:11/14/1991

Revised:9/18/1992

Revised:9/8/1999

Revised:4/19/2001

Revised:11/15/2001

Revised:9/18/2008

Revised:4/14/2011

Revised:10/19/2017

## 1000.12 ACCEPTABLE COMPUTER USE POLICY

### ACCEPTABLE COMPUTER USE POLICY

**MISSION** – In keeping with the Williamson Public Library's mission to provide current information in a variety of formats, the library offers public access to the Internet. Public Computer internet access is filtered in compliance with federal e-rate requirements.

**Eligibility** – All users must stop at the desk and have a staff member sign out computer time. Any adult with a valid OWWL Library card or an adult guest may use a computer in accordance with established procedures and policies in effect. Users under the age of 18 must have a parent's or guardian's signature on a computer use agreement, which will be filed in a binder at the desk. Anyone 8 years old or older may use a computer alone. Anyone under the age of 8 must have an adult who sits with him/her at the same computer at all times.

**Rights of Users** – The Internet is not a secure medium and all transactions, files and communications may be subject to unauthorized access by third parties. The library respects a patron's right to both confidentiality and privacy and will not release information on the use of electronic resources by members of the public except as required by law.

**Use of the Internet by minors** – The library supports the American Library Association Library Bill of Rights, including those that deal with intellectual freedom, as well as the First Amendment to the Constitution of the United States. The library affirms that it is the right and responsibility of parents to supervise their children's use of library

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materials, including Internet access. The unauthorized disclosure, use and dissemination of personal identification information regarding minors is prohibited.

**Responsibility** – All users or in the case of those under 18, users’ parents, will be held fiscally responsible for any damage to the computers, related equipment or software caused by inappropriate use of the equipment or software. Abuse of the equipment or the service will result in the user being denied further access to the service. Malicious damage may result in prosecution. All use of the computer system must comply with acceptable use guidelines.

**Disclaimer** – The library is not responsible for any damage to or loss of data resulting from the use of our computers. We have no control over the availability of our network access, or the inability to connect to any site due to excessive traffic on the Internet, or the availability of information links, which change frequently. The library is not responsible for the quality of information found on the Internet. Users are responsible for evaluating data received.

**Telecommunications Act, the Neighborhood Children’s Internet Protection Act, Copyright Law and Legal Issues–**

Use of the Internet for activities that violate local, state or federal laws is prohibited. This includes but is not limited to activities such as viewing child pornography, committing fraud, hacking, unauthorized access or spreading libel or slander.

Telecommunications Act of 1996, Section 502: The Williamson Public Library, does not condone nor will it tolerate the use of library computer resources to break any law, including, but not limited to, the Telecommunications Decency Act: “Whoever in interstate or foreign communications by means of a telecommunications device knowingly makes, create, or solicits, and initiates transmission of, any comment, request, suggestion, proposal, image, or other communication which is obscene, lewd, lascivious, filthy, or indecent, with intent to annoy, abuse, threaten , or harass another person;...shall be fined under Title 18, United States Code, or imprisoned not more than two years, or both.” Computer resources may only be used for legal purposes. Since the public Internet workstations are in view of other patrons and staff, users are not permitted to display any visual images containing nudity, obscenity, or graphic violence. Patrons will receive one warning regarding this rule; another violation will result in permanent loss of Internet privileges at the library. Acceptability of screen displays will be left to the discretion of the supervising library staff.

Neighborhood Children’s Internet Protection Act: It is the policy of the library to comply with the Neighborhood Children’s Internet Protection Act by following the policies and procedures regarding computer use accepted by the Library Board of Trustees.

Copyright Law, Title 17, U.S. Code: Most of the library’s software is protected under the Copyright Laws of the United States of America. Software piracy is a federal crime punishable under this law.

Adopted by the Library Board 9/29/1998

Revised and adopted at a public meeting following normal public notice: 6/20/2002

Revised 10/18/2005

Revised 4/26/2007

Revised 10/19/2017

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## 1000.13 COMPUTER USE RULES & PROCEDURE

In keeping with the Williamson Public Library's mission to provide our patrons with current information in a variety of formats, the library offers free access to computers and the Internet. All users must stop at the desk to sign out computer time. Users must have a valid OWWL Library card or request a guest pass before applying to use a computer. Users will be assigned a computer by staff. The user must remain on that computer unless a staff member gives permission to use another machine. Minors under the age of 18 must have a signed authorization of computer use form on file and provide staff with their library card, identification, or the parent or guardian that signed the form must be with them. An adult must remain at the computer with any minor under the age of 8.

1. Computer time is available at no charge in one-hour increments on a first-come, first-served basis. If no one is waiting at the end of the first hour, additional time may be requested and granted at staff discretion. Library staff may regulate computer availability to allow for the most efficient use of the public computer network during times of high demand. Computer hours will be from opening time until one-half hour before closing.
2. Only one person with a valid OWWL card or guest pass is allowed at the computer station at a time. Permission for a second person at a station may be given at the discretion of staff.
3. Users 8 years old and older may use the children's computer alone. Anyone under the age of 8 must have a parent or guardian present to supervise at all times. It is the right and responsibility of parents to supervise their children's use of the Internet.
4. Using computer resources for activities that violate local, state or federal law is prohibited.
5. Due to the public setting for computer terminals, display of objectionable images (including nudity, obscenity or graphic violence) as deemed such by library staff will result in the immediate termination of the session. A second offense will result in permanent loss of computer privileges.
6. Patrons may print information from a computer workstation at the cost of 20 cents per page for black and white copies. Patrons who would like color copies must ask staff for assistance and color copies are 40 cents per page. Some documents may be several pages in length; users are financially responsible for all of the printouts.
7. Downloading to the computer's hard drive is strictly prohibited, as is changing computer settings or programs. Working outside the approved Windows menu is strictly prohibited.
8. Email using a *web-based* email account is permitted. Opening attachments on email is allowed, however patrons should use caution when opening documents or

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attachments from unknown sources or attachments that are questionable in nature. Patrons should not open an attachment that triggers an anti-virus software warning. Patrons should immediately inform staff if a document or website opened appears suspicious in nature or hijacks the computer, so that staff can quarantine the computer in question.

9. Library staff members are trained to provide some startup support and will assist with computer use as their time permits.
10. Any damage to the computer or its peripheral devices is the responsibility of the user. Abuse of the equipment will result in the user being denied further access to the service. Malicious damage may result in prosecution.
11. Since the Internet is not a secure medium, transactions may be subject to unauthorized access by third parties. The library respects confidentiality and will not release information on the use of electronic resources except as required by law.

**These rules are subject to revision at any time. Users are responsible for keeping informed of any change. Current library policy will be clearly posted at each terminal. Refusal to abide by these rules can result in the loss of computer privileges for a period of time to be determined by the Library Director.**

Adopted by the Library Board 1/17/2002  
Revised: 6/20/2002  
Revised: 10/18/2005  
Revised: 1/17/2008  
Revised: 8/21/2008  
Revised: 9/15/2011  
Revised: 03/20/2014  
Revised: 10/19/2017

## **1000.14      AGREEMENT FOR COMPUTER USE**

APPLICANT'S NAME \_\_\_\_\_

Last 4 Digits LIBRARY CARD # \_\_\_\_\_

AUTHORIZATION OF COMPUTER USE FOR THOSE UNDER 18:  
(To be signed by parent or guardian)

As a parent or legal guardian of  
\_\_\_\_\_ ,

01/15/2026

a minor, I have read the library's "Computer Use Rules and Procedures" and acknowledge that I am allowing the above-named minor to use the library's computer system and to access the Internet. I understand that if the above engages in any unauthorized use of the Williamson Public Library's computer system, privileges may be revoked, suspended or modified. I assume personal responsibility, both civil and criminal, for any unauthorized, improper or illegal use of the Internet and/or equipment by this minor. I will be fiscally responsible for any damage this minor may cause to the computers, related equipment or software used. I understand that to the extent practical, the library staff will monitor online activities of minors in accordance with library policy and rules.

***I assume responsibility for this minor's appropriate use of the computer system.***

Parent/Guardian's

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Adopted by the Library Board 9/29/1999

Revised 1/17/2002

Revised 6/20/2002

Revised 10/18/2002

01/15/2026

## **1000.15 WIFI ACCESS**

The Williamson Public Library provides free wireless internet access to patrons who bring in their own laptop or other wireless device. The Library's public wireless network may be used by any patron. By choosing to use this free wireless service you agree to abide by the Library's Internet Use Policy that prohibits abusive or illegal activity while using the Library's Internet Service.

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This service is free of charge and subject to the terms and conditions as follows: The Library assumes no responsibility for any changes to system configurations, equipment stability, or general functionality or integrity\security of data resulting from connection to the public wireless network.

Patrons are advised that the network is not secure, and that the library cannot be held accountable for the results of third-party data capture.

Library staff will not handle patron's equipment including laptops and wireless devices. Library staff is not allowed to configure patron's equipment.

The Library does not guarantee a wireless connection can be made.

The Library assumes no responsibility for the security of equipment. Users must keep equipment with them at all times.

The Library reserves the right to disable the wireless network at any time and without notice.

## **1000.16 CHILDREN'S RULES for ONLINE SAFETY**

*(Excerpted from "Child Safety on the Information Highway" by the National Center for Missing and Exploited Children.)*

- I will not give out personal information such as my full name, address, phone number, parent's work address/ phone number, birth date or the name and location of my school without my parents' permission. I will be wary of apps and programs that track my physical location.
- I will tell my parents right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and a parent will accompany me.

- I will not respond to any messages that are mean or are in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so they can contact the site or service provider.
- I will not send a person my picture or anything else without first checking with my parents for permission.
- I will be mindful of the information and pictures that I post, share, or provide comments about online. I know that anything digital can be copied, stored and posted, so even though I think it is deleted or has restricted access, others may see it or share it, and it could harm my reputation, school or employment options now or in the future.
- I will talk with my parents so that we can set up rules for going online. We will discuss the apps, sites and times of the day that I can be online and appropriate areas for me to visit. I will not access other areas or apps that break these rules without their permission.
- I will not misrepresent myself as someone I am not when I am online.
- I will think critically about the information I provide online. I will question emails that ask for a username or password and will not click on any links, but type in the address of websites to avoid getting caught up in “phishing” schemes.
- I will use secure passwords and will not give out my internet password to anyone (even my best friends) other than my parents.

Adopted by the Library Board 1/17/2002  
Revised: 10/19/2017

## **1000.18          STORY TIME PROGRAM**

To help foster library habits in children and assist parents in sharing the world of books with their children, the Board of Trustees has established a preschool story time program, under the direction of the Youth Services Coordinator. Operational details are given in 1000.19

Revised 10/19/2017

## **1000.19 STORY TIME OPERATIONAL DETAILS**

The Board of Trustees subscribes to the following details in conduct of story hour programs:

1. Story hour sessions will meet within a schedule set by the Library Director and the Youth Service Coordinator.
2. Registration may be required for some programs. Class size and age guidelines will be determined by the Youth Services Coordinator.
3. Space and resources will be provided by the library.

Revised 10/19/2017

## **1000.20 WILLIAMSON PUBLIC LIBRARY MEETING ROOM USE**

As the community's connection for lifelong learning and discovery, the Williamson Public Library offers use of its community meeting rooms to fulfill its role as a community hub.

Policy:

- The meeting rooms of the Williamson Public Library are provided as a public service for the use of 501 c 3 non-profit organizations.
- Permission to use meeting room space does not constitute or imply support or endorsement by the Library or the Library Board of Trustees for a particular organization, its beliefs, or meeting content.
- An authorized (18 years or older) representative of the group must reserve the use of the room in advance, sign an agreement to abide by meeting room policies, and be responsible for any damages to the meeting room and its equipment beyond normal wear and tear. The group is also responsible for any injuries or misconduct as the result of the meeting. It is the responsibility of the person signing the room use agreement as the authorized representative of the group to remain on the premises throughout the period for which it is reserved to ensure that the use of the facility complies with these policies.
- Any requesting organization needs permission and must collaborate with the Library Director, if any additional organizations or groups other than the organization booking the room is using library space for an event or presentation. All groups involved must complete and sign the meeting room use policy booking slip.
- Groups or organizations using meeting room space may not personally profit from a meeting. No funds of any kind or admission fees may be solicited or collected. Sale of products or services is not permitted with the exception of the Friends of the Williamson Public Library who may use the space for fund raising. Rooms may not be used as a location to conduct business operations.

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- As part of the Library's non-profit status the library is required to follow IRS regulations and its resources cannot be used for political activities/campaigns.
- All meetings must be open to the public.
- All rules and regulations of the library apply to those using the meeting rooms. Groups in meeting rooms must not disrupt or disturb other library users or library operations.
- Priority for meeting room use is given to library sponsored programs first. Other groups may use the library on a first-come, first-served basis.
- Rooms may be reserved up to 6 months in advance and no more than 6 meetings may be scheduled during a six-month period. Groups wishing to reserve an additional six meetings must wait until six months have passed since their first meeting.
- If the scheduling group cancels the use of the room, the library must be notified of the cancellation immediately. The library reserves the right to cancel a reservation if the room is needed for library use. Whenever possible, a twenty-four-hour notice will be given.
- All groups are responsible for setting up the room, for returning furniture to its original place, and for clean-up and removal of trash produced from the meeting from the library.
- Refreshments may be served and kitchen equipment may be used, but the group must return items used to their original, clean condition after use. Smoking and alcoholic beverages are prohibited. All food, beverages and garbage must be removed from the meeting room space at the close of the meeting or a \$35.00 fee for cleanup will be imposed and future use by the group may be denied.
- Meetings may begin no earlier than 9:30 am M-F and 10:00 am on Saturdays. Meetings should conclude by 7:30 pm M-Th, 4:30 pm on Fridays, and 1:30 pm on Saturdays. Meetings must be conducted during open hours of the library and set up is not allowed before the library opens.
- The board reserves the right to require any applicant group to supply a certificate of insurance.
- Number in attendance is based on room capacity. It is the responsibility of the individual reserving the room to ensure that room capacity is followed.
- Groups must comply with ADA (Americans with Disabilities Act) and are responsible for providing qualified interpreters or auxiliary aids when required.
- Children attending meetings or accompanying adults who are attending meetings must be supervised at all times, both in the meeting room and in the library proper.
- The use of the rooms for solicitation or promotion of business services, for private parties or receptions, or for recurring meetings that function as worship services or ceremonies is not allowed. No group using the rooms shall charge a fee for attendance or materials.
- Permission to use the library's meeting rooms may be denied to any group that has previously been disorderly or has violated the meeting room policies.
- Meeting rooms, even when scheduled in advance, will not be available when the Library building is closed due to emergencies conditions or inclement weather. If the library closes early, staff will try to reach the meeting room contact and leave

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a message if possible. If the library is closed prior to opening it is the group's responsibility to check the Library's website and Facebook page if inclement weather is in the forecast.

- Groups are prohibited from making statements in their publicity or signage that suggest library sponsorship or endorsement. All publicity must include the following statement ***"This program is neither sponsored by nor affiliated with the Williamson Public Library. The viewpoints of any speakers are solely those of the speaker and not the Library, the Library staff, or the Library Board of Trustees. This event is free and open to the public."*** Users may not use the name, telephone number, e-mail address, or physical address of the Library as the official address or headquarters of their organization.
- Groups must abide by all town, state and federal laws, executive orders, and regulations.
- The Library may require a group to obtain additional insurance or security if the upon conferring with law enforcement, there is a heightened risk of disruption of Library operations due to a proposed meeting. The Library will keep a written record of the reason(s) for any decision to require security. The group in the provision of security services, at the applicable meeting, must include a waiver of liability and indemnification of the Library, and the Library must be named as an additional insured on the security company's certificate of insurance, a copy of which must be provided by the group to the Library in advance.
- Groups using library meeting room space agree to hold harmless the Town, Library Board of Trustees and Library employees from any liability associated with using the space for a meeting or program.
- When not in use, the small meeting room and digital equity booth may be used by individuals for group study or project work on a walk-in basis, same day sign-up, and one reserved booking per month. Individuals agree to abide by all of the Library meeting room use rules. As part of individual use there is a limit of 10 people in attendance for the small meeting room and two people in attendance for the digital equity booth.
- The Library may enter into affiliation agreements with organizations for the purpose of programming or outreach that align with the Library's plan of service. The organizations entering into contract with the Library for this purpose agree to abide by the meeting room use rules and the booking of the space will be handled via the agreement as a library affiliated program.
- Groups requesting booking and denied based on policy may appeal in writing to the Board of Trustees with detailed information on how the organizations meets the meeting room policy criteria at the next regularly scheduled Board meeting.

Adopted by the Library Board 3/17/2016

Adopted by the Library Board 5/20/2021

Adopted by the Library Board 4/17/2025



**WILLIAMSON PUBLIC LIBRARY**

6380 Route 21, Suite 1

Williamson, NY 14589

**MEETING ROOM BOOKING SLIP**

**FOR:**  **LARGE MTG. ROOM**  **SMALL MTG. ROOM**

**Non-Profit Organization**

**Name of Organization** \_\_\_\_\_

**Person in Charge** \_\_\_\_\_

**Telephone Numbers**( ) \_\_\_\_\_ **DAY**

( ) \_\_\_\_\_ **EVENING**

**Date of meeting:** \_\_\_\_\_

**Purpose of meeting:** \_\_\_\_\_

**Number of participants expected:** \_\_\_\_\_

**Starting Time:** \_\_\_\_\_ **Ending Time :** \_\_\_\_\_

**Description of Meeting:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MEETINGS must be open to the public and cannot have a charge for participation or supplies no selling of goods or materials, or result in personal profit for an individual or organization.**

*Non-Profit organizations can book up to 6 meetings within a 6-month period. An additional 6 meetings may be scheduled 6 months after the first meeting is held. Library programs may take precedence over scheduled meetings. This booking is not considered complete or entered into the calendar until the signed booking slip and agreement of meeting room policies is signed by the person in charge of the meeting and the form is returned to the Library and approved by the Library. **Organization’s representative: I have received a copy of the Meeting Room Policies and agree to abide by them.***

Signed:

Date:

**FOR WILLIAMSON PUBLIC LIBRARY STAFF**

**Williamson Public Library approved on:** \_\_\_\_\_

**Staff Member**

**Booking:** \_\_\_\_\_

## **1000.21 ANIMALS in the LIBRARY**

Williamson Public Library recognizes that some patrons may have service animals, which are trained to assist or accommodate a person with a disability or to perform tasks for the benefit of a disabled individual.

The Library recognizes legal rights under federal and state laws regarding use of service animals. The Library also considers the safety and health of all of its patrons, the public and library staff to be of utmost priority.

Patrons are not permitted to bring animals into any library building with the exception of the following:

### **SERVICE ANIMALS AND SERVICE ANIMALS IN TRAINING:**

In accordance with the Americans With Disabilities Act, any person with a disability is allowed to bring their service animal into the library.

Individuals with disabilities may bring their service animals into all areas of the library where members of the public are normally allowed to go.

All service animals must be under the full custody and control of their handler at all times. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the owner's disability prevents using these devices. In that case, the individual must maintain control of the service animal through voice, signal, or other effective controls. Owners of the service animals are solely responsible for the supervision and care of the service animal. Therefore, owners must keep the service animal directly with them at all times.

A service animal is defined as an animal "that has been individually trained to do work or perform tasks for an individual with a disability." The task(s) performed by the animal must be directly related to the person's disability.

Users of service animals are not required to show papers or to prove a disability. Documentation is not required. Service animals are not required to be licensed or certified by a state or local government or training program, or be identified by a special harness or collar.

Staff may ask if an animal is a pet or a service animal required because of a disability. Owners of service animals or service animals in training will indicate that they are working animals and not pets. Terms used may include assistance, service, guide, hearing or helping animal. Staff may not ask about the owner's disability. Any animal identified as a service animal must be admitted.

A person with a disability cannot be asked to remove his or her service animal or service animal in training from the library unless the presence, behavior or actions of the service animal constitutes an unreasonable risk of injury or harm to property or other persons. In these cases, library staff should give the person with the disability the option to obtain library services without having the service animal or service animal in training in the building.

Fear of allergies, annoyance on the part of other patrons or employees or fear of animals are generally not valid reasons for denying access or refusing service to people with service animals or service animals in training.

## **ANIMALS AS PART OF LIBRARY-SPONSORED PROGRAMS**

The library may choose to offer educational programs for the public that include various animals. Such animals are permitted in the library building for the duration of the program and must be accompanied by the owner at all times.

## **VIOLATION OF POLICY**

Owners of pets will be asked to remove them from inside the library building or in areas outdoors if they impede anyone's progress into or out of the library.

## **1000.22 SALE OF ITEMS IN THE LIBRARY**

It is the desire of the Board of Trustees of the Williamson Public Library to serve the needs and interests of local citizens in the area of public library. Staff members are hired to conduct the daily operations of the Williamson Public Library.

With regard to sale or distribution of merchandise or materials by local, civic, fraternal, service and non-profit organizations, it is not the objective of library services to make available marketing space or cashier services in the library.

Sale of materials in the library will be limited to projects or merchandise of Friends of the Williamson Public Library and surplus equipment sales by the Board of Trustees. Consideration of liability on the part of the library staff and the Board of Trustees for receipts or merchandise left in the library over any period of time and of the time and responsibility placed upon staff by outside sales dictates that the Board of Trustees shall not allow the sale of merchandise which is not library related.

The Director administers this policy and refers any appeals directly to the Board of Trustees. The Director is authorized by the Board of Trustees to use discretion in the administration of this policy.

## **1000.23 POSTING OF MATERIALS IN THE LIBRARY**

The Williamson Public Library provides a bulletin board and community information rack for the purpose of displaying events, notices, and information of an educational and cultural nature. The library will post items on the bulletin board and accept informational handouts from nonprofit, educational, cultural, and community-based agencies. The library will not post items on the bulletin board nor accept informational handouts from for profit and commercial agencies. Personal, employment, foreclosure, and partisan political notices will not be posted. Postings will be displayed as space allows. Notices and informational handouts must be submitted to library staff or they will be removed and discarded. Items will be posted for a maximum of one month. Submitted items will not be returned.

## **1000.24 LIBRARY TELEPHONE**

The Williamson Public Library's telephone lines are strictly for official library business. The Library pays a fee for each local and long-distance call made from our phone system. Also, phone lines when in use prevent incoming calls to the library. No personal phone calls are allowed using a library phone line, with the exception of personal calls on behalf of a minor if it pertains to the child's safety. In this case, a Library Staff member will make the call for the minor.

### **Incoming Calls**

The acceptance of incoming collect calls billed to the Library is not authorized along with any incoming personal calls for the public.

## **1000.25 LIBRARY BED BUG POLICY**

The Williamson Public Library actively strives for the prevention and if identified the containment of bed bugs on library premises. Library staff are provided with photos for bed bug detection and the following procedures for containment, reporting, and treatment protocols.

### **The Williamson Public Library pledges to:**

- Reduce the risk of an infestation to staff and patrons through quarterly inspections of library facilities by a pest control company and regular inspection of library materials by staff.
- Contract only licensed, accredited, and reputable pest detection and control companies for inspection and treatment
- Review our detection, containment, testing, and treatment procedures on an ongoing basis and update these procedures according to best practices.

The Williamson Public Library recognizes all patrons and staff have a role to play in controlling bed bugs in our community.

All patrons, staff, and volunteers must immediately report any sighting of live or dead bed bugs or evidence of bed bugs to the Director.

### **Staff and Library Protocols to Mitigate the Risk of Bed Bug Exposure:**

- Staff will routinely inspect all incoming materials, including those returned at the Circulation Desk, in the book drops, and through interlibrary loan delivery, for signs that bed bugs are or have been present including live or dead bed bugs, bed bug eggs, bed bug nymphs, casings, and feces/spotting associated with bed bugs.
- All items identified by library staff as potentially containing live or dead bed bugs or

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evidence of bed bugs will be promptly quarantined and treated. After treatment, all materials will be re-inspected. Materials with bed bugs or evidence of bed bugs may be discarded at the discretion of the Director.

- Patrons or their home library, if the item is returned via delivery, will be notified by the Williamson Public Library if any of their materials returned contain live or dead bed bugs or evidence of bed bugs. Library patrons experiencing a bed bug infestation in their residence will be placed on a temporary suspension from the library until after the patron presents proof that their residence has been successfully treated for and eradicated of bed bugs by a licensed and accredited pest control company.

## **1000.26 LIBRARY NOTARY SERVICES POLICY**

This policy outlines the guidelines and procedures for providing notary services at the Williamson Public Library. The library offers notary services as a public service in accordance with New York State law and the library's liability insurance requirements. All notary services are provided free of charge and are subject to staff availability.

This policy applies to all notary services provided by authorized library staff to members of the public.

### **1. Eligibility for Notary Services**

#### **1.1 Identification**

Patrons must present valid government-issued photo identification that allows the notary to confirm their identity. Examples include a driver's license, non-driver ID card, United States passport, or other acceptable government ID.

The name on the identification must be sufficiently consistent with the name on the document so the notary can reasonably confirm that the signer is the same person. Minor differences such as middle names, initials, or common nicknames may be acceptable at the notary's discretion.

#### **1.2 Document Requirements**

Documents must be signed in the presence of the notary unless the document clearly requires an acknowledgment rather than a sworn statement. Library notaries cannot notarize documents that are blank, incomplete, or contain obvious missing information.

#### **1.3 Fees**

Notary services are provided at no cost. Williamson Public Library does not charge statutory fees for notarization.

### **2. Limitations of Notary Services**

## **2.1 Compliance with New York State Law**

Notary services at the library are performed in accordance with all applicable New York State laws and administrative guidelines.

## **2.2 Legal Advice**

Library notaries cannot interpret documents or provide legal advice. Their role is limited to verifying identity and witnessing signatures.

## **2.3 Types of Documents the Library Will Not Notarize**

To protect patrons, staff, and the institution, the library will not notarize documents that carry heightened legal risk or require specialized legal expertise. These include:

- Wills
- Trusts
- Powers of Attorney
- Real estate documents including deeds, mortgages, and property transfers
- Documents not written in a language the notary understands
- Documents involving the notary as a party
- Documents that appear incomplete, ambiguous, or altered

The notary may request that patrons seek legal counsel for these document types.

## **2.4 Refusal to Notarize**

The notary may decline to provide services when:

- Patron identification is insufficient
- The signer does not appear to understand the document
- The signer appears unwilling or coerced
- The notary cannot confirm the authenticity or purpose of the document
- The request violates New York State law or library policy

## **3. Notary Procedures**

### **3.1 Signing in the Presence of the Notary**

The signer must appear in person and sign in the presence of the notary unless the document type permits acknowledgment of a previously signed document.

### **3.2 Notarial Certificate**

The notary will complete the appropriate notarial certificate including the date, location, and notary commission information.

### **3.3 Record Keeping**

The library maintains a notary log for each notarization when required by law. For remote notarization, the notary will maintain a journal entry with the information required by New York State. All records will be stored securely.

### **3.4 Voluntary Acknowledgment**

The signer must acknowledge that they are signing the document willingly and understand its contents.

## **4. Liability and Insurance**

### **4.1 Insurance Coverage**

Library notaries are covered by the library's liability insurance while performing official notary duties as assigned in their job descriptions.

### **4.2 Limited Responsibility**

The library is not responsible for the legal validity or content of documents that are notarized. The library is not liable for errors or omissions in documents prepared by others.

## **5. Hours and Availability**

Notary services are available during regular library hours, subject to staff availability. Patrons are encouraged to call ahead to confirm that a notary is on duty. Appointments may be offered when staffing allows.

## **6. Staff Qualifications and Training**

### **6.1 Notary Commission**

Notary services may only be provided by library staff who hold a valid New York State notary public commission and who are assigned this responsibility in their job description.

### **6.2 Training**

Staff notaries receive training to ensure compliance with New York State requirements and library procedures.

## **7. Privacy**

All personal information obtained through the notarization process will be kept confidential in accordance with library policy and state requirements.

*Approved by the Williamson Public Library Board of Trustees: 11/30/2025*

# INTRODUCTION SECTION TWO

## **SAFETY & SECURITY**

## 2000.1 Children's Safety in the Library

Children are always welcome at the Williamson Public Library. It is a wonderful place for them to experience the excitement of reading and the pleasure of sharing good books.

Library staff members strive to ensure that the facility is operated in a safe manner. However, because the building is open to the public, the library should not be considered a safe place for unattended children. The responsibility for the safety and behavior of children in the library rests with the parents, legal guardians, or other responsible adult caregivers. Library staff members are not responsible for the care and safety of unattended children in the library.

- All children under **ten** must be supervised by a parent, guardian or other responsible adult in such a manner to maintain that child's positive behavior and for the safety of the child.
- Children aged 10 or older may use the library without a parent or responsible adult caregiver present, but must be able to reach a responsible adult immediately. All children must abide by the posted Rules of Conduct and all library policies and procedures while in the library. Children who do not follow these rules are subject to the same consequences as other library users, including being required to leave the library or losing library privileges.
- *Parents or caregivers should be aware of library closing times. If a child is not picked up by the time the library closes, a member of the staff will notify the local law enforcement agency.*
- *In order to maintain a safe environment for children in the Children's Area, adults who are not accompanying a child or using the children's collection for legitimate purposes may be questioned by staff and asked to move to another area of the library. Failure to comply with a staff member's direction may result in intervention by law enforcement.*

Adopted by the Library Board 12/13/1988

Revised: 3/20/1991

Revised 8/19/2005

Revised 1/17/2008

## **2000.2 VIDEO SURVEILLANCE POLICY**

### **PURPOSE**

The Williamson Public Library is committed to establishing and maintaining an environment that is secure and safe for both employees and library visitors, and maintaining the security of its property and facilities. In pursuit of this objective, selected public areas of the library premises are under video surveillance and recording. The purpose of this policy is to regulate the use of security cameras and video monitors to observe and/ or record activities in library facilities. This policy is in force to deter public endangerment, vandalism, theft and mischief and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the Protection of Privacy Act and the Freedom of Information Act. The Williamson Public Library balances the security benefits derived from the use of video surveillance with the privacy rights of individuals.

### **POLICY**

In the daily operation of the Williamson Public Library premises, the safety of property, visitors and employees is protected and maintained by conventional means such as alert observation by staff, safety training for staff, and the consistent application of the Library's Rules of Conduct and Safety Policy. However, in some circumstances, additional protection provided by surveillance cameras is essential in maintaining lawful and safe use of library premises. Utilizing security-monitoring equipment is an option for a location in the library or on library premises under the following conditions:

- It is a vulnerable area that is difficult to monitor due to staffing patterns and assignments.
- It is an area which lacks direct sight lines for supervision.
- The area is burdensome to monitor due to its size or remoteness.
- An area experiences recurrent security related incident.
- A previous incident of significance has occurred in that location.

Video surveillance for security purposes at the library is limited to locations and uses that do not violate the reasonable expectation of privacy. Such areas for surveillance may include those of public usage, including the grounds, parking lots, entrances and interior hallways. Video surveillance will be conducted in a professional manner and in a manner consistent with other existing library policies. No audio will be recorded.

This policy does not imply or guarantee that any or all cameras will record images or monitor in real time for 24 hours a day, seven days a week. Recordings are normally retained for a minimum of 30 days. Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants and court orders. Only the Director or employees designated as Persons in Charge shall be authorized to release any video record to law enforcement. Only the Director shall be authorized to release any video record to any third-party other than law enforcement. A log will be maintained to record all episodes of access to, or use of recorded materials.

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Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances. Appropriate signage will be posted at the entrance to the library indicating that public areas may be subject to video surveillance. Lack of signage does not indicate a reasonable expectation of privacy.

Adopted by the Library Board 3/19/2009

## **2000.3 Safety POLICY**

No person shall engage in inappropriate conduct on the premises of the Williamson Public Library or when participating in library programs. "Library premises" include the interior of the library's facility in the Town Complex, as well as the foyer entry, sidewalks, library parking area and lawn.

Inappropriate conduct shall include any individual or group activity that is disruptive to other persons who are lawfully using the library premises or any behavior otherwise inconsistent with the activities normally associated with a public library. In general, behavior that violates the law, behavior that interferes with the use and enjoyment of the library by others, and behavior that interferes with library employees in the performance of their duties is prohibited.

Library users are required to observe the Code of Conduct (1000.3) and all rules and policies governing the use of the Williamson Public Library. If a person defies an order personally communicated by an authorized library employee not to enter the library or not to remain in the library for failure to comply with the library's rules or policies, said person is subject to arrest for trespass (New York State Penal Law, Section 140.05).

### **Support of Staff Members' Actions**

Library staff members who have acted on their best judgment, in a firm and in control manner, when confronting a person will be supported by their supervisor and the library board.

Any staff member who observes or receives complaints of inappropriate behavior may:

- Handle the problem directly with the patron. Staff should use judgment as to whether the situation requires assistance from another staff member.
- Call for police support immediately if the situation appears to be potentially violent or an emergency.
- Ask the senior staff person present to assess the situation and decide as to how it should be handled.
- Decide to contact the police if the offending person(s) will not conform to the Code of Conduct and the request of the staff to do so.

In all cases, the supervising staff person who is present, should be kept informed of the situation and should oversee the documentation of the situation, as well as its satisfactory resolution. The incident and documentation, should be provided to the Director as soon as possible, so s/he is aware of the situation.

## **2000.4 INCIDENT REPORTS**

Staff Incident reports should be filed in all cases when it is necessary to confront someone who is involved in violation of the Code of Conduct or engaging in any other inappropriate behavior.

Incident reports will be used to document security or safety issues as well as to monitor on-going problems on library property. They should be filled out as completely as possible and should include any information that might be helpful to resolve the situation.

## **2000.5 Suspension of Library Privileges and Banning**

Library employees are authorized to suspend library privileges of patrons for 1-3 business day for violations of the Library's Code of Conduct Policy 1000.3, this includes banning patrons from visiting the library property. The Director or their designee is authorized to extend the suspension of Library privileges of patrons for longer periods of time, based on the severity of violations.

### **INAPPROPRIATE CONDUCT – MINOR VIOLATIONS**

Staff members are empowered to determine the severity of the violations that they observe. If a violation is considered "minor" – i.e. if there is no immediate threat of damage to the library's facility, collection or furnishings, or danger to staff or patrons– the following steps will be taken:

- Serve the patron with one warning, either verbally or in writing, to notify the patron that they are in violation of the Code of Conduct.
- If the person persists with the behavior for which they have been notified, the patron will be asked to leave the premises. If the patron leaves as asked, they will be banned from the premises for the rest of the day or for up to three days at the discretion of staff. The Director upon review of the incident and discussion with staff *may* extend this ban for up to one week, if the situation warrants. The person will be notified verbally and if an address or email is known, in writing, if the suspension of exceeds a day. All staff will receive notice of the situation.
- If the patron does not comply with the request to leave the premises, the police will be called. If this step is necessary, the incident becomes a *major violation* and the offending person will be banned from the library for thirty (30) days per procedures below.
- In any case, an incident report must be filed describing the situation and any staff actions that have been taken.

### **INAPPROPRIATE CONDUCT – MAJOR VIOLATIONS**

If a staff member observes a person involved in a significantly serious violation of library rules, he or she will proceed as follows. A “significantly serious violation” of the Code of Conduct Policy 1000.3 may include– but is not limited to – theft, vandalism, harassment, threats, criminal activity, or violent or dangerously reckless behavior.

- The police will be called and a police report filed.
- The patron may be banned from library premises for a period of thirty (30) days to six (6) months at the discretion of the Library Director and Board, depending on the nature of the offense, the extent of damage, or disruption to library services, and the history of prior violations.
- An incident report must be filed with all pertinent information.
- The person will be notified verbally and if an address or email is known, in writing, if the suspension of exceeds a day. All staff will receive notice of the situation.
- The patron may appeal the suspension/banning at the next Board of Trustees meeting.

**Revised Board of Trustees 3/19/2026**

## **2006.7 REPEAT OFFENDERS**

Any person who persists in violating the Code of Conduct 1000.3-including what may be considered minor offenses – may be considered to be subject to extended banning of thirty (30) days or more as deemed appropriate by the Director and Board. The same procedures for extended banning of thirty (30) days or more described above will be followed. Any person who enters or remains on library premises after having been notified of a period of banning by an authorized individual will be subject to arrest and prosecution for trespassing. This may be considered to be grounds for permanent banning of the individual.

**Revised Board of Trustees 3/19/2026**

## **2006.8 PERMANENT BANNING**

***In the event that a person regains access to the library after a major violation and banning -- and then repeats that activity he or she may be permanently banned from the library premises.***

- The Library Director and Library Board will review the incident report(s) and staff statements at the next Library Board meeting.
- After discussion with the Library Board, the Director will provide a written decision regarding the permanent banning as soon as possible after the repeat offense.
- The written decision will state that the patron will be permanently banned from the library and will specify the reasons for the determination.
- The patron (if an address or email is available) and all staff will be notified in writing of the permanent banning. A copy will also be sent to the Wayne County’s Sheriff’s Office and the Library Board President.

**Revised Board of Trustees 3/19/2026**

## **2000.9 THEFT**

Any apparent theft of library property valued over \$20.00, not including library materials that are overdue, will be reported to the police.

Adopted by the Library Board 07/20/2006

01/15/2026

## 2000.10 CONFIDENTIALITY OF LIBRARY RECORDS

As per NYS [Civil Practice Laws and Rules, §4509](#) the Williamson Public Library maintains confidentiality of library records. The Library safeguards access to borrower records and cardholder information to the patron who owns the library card.

Cardholders age 16 and older control access to their own library records, Parents or legal guardians may access records of cardholders under age 16 only as permitted by library policy. To help ensure the confidentiality of library records, patrons should keep their library card in a secure place and bring it with them when visiting the library. If patrons are conducting library business over the phone, they should have their library card number on hand. The card owner is responsible for all use of their card. It is the responsibility of the user to report lost or stolen cards immediately. A patron with their library card can access information about titles that are checked out to them as well as other account information. When a patron comes to the library in person, or calls by telephone and provides their library card number, this information will be supplied by library staff. Patrons can also access this information online from the OWWL public access catalog.

**Accessibility of Juvenile Records:** A parent or legal guardian with the library card of their child (less than 16 years of age); can access information about titles that are checked out to their child as long as the child is present and provides permission for the library to release this information.

**If a Patron Does Not Have Their Library Card:** When a patron comes to the library and does not have their library card on hand, library staff can supply information about the patron's record if the patron presents appropriate identification verifying name and address. When a patron calls the library but does not have their library card, if the patron verifies their name and address, library staff can inform the patron if they have materials on hold, but cannot give out other account information.

**If a Patron Has Someone Else's Card:** When a patron comes to the library in person and has a valid library card belonging to a friend or family member, the patron will be able to:

- Pick up reserved material
- Check out and renew materials

**Making Changes of Personal Information:** The card owner may be asked to show valid identification when staff update the patron's personal information on the patron's account. A library card can be renewed over the phone if the patron verifies that their name and address has not changed and there are no fines on their record.

**Revised 11/20/2025**

## 2000.11 TUTORING, COUNSELING, and SUPERVISED VISITS

The above use of library space covers activities that relate to the Library's role as an educational and community center. Library staff are happy to assist tutors, counselors and social workers and their clients as they would any patron of the library. However, use of the Williamson Public Library's space for these activities is limited and is therefore subject to availability. The following guidelines are to be observed.

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1. The library reserves the right to limit these activities if space and library resources are monopolized or activities interfere with Library operations.
2. Children under 18 years of age who are tutored, counseled or participating in supervised visitation at the library are the responsibility of the tutor, counselor or assigned case worker while on library property until released to a parent or legal guardian.
3. Noise should be held to a reasonable level and Library rules of conduct shall be adhered to when utilizing the library.
4. Tutors, Counselors and Case Workers must provide their own supplies.
5. Library telephones may not be used to make or cancel appointments.
6. The library does not serve as an intermediary between the above or as staff for the above.
7. Those being tutored, counseled or taking part in supervised visits in the Williamson Public Library are encouraged to have a valid library card.

### **Using the Library's Meeting Rooms for Tutoring, Counseling or Visitation**

An additional purpose of the meeting rooms is to provide a quiet space within the library when it is not reserved for library programs.

The Small Meeting Room may be reserved by a nonprofit tutoring services (Literacy Volunteers,) counselor, or case worker no more than six times in a six-month period.

Otherwise nonprofit and for-profit tutors, may use meeting rooms without reservation for up to two hours daily on a first come first served basis after checking in at the desk if the rooms are not in use.

## **2000.12 LOST and FOUND POLICY**

The library is not responsible for personal books, e-readers, MP3 players, DVDs, CDs, flash drives, etc., accidentally returned to the library in our book drops or personal items left in the library by patrons.

All unclaimed items found on the premises of the Williamson Public Library are handled and disposed of in accordance with the following guidelines:

- When an item has been found in, or on, the Library facility/grounds it is taken to the checkout desk and given to a staff member. The staff member logs the item on a designated spreadsheet along with the date and estimated value.
- Hazardous and perishable items such as food, personal care, soiled clothing, baby bottles, or water bottles will be disposed of immediately.

- Lost and found items under \$20.00 in value, other than those which are hazardous or perishable, are logged, dated and stored for a period of 30 days. If the estimated value of the item is in excess of \$20.00 it will be secured in the safe or an office and turned over to the police within 10 days.
- Each item is inspected for external identification. If not found, further internal inspection will be conducted. If possible, an attempt will be made to contact the owner of the item. If and when the owner is located, unless staff knows the owner by sight, the owner must provide identification to pick up the item.
- If the owner of a Lost and Found item cannot be determined or if the owner's name is not known, if he/she visits the library and satisfactorily describes the item, the item will be returned to its owner.
- Unclaimed identification documents and items such as passports, credit cards, ID cards, and social security cards will be turned over to the NYS Police within 10 days. Bills and any other paper containing personal information will be shredded or cut up after 30 days.
- Books belonging to the Williamson Central School District will be turned over to a staff member to drop off at the school.
- All other items if under \$20 in value and not claimed in 30 days are disposed of by being discarded or donated to charity.
- All other items if over \$20 in value and returned by police due to being unclaimed will be disposed of by being discarded, donated to charity, or placed in the library's surplus sale to benefit the Library.

**Revised Board of Trustees 3/19/2026**

## **2000.13 SMOKE FREE FACILITY POLICY**

Due to the hazards caused by exposure to environmental tobacco smoke and recreational drugs, the Library Board of Trustees wishes to provide a smoke-free environment for all employees and patrons and has adopted the following smoke free facility policy.

Smoking is not permitted at any time inside the facility of the Williamson Public Library or outside within fifty (100) feet from the main entrance as per NYS Law.

This policy applies to all persons on the Library premises. Failure to comply with the policy could result in being asked to leave the Library.

Revised 10/19/2017, 9/19/2024

## **2000.14 VAPING, SMOKING, DRUGS, ALCOHOL and TOBACCO USE POLICY**

The Williamson Public Library prohibits smoking and tobacco use within the Library, its restrooms and entryways. As per NYS Public Health Law §1399-0, smoking or use of tobacco products is prohibited from use within 100 feet of any Library entrance regardless if the entrance is used. The above restrictions inside and outside of the

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library include the use of all forms of smoking devices and smokeless tobacco products: cigarettes, cigars, pipes, e-cigarettes/electronic vapor products, snuff, snus, recreational drugs and chewing tobacco. In addition, no possession, use, distribution, or being under the influence of recreational drugs or alcohol on library premises. This includes, but is not limited to all library related spaces including restrooms, meeting rooms, hallways, entryways and outdoor areas including the library patio, portico, and parking lots

Board Approved 5/16/2019, Revised 09/19/2024

## **2000.15 COMMUNITY HEALTH POLICY**

In an effort to ensure that the Williamson Public Library provides continuing services in a safe and healthy environment, the Library Board of Trustees supports the following principles of operation:

- Staff and patrons are encouraged to stay home if they are sick, particularly with a fever that indicates a more serious illness.
- Library staff will encourage patrons who are homebound due to illness to arrange for a family member or a third-party to pick up of materials, or have someone reach out on their behalf to facilitate renewals of materials etc.
- Staff and patrons are encouraged to practice good hygiene to prevent the spread of infection.
- The library will provide adequate supplies for the staff and public to maintain the maximum level of cleanliness within the facility.
- The decision to limit library programming, depending on the level of illness in the community, will be made by the director or his/her representative and library board president or his/her representative.
- Based on the level of staffing available, the decision to decrease the hours that the library is open or to close the library entirely will be made by the director or his/her representative and library board president or his/her representative.
- Recommendations by the Health Department and other appropriate government agencies are to be considered in all decisions regarding the status of library services.

Adopted by the Library Board 11/19/2009

Revised 10/19/2017

## **2000.16 FREEDOM OF INFORMATION (FOIL) Policy & Procedures**

### **Section 1. Purpose and scope**

01/15/2026

The Williamson Public Library (the "Library") shall furnish to the public the information and records required by the Freedom of Information Law, as well as records otherwise available by law.

## **Section 2. Records Access Officer**

1. The Board of Trustees is responsible for ensuring compliance with FOIL, and designates the following person(s) as Records Access Officer(s):

Kimberly Iraci, Library Director  
6380 State Route 21, Suite 1  
Williamson, NY 14589  
kiraci@owwl.org

2. The Records Access Officer is responsible for ensuring appropriate Library response to public requests for access to records. To that end, the Records Access Officer shall ensure that Library personnel:
  - a) Maintain an up-to-date subject matter list consistent with the Library's records management policies.
  - b) Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.
  - c) Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.
  - d) Upon locating the records, take one of the following actions:
    - i. Make records available via copying or inspection; or
    - ii. Deny access to the records in whole or in part and explain in writing the reasons therefor.
  - e) Upon request for copies of records:
    - i. Make a copy available upon payment or offer to pay established fees per this policy; or,
    - ii. Permit the requester to copy those records.
  - f) Upon request, certify that a record is a true copy; and
  - g) Upon failure to locate records, certify that:
    - i. The Library is not the custodian for such records, or
    - ii. The records of which the Library is a custodian cannot be found after diligent search.

## **Section 3. Posted Notice**

The Library shall post the Model Public Notice [Annex B or other applicable document included in this policy] at the following public location:

Williamson Public Library Patron Policy Binder located in the Reference Section of the Library.

#### **Section 4. Hours for public inspection**

Requests for public access to records shall be accepted and records produced during the following hours. Requests will be accepted during the Williamson Public Library regular hours of operation. Records will be produced M-F 9:30 am to 4:30 pm.

#### **Section 5 - Requests for public access to records:**

1. To ensure clarity, a written request is required, oral requests will not be accepted.
2. If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.
3. The Records Access Officer shall generate response within five business days of receipt of a request by:
  - a) informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;
  - b) granting or denying access to records in whole or in part;
  - c) acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or
  - d) if the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.
4. In determining a reasonable time for granting or denying a request under the circumstances of a request, the Records Access Officer shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by

the Library, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

5. A failure to comply with the time limitations described herein shall constitute a denial of a request that may be appealed. Such failure shall include situations in which the Records Access Officer:
  - a) fails to grant access to the records sought, deny access in writing or acknowledge the receipt of a request within five business days of the receipt of a request;
  - b) acknowledges the receipt of a request within five business days but fails to furnish an approximate date when the request will be granted or denied in whole or in part;
  - c) furnishes an acknowledgment of the receipt of a request within five business days with an approximate date for granting or denying access in whole or in part that is unreasonable under the circumstances of the request;
  - d) fails to respond to a request within a reasonable time after the approximate date given or within twenty business days after the date of the acknowledgment of the receipt of a request;
  - e) determines to grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request, but fails to do so, unless the Library provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part;
  - f) does not grant a request in whole or in part within twenty business days of the acknowledgment of the receipt of a request and fails to provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part; or
  - g) responds to a request, stating that more than twenty business days is needed to grant or deny the request in whole or in part and provides a date certain within which that will be accomplished, but such date is unreasonable under the circumstances of the request.

#### **Section 6 - Subject matter list:**

The Records Access Officer shall maintain a reasonably detailed current list by subject matter of all records in its possession. Such list shall comport with the requirements of the LGS-1.

#### **Section 7 - Denial of access to records:**

1. Denial of access to records shall be in writing stating the reason therefor and advising the requester of the right to appeal to the individual or body established to determine appeals, [who or which] shall be identified by name, title, business address and business phone number.
2. If requested records are not provided promptly, as required in Section 5 of these regulations, such failure shall also be deemed a denial of access.

3. The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

Williamson Public Library Board of Trustees  
Williamson Public Library  
6380 State Route 21, Suite 1  
Williamson, NY 14589  
315-589-2048

4. Any person denied access to records may appeal within thirty days of a denial.
5. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:
  - a) the date and location of requests for records;
  - b) a description, to the extent possible, of the records that were denied; and
  - c) the name and return address of the person denied access.
6. A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.
7. The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be sent by email to [coog@dos.ny.gov](mailto:coog@dos.ny.gov) or mailed to the address below:

Committee on Open Government  
Department of State  
One Commerce Plaza  
99 Washington Avenue, Suite 650  
Albany, NY 12231

8. The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government in the same manner as set forth subdivision (f) of this section.

### **Section 8 - Fees:**

1. There shall be no fee charged for:
  - a) inspection of records;
  - b) search for records; or
  - c) any certification pursuant to this part.
2. Copies may be provided without charging a fee.
3. Fees for copies will be charged, with the following parameters:
  - a) the fee for copying records shall not exceed 25 cents per page for photocopies not exceeding 9 by 14 inches.
  - b) the fee for photocopies of records in excess of 9 x 14 inches shall not exceed the actual cost of reproduction; or

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- c) a Library has the authority to redact portions of a paper record and does so prior to disclosure of the record by making a photocopy from which the proper redactions are made.
4. The fee a Library may charge for a copy of any other record is based on the actual cost of reproduction and may include only the following:
  - a) an amount equal to the hourly salary attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, but only when more than two hours of the employee's time is necessary to do so; and
  - b) the actual cost of the storage devices or media provided to the person making the request in complying with such request; or
  - c) the actual cost to the Library of engaging an outside professional service to prepare a copy of a record, but only when a Library's information technology equipment is inadequate to prepare a copy, and if such service is used to prepare the copy.
5. When a Library has the ability to retrieve or extract a record or data maintained in a computer storage system with reasonable effort, or when doing so requires less employee time than engaging in manual retrieval or redactions from non-electronic records, the Library shall be required to retrieve or extract such record or data electronically. In such case, the Library may charge a fee in accordance with paragraph (4)(1) and (2) above.
6. A Library shall inform a person requesting a record of the estimated cost of preparing a copy of the record if more than two hours of a Library employee's time is needed, or if it is necessary to retain an outside professional service to prepare a copy of the record.
7. A Library may require that the fee for copying or reproducing a record be paid in advance of the preparation of such copy.
8. A Library may waive a fee in whole or in part when making copies of records available.

## **Williamson Public Library PUBLIC NOTICE**

### **YOU HAVE A RIGHT TO SEE PUBLIC RECORDS**

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records. *Williamson Public Library* has adopted regulations governing when, where, and how you can see public records. The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at:

*Williamson Public Library*  
6380 State Route 21, Suite 1  
Williamson, NY 14589

The following officials will help you to exercise your right to access:

1. Library officials who have in the past been authorized to make records available

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## 2. Records Access Officer(s)

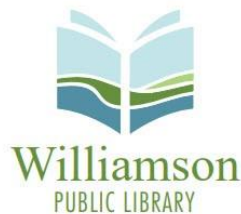
*Kimberly Iraci, Director  
Williamson Public Library  
6380 State Route 21, Suite 1  
Williamson, NY 14589  
315-589-2048*

If you are denied access to a record, you may appeal to the following person(s) or body:

*Williamson Public Library Board of Trustees  
Williamson Public Library  
6380 State Route 21, Suite 1  
Williamson, NY 14589  
315-589-2048*

*Board adopted 9/19/2024*

## 2000.17 LIST OF RECORDS RETAINED



### **List of Records Maintained by the Williamson Public Library Freedom of Information Law Legal Compliance**

Maintained pursuant to Public Officers Law § 87(3)(c)

“a reasonably detailed current list by subject matter, of all records in the possession of the agency, whether or not available under this article. Each agency shall update its subject matter list annually, and the date of the most recent update shall be conspicuously indicated on the list.

Each state agency as defined in subdivision four of this section that maintains a website shall post its current list on its website and such posting shall be linked to the website of the committee on open government. Any such agency that does not maintain a website shall arrange to have its list posted on the website of the committee on open government.”

**Note: Not all listed records are available pursuant to the Freedom of Information Law [FOIL]**

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Items below and other records maintained by the Williamson Public Library are subject to the Library's Records Retention Policy.

### **Subject Matter List**

#### **Board of Trustees:**

- Annual Reports/Plans of Service
- Bylaws
- Charter
- Conflicts of Interest Reports
- Meeting Agendas
- Meeting Minutes
- Organizational Amendments
- Records of Motions
- Resolutions
- Strategic Plans
- Whistleblower Reports

#### **Financial Records:**

- Accounts Payable Records
- Accounts Receivable Records
- Annual Update Document(s) – Current and Previous Year Filing
- Assigned Reserve Records
- Audit Work Papers, Reports, and Files
- Bank Reconciliations
- Bank Statements
- Cash Activity Reports
- Depreciation Schedules
- List of Monthly Warrants – Paid, Reviewed, and Board Approved
- Planning and Budget Documents
- Receipt and Deposit of Funds Records/Logs
- Year to Date Reports/Trial Balances/General Ledger/Balance Sheets
- Year-End Financial Statements

#### **Contracts/Purchasing Records**

- Bidders' Proposal Files
- Contract Files
- Requisition Form/Purchase Order Files (Non-Contracts)
- Sales Tax Exemption Information

#### **Employment Information**

- Employee Contracts or Agreements
- Employee Summary Service Records
- Employee Travel Authorizations and Expense Files
- Job Descriptions

- Payroll Records
- Timesheets

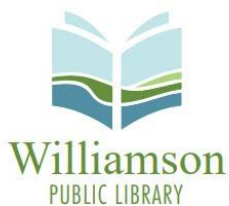
**Policy Manuals**

- Policies: External Patron Policy Manual
- Internal Employee Handbook

**Library Service Files**

- NYS Construction Grant Files

*Board adopted 9/19/2024*



**FOIL REQUEST**

**Date of Request:** \_\_\_\_\_

**Please complete the following:**

<b>Contact Information:</b>		
<b>Name:</b>		
<b>Address:</b>		
<b>Town:</b>	<b>State:</b>	<b>Zip Code</b>
<b>Phone Number:</b>		
<b>Email Address:</b>		

**Please provide a detailed description of the records you are requesting:**

Please indicate if the above meets FOIL guidelines how you would like to receive this information

(please select one of the following) :

Scanned and Emailed as an EMAIL Attachment

View on Site

Mail

*(If requesting photocopies to be mailed please be aware there may be a cost for photo copying at the current library rate and there may also be processing fees if the scope of the request is beyond 2 hours of staff time to prepare. You will be notified via the contact information you provided and these costs are expected to be paid prior to the mailing.)*

For Internal Use Only	Date Received:	Information Provided	Date Provided and Format	Cost

If Request is Denied	Reasoning

## **2000.18 LIBRARY DATA BREACH**

This policy defines the circumstances under which the Williamson Public Library shall provide notice regarding a data breach in security resulting in unauthorized access to private information.

This policy applies to information stored by the Williamson Public Library. Suspected or confirmed information security breaches must be reported immediately to the Library Director.

A breach is defined as unauthorized access to Library information. The Library will investigate all reports of breaches of security concerning information maintained by the Library. Based on the results of the investigation, internal and/or external parties may be notified as necessary.

Upon notification of a suspected information security breach, the Library will:

- Report the breach to the appropriate officials;
- Block, mitigate, or de-escalate the breach, if possible;
- Implement processes and procedures to prevent similar breaches from occurring in the future.

### **Internal Notification**

The employee discovering the breach will report it to the Library Director who will establish an appropriate response strategy. If it is determined that criminal activity has taken place, the Director will notify law enforcement and the Library Board of Trustees President.

### **External Notification**

The Director will determine if external notification is required. External notification is required if any of the following conditions are met:

- Access has been gained to private information as that term is defined in New York State Technology Law Section 208(1)(a);
- A physical device that contains private information has been lost or stolen;
- There is evidence that private information has been copied or removed from a physical device containing sensitive information.

External notifications will go to anyone affected by the breach, or whose data may have been compromised, as well as to government officials, as required by law.

**Board approved 5/17/2018**

# INTRODUCTION SECTION THREE

## **DONATIONS, SELECTION, and DEACCESSION**

## **3000.1 DEACCESSION of LIBRARY MATERIALS & FURNISHINGS**

The Board of Trustees has the responsibility to dispose of the library's property as it shall deem in the best interests of the library. Used, unusable donations, or surplus library materials, equipment, or furnishings which are to be disposed of and which have no market value, shall be offered to a not-for-profit, a library, or a political subdivision. Items, which do have a market value will be offered for sale to the general public. Any proceeds received from the sale of items shall be retained for the purpose of maintaining and improving the library.

## **3000.2 DONATIONS OF LIBRARY MATERIALS**

All materials donated to the Library are to be considered the property of the Library to be used at the discretion of the Library Director as follows:

1. Added to the circulating or reference collection. Please keep in mind that only items with a copyright within the past two years and suitable for public library collections will be considered for the library's collection unless the item is pertinent to the history of the community or county.
2. Added to the yearly book sales with proceeds used for the benefit of the Library.
3. Disposed of if not usable in the above manner.

### PROCEDURE:

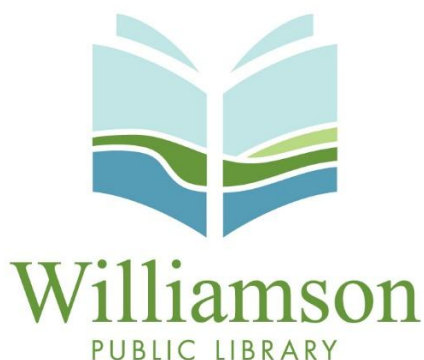
1. Since the Library does not have storage space, donations will be accepted in the spring or fall, in accordance with the timing of the Friends of the Williamson Public Library book sales.
2. Donors will be advised of the materials accepted and the collection time frame.
3. All materials will be screened by the library and/or Friends.
4. Donations will always be accepted with gratitude to the donor. Staff and Friends of the Library will express appreciation for supporting the Library in this manner.
5. Donors will be provided with an appraisal of donations form for tax purposes. Library staff and or the Friends of the Library cannot by law place a value on materials donated.

*Adopted by the Library Board 2/18/1987 Revised 10/19/2017*

### 3000.3 APPRAISAL OF DONATED MATERIALS

The Library cannot evaluate books, periodicals, etc. for collections for estates, private individuals or businesses. A book dealer should be hired to make such an appraisal. Further, the Library cannot evaluate materials for tax statement; donors must arrange with a book dealer to evaluate the gift. The Library will give the donor a receipt stating how many hardcover books and how many paperback books have been donated using the following for

SAMPLE:



acknowledges receipt of the following materials as a donation

<b>Number of Items:</b>	<b>Item Type:</b>	<b>Donor Placed Value:</b>
	<b>Hardcover Books</b>	\$
	<b>Softcover (Paperback) Books</b>	\$
	<b>AudioBooks</b>	\$
	<b>Music CDS</b>	\$
	<b>DVDS</b>	\$
	<b>Other: Specify Below</b>	
<b>Date:</b>		<b>Total: \$</b>

6380 Route 21, Suite 1  
Williamson, NY 14589 (315) 589-2048

Adopted by the Library Board 2/28/1989

## **3000.4 SELECTION & RECONSIDERATION OF LIBRARY MATERIALS POLICY**

### **BACKGROUND INFORMATION**

The Williamson Public Library supports the intellectual freedom of all library users by supporting their freedom to access materials, seek information, and speak freely as guaranteed by the First Amendment.

The Williamson Public Library also supports the American Library Association's Freedom to Read Statement and Library Bill of Rights when acquiring and managing collections.

### **OBJECTIVE**

The Library's collections are developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the Library's service area. The Library's staff builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

### **RESPONSIBILITY FOR SELECTION**

Library staff contributes to the development of patron-oriented collections by:

- Interacting with patrons with understanding, respect, and responsiveness;
- Handling all requests equitably;
- Working in partnership with one another to understand and respond to community needs;
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes;
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users;
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information;
- Seeking continuous improvement through ongoing measurement; and
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.

### **SELECTION CRITERIA**

The following criteria will guide the selection of materials for Library collections:

- Present and potential relevance to community needs;
- Suitability of physical form for library use;
- Suitability of subject and style for the intended audience;
- Cost;
- Importance as a document of the times;

- Relation to the existing collection and to other materials on the subject;
- Attention by critics and reviewers;
- Potential user appeal; and
- Requests by library patrons.

### **SELECTION OF CONTROVERSIAL TOPICS**

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon the criteria stated in this policy. 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.

### **LIBRARY COLLECTIONS AND ACQUISITIONS**

Library collections include, but are not limited to, the Children's Collection, the Young Adult ("Teen") Collection, and the Adult Collection.

The Director administers the development of the Library's collection under the authority of the Williamson Public Library Board of Trustees. At the discretion of the Director, qualified staff may be assigned collection acquisition and weeding for Library collections.

### **COLLECTION MAINTENANCE AND WEEDING**

The Library continually withdraws items from its collections based on many factors, including publication date, frequency of circulation, community interest, space, and availability of updated materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.

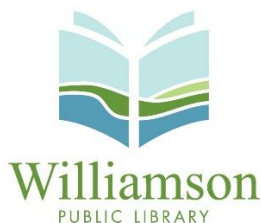
### **RECONSIDERATION OF LIBRARY MATERIALS**

Materials made available by the Williamson Public 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 materials that satisfy the diverse interests of our community. The Library upholds the right of the 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 all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with the Director. A formal request may be made using the form below. All formal reconsiderations requests will be evaluated based on the criteria in this policy by the Director, and the Library Board of Trustees. A final determination will be developed and kept on file for a minimum of two years. A title will not be reviewed more than once in this two-year period.

## **3000.5 RECONSIDERATION FORM**

01/15/2026



**6380 State Route 21, Suite 1  
Williamson, NY 14589  
315-589-2048**

**RECONSIDERATION OF LIBRARY MATERIALS FORM**

This Request for Reconsideration is governed by the Library's Selection and Reconsideration of Library Materials Policy and current procedures for Selection and Cataloging. To initiate a Reconsideration of a Library Materials (limit one work per form), please fill out the form and follow the instructions below:

---

**Name:**

---

**Address:**

---

**Library Card  
Number:**

---

**Title of Work:**

---

**Author or Producer:**

---

**Publication Year:**

---

**Basis of Concern  
(select all that apply):**

- Does not meet current Selection Criteria
- Improperly Cataloged (please note specific issue)
- Does not fall within needs of community

---

**Please include any  
comments you would  
like the Director and  
Board of Trustees to  
consider:**

---

**Have You Read the  
Work in its Entirety:**

- YES
- NO

---

**Date:**

---

**Signature:**

---

01/15/2026

## **INSTRUCTIONS AND PROCESS FOR RECONSIDERATION OF LIBRARY MATERIALS FORM**

Formal reconsideration requests for Library collections may only be filed by individuals who reside within the Williamson Public Library's chartered service area and hold an OWWL Library Card in good standing. Requests may not be submitted anonymously or on behalf of organizations or groups. Only fully completed Reconsideration of Library Materials Forms will be reviewed.

All Reconsideration forms, correspondence, and comments must follow the Library's Code of Conduct Policy to ensure appropriate communication.

Please submit the above form by emailing it to the Williamson Public Library Director at [WilliamsonLibraryDirector@owwl.org](mailto:WilliamsonLibraryDirector@owwl.org).

Your submission will be reviewed by the Director within fourteen (14) calendar days of receipt.

You will receive a response in writing that indicates either:

- a) your request for Reconsideration has been evaluated and no change is required;

OR

- b) your request has been evaluated by the Library and the Selection or Cataloging of the item will be changed, which shall be briefly described in the reply.

If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original Request, and the Director's reply, together with statement saying "I request an appeal" to the Williamson Public Library Board of Trustees by either email to [WilliamsonLibraryDirector@owwl.org](mailto:WilliamsonLibraryDirector@owwl.org), or USPS to Williamson Public Library 6380 State Route 21, Suite 1, Williamson, NY 14589.

The Board of Trustees is an all-volunteer organization that meets monthly. Therefore, any appeal regarding a Request for Reconsideration will be finalized within thirty (30) days. Any material under review will remain in circulation until such time as the Library determines it must be removed.

All Requests for Reconsideration will be evaluated per the Library's Plan of Service, policies, resolutions, and the following excerpts from the American Library Association's Code of Ethics<sup>1</sup>:

- *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.*
- *We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
- *We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*

---

<sup>1</sup> American Library Association, Professional Ethics, Code of Ethics, <https://www.ala.org/tools/ethics>

- *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.*

The Board of Trustees' determination is final.

*ADOPTED by the Williamson Public Library Board of Trustees 11/20/2025*

## **3000.20 EQUIPMENT**

The library director is responsible for determining and recommending to the Board of Trustees the equipment needs of the library. Selection of equipment should be based on knowledge of the needs of the library, types of equipment appropriate to the library and resources for recommendation and evaluation.

Consideration should be given to the effective use of the collection and staff, and the goals and objectives of the library in determining equipment needs and selecting items. Technology, compatibility with style and design already in use, durability, maintenance, and effectiveness should be considered. Comparisons of reliability, workmanship, cost, etc., should be made before any purchase.

Equipment purchases should be a planned part of the yearly budget.

Long-range planning should be made in cases of major equipment needs.

The library director should consult with and obtain the prior approval of the Board of trustees on items costing more than twenty (20) per cent of the current year's equipment budget. The library director will keep the Board informed of purchases.

The library director will follow the appropriate procedures for bids when required by law.

Adopted by the Library Board 9/16/1999 Revised: 04/19/2001

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# INTRODUCTION SECTION FOUR

## **Board, Outreach, and Communications**

## **4000.1 OPEN MEETINGS LAW**

The Board of Trustees of the Williamson Public Library complies with the provisions of Article 7 of the Public Officers Law: Section 511 of the Laws of 1976 and Section 933 of the Laws of 1977, also known as the Open Meetings Law.

## **4000.2 PUBLIC PARTICIPATION at LIBRARY BOARD MEETINGS**

### **Public Participation at Library Board Meetings**

New York State Open Meetings Law (Article 7, Public Officers Law) gives members of the public the right to attend meetings of public bodies but does not give the public the right to speak or otherwise participate at those meetings, except at public hearings and under other limited circumstances. The New York State Committee on Open Government has agreed that a public body can adopt reasonable rules that treat members of the public equally and allow them to speak during open meetings. Such rules can serve as a basis for preventing verbal interruptions and a public body can regulate actions of the public attending meetings so as not to interfere with the deliberative process.

Therefore, the Library Board of Trustees of the Williamson Public Library hereby adopts the following rules for public participation at meetings of the library board:

1. Public participation at meetings of the Library Board shall be limited to the public participation segment of the agenda or at the invitation of the chair.
2. Public comment, whether during the public participation segment of the meeting or during a duly designated public hearing, shall be limited to five minutes per person. An individual's time may not be given or traded to other speakers or reserved for other portions of the meeting. The Chair or the presiding officer shall act as timekeeper or shall designate another board member as timekeeper.
3. Any comments in reference to an individual staff member will be addressed in executive session. Any action of the Board will be taken in open session.
4. Any person wishing to speak at a library board meeting during the public participation segment or during a public hearing must sign the sign-in sheet upon entering the room. The sheet will be used by the Chair or the presiding officer to recognize speakers.
5. Comments must relate to legitimate library business.
6. Members of the board, speakers, and audience members must observe proper decorum. Any statement made during the meeting or during a public hearing by the Chair, members of the Library Board and staff, or members of the general public shall not involve personal, impertinent, or slanderous attacks on individuals, regardless of whether the individual so attacked is an elected official, a Library Board member or staff, or a member of the general public.

7. The Chair or the presiding officer shall control the meeting. The use of profane, vulgar, inflammatory, threatening, abusive, or disparaging language directed at the Chair, members of the Library Board or staff or members of the general public, or statements by a person not recognized to speak will not be tolerated.

8. Banners, flyers or other signs are not permitted in the meeting room. Distribution of flyers in the meeting room is also not permitted.

9. Any person who disregards the directives of the Chair or the presiding officer in enforcing the rules or who generally conducts himself or herself in a boisterous or inappropriate manner while addressing the Library Board and disturbs the peace at a meeting, will be barred from further participation and will forfeit any balance of time remaining for his or her comments.

10. The Library Board is not obligated to respond to public comments during the meeting.

Adopted by the Library Board 5/19/2011

## **4000.3 VOLUNTEER POLICY**

A “volunteer” is defined as anyone who has applied and is selected to perform tasks constituting civic and/or charitable functions without expectation and/or provision of compensation and without benefits for their time and service. Although the activities of library volunteers are governed by all library policies and procedures, as a Civil Service employer, the Library will not utilize any volunteer as replacement for any Williamson Public library paid staff members. Volunteers supplement services and do not perform duties that require a Civil Service title, nor cover staff absences or any other tasks regularly performed by paid staff.

- Those seeking to volunteer will submit a completed Library Volunteer Application to the Youth Services Specialist.
- Due to limited volunteer opportunities and staff classified under a Civil Service classification to provide supervision, the Library primarily reserves volunteer opportunities for high school students requiring community service credits for graduation.
- The Williamson Public Library Director has final approval of acceptance of all volunteers and removal, with day-to-day supervision delegated to the Youth Services Coordinator.
- Volunteer permitted tasks include shelf reading, craft kit assembly, light weeding of landscape beds, clean-up of leaves, assembling summer reading promotional bags, and/or light cleaning that is not custodial in nature and are nominal tasks.
- Minors under the age of 18 seeking to volunteer must have a guardian sign their Volunteer Application.
- Volunteers are assigned tasks based on the needs of the library and that are within individual capabilities.

- Volunteers receive no wages, stipends, gift cards, or other items of monetary value, other than the occasional nominal refreshments or recognition that has no cash value.
- Volunteer hours are to be during the regular operating hours of the library, not before or after, unless there is a special event outside of the regular operating hours and its pre-approved by the Director. Volunteer opportunities are in compliance with NYS Child Labor Limits, do not handle cash, can not be alone at a venue or within the building, involve no supervision of others, and no access to any patron information.
- Volunteers are not permitted to field reference inquiries or perform tasks that are assigned to paid staff.
- Volunteers will not be provided access to any information which falls under [Civil Practice Law & Rules \(CPLR\) Section 4509](#), NYS patron confidentiality law, which includes access and use of the OWWL database for circulation or any circulation related functions. Volunteers will acknowledge receipt of the library's data breach and confidentiality policies and sign acknowledgement and compliance with these policies as a volunteer.
- Volunteers are expected to adhere to the Williamson Public Library's confidentiality of library records policy and will not disclose any information including, but not limited to patron names, addresses, phone numbers or materials requests should they come in contact with this information during their volunteer hours at the Library.
- Volunteers are recognized as representatives of the library and are expected to follow the same rules of conduct as library staff and patrons.
- Volunteers will have a workplace free of discrimination and harassment. Mutual courtesy and respect will be displayed between all library staff, volunteers, and patrons. Volunteers report to the Youth Services Coordinator and should report any concerns regarding discrimination or harassment immediately to their Supervisor and the Director, as well as completing the library's official complaint form. If a concern involves the above entities, a volunteer should reach out immediately to the Library's Board President. Any retaliation for issuing a concern is strictly prohibited.
- Internship opportunities are considered only when there is a formal agreement between an ALA accredited degree program, whereas the student receives credits towards a Masters in Library Science degree. All internships must be approved by the Williamson Public Library Board of Trustees and interns are considered part of Library payroll and are paid. Internships are considered based on the availability for library supervision, library need, and the ability to provide the work required via a formal agreement for credit, and are only approved if the above is met and the library has funds available to compensate for an internship.
- Unpaid internships and shadowing are not allowed due to the inability to provide this type of opportunity without providing non-employee access to confidential patron information under NYS law, the blurring of lines between observation and participation of civil service classified work, and liability.

### **Termination of Volunteer Service**

The Williamson Public Library reserves the right to terminate a volunteer's service at any time, for any reason, at its sole discretion. Reasons for termination may include, but are not limited to, failure to adhere to Library policies, unsatisfactory performance, misconduct, or a change in the Library's needs. Terminations are administered by the Library Director. Volunteers may also choose to discontinue their service at any time by notifying their Library supervisor.

**Disclaimer**

This policy does not create a contract of employment. Volunteers are not employees of the Williamson Public Library and are not entitled to receive employee benefits or unemployment insurance. As volunteers are not paid employees of the Williamson Public Library, they are not covered under the library's workers compensation policy.

**Ongoing Use Evaluation**

The Volunteer Policy will be evaluated every three years by the Director and Board of Trustees or when law or insurance policies change. Questions or concerns regarding Williamson Public Library's use of volunteers or Volunteer Policy should be forwarded to the Director.

ADOPTED by the Williamson Public Library Board of Trustees 01/16/2026



**Williamson**  
PUBLIC LIBRARY

6380 Route 21, Suite 1  
Williamson, New York  
14589-9560

**STUDENT VOLUNTEER APPLICATION**

*Return to Kate Karnisky, Youth Services and Volunteer Coordinator*

**Student Information**

NAME

ADDRESS

PHONE

**Why do you want to volunteer at the Williamson Public Library?**

**What hobbies or activities do you enjoy?**

**What skills or interests do you have that could be applied to your volunteer work (e.g. enjoy creative projects, good with computers, good with kids, etc.**

*By submitting this application, I certify I have received, read and agreed to abide by the Williamson Public Library's Volunteer Policy, Rules of Conduct, and NYS Confidentiality of Library Records Policy attached.*



**Williamson**  
PUBLIC LIBRARY

6380 Route 21, Suite 1  
Williamson, New York  
14589-9560  
315-589-2048

**PARENTAL CONSENT FORM FOR YOUTH VOLUNTEERS**

*(Please read completely, fill in the blanks and sign. Thank you!)*

When complete, please return this form to Kate Karnisky, Youth Services Coordinator,  
via Email: [kkarnisky@owwl.org](mailto:kkarnisky@owwl.org) or Fax: 315-589-5077 or mail to the above address.

I hereby give consent for my teen \_\_\_\_\_, a minor (at least 14 years of age) to serve as a volunteer at the Williamson Public Library for up to 20 hours total to fulfill graduation requirements, if the arrangement is both beneficial for the library and the student. I understand volunteer services are donated to the Williamson Public Library without compensation or the promise of future employment.

I hereby release Williamson Public Library, together with its director, officers, and employees, from any and all claims, demands, actions and causes for actions of any kind, whether based on negligence or otherwise, arising from participation in any aspect of volunteer activities. Student volunteers may be required to help set up and cleanup for library programs, do light cleaning, help maintain the proper order of materials on the shelves, decorate our teen area, and other tasks assigned by the Youth Services and Volunteer coordinator, Kate Karnisky.

I know of no reason, medical or otherwise, that would prevent my child from performing volunteer services. In the event of a medical emergency, I understand that effort will be made by the Williamson Public Library to contact me. If the Williamson Public Library is unable to reach me or time is of the essence, I hereby give permission for any and all medical attention to be administered to my child in the event of accident, injury, sickness, etc. by emergency personnel and rendered under the general or special supervision of any licensed medical professional under the provisions set forth by the state of New York on the medical staff at the office or hospital. I also assume the responsibility for the payment of any such transportation and treatment.

**Any Medical Conditions or Allergies? \_\_\_ Yes \_\_\_ No**

**Explain/Describe:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will provide reliable transportation if necessary and understand that my child is responsible for corresponding with the volunteer coordinator in a timely manner regarding any scheduling changes or questions. If, for whatever reason, your teen does not appear for their scheduled time, the library board and staff are not responsible for

their whereabouts. I understand that volunteering with Williamson Public Library involves a commitment on the part of my child to work in a designated service area in a regular, safe and responsible manner. This includes courtesy and respect for others, appropriate dress for the type of work being performed and adherence to the Library's Rules of Conduct (no property theft, abusive language, profanity or improper behavior, no smoking, no vaping, no possession or consumption of drugs, alcohol or controlled substances) and adherence to NYS Confidentiality of Library Records. I understand that the Williamson Public Library is not responsible for my child when volunteering. The Williamson Public Library is also not responsible for any personal belongings. Please be aware that your teen will be under the direction of the volunteer coordinator, but will need to perform their tasks independently and responsibly. Thank you so much for your cooperation!

In signing this, I acknowledge and represent that I am eighteen (18) years of age or older and I am the legal guardian of the child named above. I and the student named above have read the Library's Volunteer Policy, Rules of Conduct, and NYS Confidentiality of Library Records policy; I understand the significance of the agreement; and I am signing voluntarily as an act of my own free will, agreeing to the above for myself, my child, my spouse and personal representative. (All legal guardians must sign.)

\_\_\_\_\_  
**Printed Name of 1st Parent or Legal Guardian**

\_\_\_\_\_  
**Relationship**

\_\_\_\_\_  
**Signature of Parent/Legal Guardian**

\_\_\_\_\_  
**Date** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Legal Guardian Full address** (street, city, state, zip)

**Emergency Contact Phone#** \_\_\_\_\_

\_\_\_\_\_  
**Printed Name of 2nd Parent or Legal Guardian**

\_\_\_\_\_  
**Relationship**

\_\_\_\_\_  
**Signature of Parent/Legal Guardian**

\_\_\_\_\_  
**Date** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Legal Guardian Full address** (street, city, state, zip)

**Emergency Contact Phone#** \_\_\_\_\_

\_\_\_\_\_  
**Clinic/Physician's Name**

\_\_\_\_\_  
**Clinic/Physician's Address/Phone** \_\_\_\_\_

Please be aware that your teen will be under the direction of the volunteer coordinator, but will need to perform their tasks independently and responsibly. Thank you so much for your cooperation!

**Sincerely, Kimberly Iraci, Director and Kate Karnisky, Youth Services and Volunteer Coordinator**

## **4000.5 LIBRARY COMMUNICATIONS and COMMUNITY RELATIONS**

Good communication is essential. Williamson Public Library, its services and collections belong to the public. Staff members are public employees. Library Trustees are the public volunteer representatives. Service, therefore, should always be gracious and helpful. The policy of the Williamson Public Library relative to the needs, purposes, and benefits of library communications and community relations shall be:

1. to assure excellent library service for the people of the community
2. to supply full and accurate information on library objectives, programs, services, problems, and needs
3. to keep the public informed about the library with flyers and notices in local and social media, as well as on the library website
4. to build a partnership with the community for the quality and kind of services which the library offers
5. to involve the public in the activities of the library
6. to cultivate the interest, understanding and confidence of the public
7. to enlist the support of Town of Williamson residents, Williamson Central School District residents and the Town of Williamson Board to secure adequate financial support
8. to maintain the interest and support of children and their parents
9. to establish and maintain cooperative relations and mutual understanding with public schools and other educational institutions in the community
10. to maintain good internal staff relations
11. to foster a public expectation of change and progress in library operation and service.

In January of each year the Board of Trustees of the Williamson Public Library will motion the official newspaper(s) for publication of Library notices and information.

Revised by the Library Board October 19, 2017

## **4000.6 SOCIAL MEDIA POLICY**

The Williamson Public Library social media offerings are defined as any web application, site or account used by the library to facilitate the sharing of opinions and information about library related subjects and issues. It includes any online publication and commentary such as blogs, wikis, forums, Facebook, YouTube, LinkedIn, Twitter and other content sharing sites.

The Library will utilize social media tools to encourage community involvement and to create a dialog between the library and its patrons regarding library services, resources, events and programs, and community information.

- All content is reviewed and is subject to being edited or deleted by Library staff.
- Where possible, each social media page should clearly indicate that it is maintained by WPL and should have WPL contact information prominently displayed.
- Where possible, social media pages should link to WPL's official website

When using social media, behavior and content is not only a reflection of the staff but also of the Library. Staff posting as the library should act professionally, respectfully and honestly.

Staff posting on their personal pages about the library and library related topics should use good judgment and make it clear that the views and opinions expressed are theirs alone and do not represent the official views of the Williamson Public Library.

## **4000.7 Photography and Photo Releases**

This policy governs photography, audio recording, and video recording on library property, including all interior spaces and exterior areas under library control. It applies to patrons, visitors, media outlets, and third parties. It also establishes the library's opt-in consent process for using photographs or recordings of patrons in library communications and promotional materials.

The library values patron privacy as a core library principle. Patron privacy is also a matter of law. New York Civil Rights Law § 50 prohibits the use of a person's name, portrait, or picture for advertising or trade purposes without written consent. New York CPLR § 4509 protects library records, including any record that reveals a patron's use of library services, as confidential. Both statutes apply when the library photographs or records patrons and shares those images publicly.

This policy is designed to protect those rights, give patrons meaningful control over their own images, and provide library staff with clear guidance for addressing recording by the public.

### **Definitions**

"Recording" means any photograph, video, audio, livestream, or broadcast of the library's premises, patrons, staff, or operations, regardless of the device used or the stated purpose.

"Library communications" means any content the library publishes or shares publicly, including social media posts, newsletters, press releases, websites, grant applications, program announcements, and print materials.

"Minor" means a person under 18 years of age.

### **Recording by the Public**

The library is a public entity. Members of the public generally have the right to photograph or record

areas of the library that are open to the public, including the building exterior and common spaces. The library honors this right. The library also has the authority under New York Education Law to set the hours and conditions necessary to operate the library safely and effectively. The library's board of trustees exercises that authority through this policy.

- The library prohibits recording that: captures identifiable images of patrons in service areas, including the circulation desk, children's areas, computer stations, or any area where a patron's use of library services could be inferred from the image;
- disrupts library operations or patron access to services;
- compromises the safety or privacy of staff, patrons, or minors;
- violates the library's Code of Conduct Policy

Anyone wishing to record in the library for any purpose is encouraged to contact the library director at least two business days in advance. Contact the director by calling 315-589-2048 or emailing [williamsonlibrarydirector@owwl.org](mailto:williamsonlibrarydirector@owwl.org). Advance notice allows the library to work with the requester to identify how recording can occur without compromising patron privacy or library operations.

For recording requests that arise without advance notice, the person must contact the director or the staff member on duty as soon as possible before beginning to record. Non-commercial recording, including credentialed journalism, may be permitted with the director's approval. The library confirms permission for non-commercial recording in writing before recording begins. Commercial recording (including films, advertisements, and documentaries) requires a written agreement with the library. That agreement may include insurance requirements and indemnification provisions, based on the nature of the project.

If a person begins recording without permission in a manner that risks patron privacy, safety, staff work conditions, or library operations, staff will follow the appropriate response protocol.

#### Library Use of Photographs and Recordings

The library may wish to photograph or record patrons for use in library communications, including program documentation, social media, newsletters, and grant reporting. The library does not photograph, record, or use the image or likeness of any patron in library communications without that patron's written, opt-in consent.

#### Photographs and Recordings Involving Minors

Consent to photograph or record a minor must be given by a parent or legal guardian.

The library does not photograph or record a minor for use in library communications without a signed consent form from a parent or guardian.

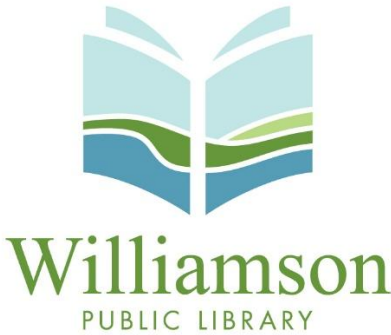
When programs include minors, the library notifies parents and guardians in advance that photography or recording may occur, and provides the consent form for their review and signature before the program begins. A minor whose parent or guardian has not returned a signed consent form is not photographed or recorded.

#### Consent Process

Patron consent to be photographed or recorded for library communications is entirely voluntary and opt-in. No patron is required to consent as a condition of using library services or participating in any program.

The library collects signed consent forms before photographing or recording, not after. The library retains signed consent forms in a secure location for a minimum of seven years, or for the lifetime of a minor's consent plus seven years, whichever is longer. Patrons may withdraw consent at any time by notifying the library director in writing. Withdrawal of consent applies to future use of the patron's image. The library will make reasonable efforts to remove images from active communications, but withdrawal does not require removal of images already published in archived or printed materials.

Board approved 4/16/26



## Photography and Recording Consent Form

This form provides the library permission to post photos of you or your child in library communications. Please read carefully before signing.

### Part 1: Image and Likeness Consent

I give Williamson Public Library in Williamson, NY permission to photograph or record me and to use my name, image, or likeness in library communications. This includes social media, newsletters, the library website, press releases, grant applications, and print materials. I understand that this permission is voluntary. I may withdraw it at any time by contacting the library director in writing.

### Part 2: Library Record Disclosure Consent

I understand that a photograph or recording that shows me at the library, or that can be used to identify me as a library patron, may be considered a confidential library record under New York law. Knowing this, I consent to the library sharing my image in the communications described above, which may disclose that I use library services. I understand that my image may appear on the library's social media, newsletters, printed program flyers, and reports.

### Part 3: Minor Patron (complete this section if the patron is under 18)

I am the parent or legal guardian of the minor named below. I give consent on their behalf for all items in Parts 1 and 2 above.

Minor's Name \_\_\_\_\_

Minor's Date of Birth \_\_\_\_\_

### Consent Signatures

Patron (or parent/guardian if patron is a minor): \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature Date \_\_\_/\_\_\_/\_\_\_\_\_

Library Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_

## **5000.0 HISTORY OF THE WILLIAMSON PUBLIC LIBRARY**

The Williamson Free Public Library was first organized in 1911. Mrs. A.E. DeZutter was the first townspeople to actively desire and seek a Public Library in Williamson. Mrs. DeZutter wrote to the Educational Extension Division of the University of the State of New York for information regarding the establishment of a Village Library. A notice was placed in "The Williamson Sentinel" to arouse interest in and discuss the new project. On the evening of September 12, 1911, thirty people met in response to the notice. The need for a library was evident, so a canvass of the Township was made resulting in the formation of the so-named Williamson Library Association of September 19, 1911. Later research determined that there never was an association library formed in our town since an association library is established and controlled in whole or in part as an association or as trustees under the provisions of a will or deed. The officers of the "association" were: Mrs. A.E. DeZutter, President; Mrs. F.M. Gordon, Vice-President; Mrs. W.G. Fish, Secretary; Miss Kittie Burr, Treasurer. The trustees were Mr. and Mrs. H.V. Pearsall, Dr. Annie T. Lapp, Mr. and Mrs. W.H. Williams, Mrs. C.L. DeZutter, Mrs. C.G. Hoagland, and Miss Annie Cheetham.

The library opened with 150 books on the 13<sup>th</sup> of December, 1911, located in the printing offices of Williams and Scott, who offered space for bookcase, rent free, for three years.

The library soon outgrew the space in the printing office and moved first to the Grange Hall and later to larger accommodations in the Tassell and Fairbanks building. The early library was funded by donations, general fund drives, and from library sponsored entertainments and plays. The people who participated in these events went to great lengths to ensure their success. Acting as prop manager for a play to benefit the library and unable to obtain stage curtains for the production, Dr. Annie Lapp went home and promptly returned with her own maroon velvet parlor curtains. The play went on as scheduled. Each year fundraising became more burdensome, so the association petitioned the Town Board to grant a sum of money for the support of a library to serve the entire Township (including Williamson, Pultneyville, and East Williamson) and to be known as the Williamson Free Public Library.

The Town Board granted the petition at their meeting held December 28, 1921. The sum of \$300 was appropriated yearly to maintain the library. This money provided for the rent of a library room, the salary for one librarian, and the purchase of books, provided the library spent a like amount on books.

The Board of Regents of the University of New York granted a provisional charter on February 22, 1922 and the library was provisionally incorporated by the Regents of the University of New York on May 5, 1923. An absolute charter, No. 4718, was granted on April 18, 1941. With incorporation as a Free Public Library, the library became a municipal agency. After incorporation in 1923, trustees were elected and branch libraries were opened in East Williamson and Pultneyville.

The library continued much the same for several years until joining the Wayne County Library System in the early 1960's. The library reaped many benefits with this move, including a \$150 grant, once-a-week delivery service, rotating book collections, and interlibrary loans. Contrast this with today's membership in the OWWL Library System. Technology support, six-day-a-week delivery service, dvds and audio-visual materials,

digital materials, database access and continuing staff and trustee education through workshops and seminars. The OWWL Library System consists of libraries in Wayne, Ontario, Livingston, and Wyoming counties with the Central Library in Geneva. The library building at 4170 East Main Street began as an idea born of necessity. The library's last home was a yellow house located where the current Main Street parking area is. Mr. Charles A. Garfield donated that building in 1939 in memory of his first wife. The year 1968 was notable in the history of the Township. The completion of the new Xerox complex in Webster, New York brought many new people to town. From 1968 to 1969, the population of the town grew from 5,294 to 6,082. This sudden influx of people caused an enormous increase in circulation of materials in the library. Along with the sudden increase in circulation came another problem: the recommended floor space for a library serving a community the size of Williamson was 3,400 square feet minimum, far exceeding the 895 feet of the Garfield house.

Discussions for additional library space began in 1970. With Williamson's reading public outranked only by Newark in Wayne County and Canandaigua in Ontario County, additional space was urgently needed. Eventually, the architectural firm of Tucker & Fairbanks was commissioned to design the new building. Early in 1973 construction began with 30 students in building trades at the Wayne County Occupational Center working with private contractors with completion before fall. The resulting building consisted of two levels at 3,500 square feet each to total 7,000 square feet.

The scene at 9:00 AM on Saturday, October 27, 1973 could have been the rehearsal of a spectacular movie or a giant pilgrimage to some unknown place. But what really took place was the moving of the library and its contents to a new building. By 11:30 AM, all of the books had been moved and by noon all of the shelving and miscellaneous materials had vacated the old building. A human chain of volunteers from the old to the new building resulted in an efficient operation. Scout troops, their leaders and helpers, Friends of the Library, local organizations and many individuals were part of the "chain." During a break, the volunteers were treated to cider donated by the Williamson Juice Corporation and cookies donated by the Friends of the Library. The library opened for business on Wednesday, October 31 on the main floor of the newly constructed building.

Space again became a problem, and in the mid-eighties, the children's collection was moved to the recently finished lower level of the library. Scout troops again formed a human chain from the main floor to stock the newly installed shelving.

In its location at 4170 East Main Street, the Williamson Free Public Library continued to expand its services and increase its circulation. From a total circulation of 31,362 in 1973 the numbers grew to a total circulation of 169,346 in 1998. In January 1999, the library was ranked in the top ten public libraries in the nation among communities of similar size. This ranking compiled by Thomas Henning, Jr., and published in *American Libraries* magazine is referred to as the HAPLR rating – Henning American Public Libraries Rating. The Williamson library would continue to be on the "Top Ten" list for six years in a row.

History repeats itself, and in 1999, the library board and town board acknowledged that space and parking were inadequate for the number of people who used the both the town hall and the public library. A community committee was formed to examine options and several public forums were held to allow the public to discuss a number of different solutions to the space crunch. Finally, the town board decided to put up a proposal to build a new library building on the north side of Main Street. The building, if

approved would be two levels with parking behind the library on the lower level. In a vote on November 7, 2000, the proposal was defeated by 75 votes. Surveys taken after the polls closed seemed to indicate that voters felt that the new library would not solve all the problems – it would not provide an answer for the town hall’s space issues, the location would require a similar two-story building as the current library, parking would be on an elevation lower than the street level and it just didn’t satisfy expectations.

The town and library boards went back to the drawing board. In January 2001, the town board sent out another survey giving four potential “solutions” to the facility question. They were:

1. Do minimal renovations to the town hall and library to address handicapped access to bathrooms, doorways and hallways. Put an elevator in the town hall.
2. Renovate town hall and library as in #1, increase the space by adding on to the building and put an elevator in each building.
3. Build a new town hall and court at a new location with the possibility of adding a library at a later date.
4. Build a new complex at a new location to include the town hall, court and library.

Over 700 people responded and 75% of those felt that the town should consider new facilities rather than remodel the old ones. Land was available on Route 21 just south of 104. The town board began to consider its purchase for a time when it would be clearer what should be done. The arrangements were made to purchase about eight acres for future construction. Action by a local citizen forced the issue to come to a vote. On November 11, 2001, voters approved the purchase of the land.

Now, the decision had to be made as to what exactly to do on that parcel – and when. After more fact-finding, it was decided to give the voters a choice between building a complex complete with court, town office and library facilities, just a town office or just a library. On Tuesday, November 5, 2002 option #1 – a new Town Complex to be built for \$3.4 million was approved.

Over the next year and a half, plans were developed and the official groundbreaking ceremony took place on September 4, 2003. The building was constructed on the Route 21 property. The new library would occupy 10,500 square feet of the 21,000 square foot building. On Friday, June 18, 2004, the library on 4170 East Main Street closed. On Monday, June 21 movers and staff began the gargantuan task of relocating the entire collection, computer network and files to the Town Complex building. It took four tractor-trailers and forty workers fourteen hours until the last box was moved. For the rest of the week – a scant four more days – the library staff labored to organize and arrange. New shelving and workstations accommodated the old collection and work materials. Slowly, the “new” library began to emerge. Each day a crew of home-schooling families would bring a lunch for the staff so that they could take a break from their work. Finally, on Monday June 28, 2004 the library re-opened in its new location. Over 800 people flocked through the doors to see what was inside. Over 2100 items were borrowed that day. It was a record-breaking day for the library in many ways. The town complex has been well received and the public has found it to be convenient for their needs. The larger building has allowed the library board to expand computer access for the public and it is one of the most sought-after services. In addition to

public access computers, wireless Internet is available for those who bring their own laptops. In December 2004, the library joined the OWWL Library System's automated circulation system, OWWL Access. Now Williamson borrowers have instant access to over one million items held in the 42 libraries of Ontario, Wayne, Wyoming and Livingston counties.

In March 2015, the Williamson Free Public Library submitted paperwork to the NYS Department of Education to change its charter to become the Williamson Public Library. The above action was granted by the Board of Regents and the name was officially changed.

On June 9, 2015 the Library held its first 259 vote placing the library budget directly to the voters. Residents of the Williamson Central School District voted overwhelmingly to provide stable funding to the municipal library starting with the 2016 library budget. In 2016 due to patron demand and changing technology needs, the library upgraded to a fiber network. This change has resulted in the library being able to provide a fast high-speed connection for its public computers and also for WIFI users of the library's internet access services.

In 2017, the library upgraded its single stall restroom facilities to gender neutral family restrooms and added diaper changing stations for families.

In 2025, the Williamson Public Library was named the RRLC 2025 Public Library of the Year by the Rochester Regional Library Council (RRLC), which serves Ontario, Wayne, Livingston, Wyoming and Monroe Counties.

The Library continues to add services, materials and amenities to reflect the changing needs of the Town of Williamson community.

1911 to 1999 compiled by Lorraine Miller, Director 1969 to 1999

1999 to 2012 compiled by Cheryl Gravelle, Director 1999 to 2013.

2013 to present compiled by Kimberly Iraci, Director 2013 to present.

Revised 10/19/2017

REVISED 11/20/2025

