

OPERATIONS

General Operations

STATEMENT: The Waterloo Library & Historical Society will follow general operating guidelines.

PURPOSE: To put down in writing the general operating guidelines of the Waterloo Library & Historical Society.

POLICY:

1. Trustees are subject to the same rules that are set forth in this section as the public in the use of library policy, including fines.

2. Smoking is not allowed in any of the facilities.

3. Community Library hours shall be:

Mon	Tues	Wed	Thurs	Fri	Sat
10-6	10-6	10-6	10-5	10-5	10-1

Special holiday hours will be posted in the Library.

4. All Library programs are open to the public. Whenever possible, programming modifications will be provided for those with disabilities upon proper notification of need.

5. The Waterloo Library & Historical Society will close on national and traditional holidays, specified by the Board of Trustees at the annual meeting, to include the following:

New Year's Day	Labor Day	Martin Luther King Day	Columbus Day
President's Day	Veteran's Day	Memorial Day	Thanksgiving
Independence Day	Christmas	Juneteeth	

6. EMERGENCY CLOSING: The Waterloo Library & Historical Society will close during any emergency situations such as fire, snow, bomb threat, with the exception that if circumstances change and there is no longer a public safety issue, the Waterloo Library and Historical Society Executive Director will have the authority to make the decision to keep the Library open. The Waterloo Library & Historical Society Executive Director will notify the Society Board President or designee of any emergency closing or decision to stay open if there is no longer Approved 3-30-2017 a public safety issue. Closings will be posted on our website, social media pages, and local stations.

7. If persons displaying inappropriate behavior, behavior threatening or disturbing to other library users or staff, or don't respond to a request to behave appropriately, they may be asked to leave the building by the executive director, library director, designated staff members, or law enforcement authorities.

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- If inappropriate behavior continues, staff can refer to the following guidelines, if needed.
- Staff will partner with another Staff member to handle the situation.
- Staff will give the individual a copy of the General Operations Policy. Explain that if the inappropriate behavior persists, he/she will be asked to leave.
- If behavior persists, the individual will be asked to leave.
- If the individual does not leave, the Staff will call 911. The individual will be found in violation of New York Penal Law, Section 140.05 (trespassing).
- The Staff will ask the police to escort the individual off of the property.
- The Staff will file an Incident Report (attached) and give it to the Executive Director.
- Consequences are at the discretion of the Executive Director, Library Director, and staff.

8. All posted materials will be pre-approved by the Library Director.

9. Only staff members and persons authorized by the Board will have keys to access the buildings.

10. As a member of the Finger Lakes Library System, the Waterloo Library & Historical Society will abide by the Finger Lakes Library Systems rules and regulations.

11. Use of the meeting rooms by community groups is at the discretion of the executive director, library director, designated staff and appropriate committee member.

12. As a non-profit, tax funded operation the Library does not support fundraising requests with money donations.

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