

Palmerton Area Library
Policies and Procedures
Table of Contents - Alphabetical

ALA Bill of Rights	Reaffirmed	Jan 2019
Bid and Procurement Procedures Federal Funds	Approved	Feb 2021
Board of Trustees - Officer Job Descriptions	Revised	Nov 2021
Book Selection Policy	Reviewed	Feb 2020
By-Laws Palmerton Area Library Association	Revised	Mar 2021
Cash Management Procedures Federal Funds	Approved	Feb 2021
Computer Policy	Revised	Feb 2022
Conflict of Interest Policy & Disclosure Statement	Approved	Feb 2021
Continuing Education Policy	Revised	Jan 2022
Court Ordered Community Service	Adopted	Jun 2019
Donation Form	Revised	Jan 2020
Employee and Trustee Ethics Policy	Adopted	Mar 2020
Employee Application Form	Revised	Aug 2020
Gift Policy	Revised	Jan 2020
Grievance Procedure	Revised	Nov 2019
Guidelines for Staff COVID-19 Exposure	Created	Aug 2020
Guidelines and Disposal of Donated Materials	Revised	Jan 2020
Interlibrary Loan Policy	Revised	Nov 2019
Library Checkout Policy	Adopted	Jan 2020
Library Travel Policy	Approved	Feb 2021
Mission Statement/Long Range Plan 2020 - 2025	Adopted	Jul 2019
New Trustee Orientation	Revised	Feb 2022
Overnight Use of Library Agreement	Reviewed	Nov 2019
Palmerton Area Library Job Descriptions	Revised	Jan 2022
Patron Behavior Policy	Revised	Feb 2022
Patron Complaint Policy and Procedures	Adopted	Oct 2021
Performance Appraisal By Board Member	Revised	Aug 2020
Performance Appraisal By Staff	Revised	Aug 2020
Performance Appraisal Policy	Revised	Mar 2020
Personnel Policy	Revised	Feb 2019
Privacy and Confidentiality Policy	Reviewed	Feb 2020
Proctoring Test Consent Form	Reviewed	Nov 2019
Proctoring Tests Policy	Revised	Jan 2020
Record Retention Policy	Revised	Aug 2020
Room Reservation Form	Revised	Feb 2022
Services, Fees, Programs, and General Guidelines	Revised	Jan 2020
Social Media Policy	Adopted	Oct 2021
Staff Confidentiality Agreement	Reviewed	Nov 2019
Teen Representative Application	Reviewed	Nov 2019
Trustee Job Description	Revised	Aug 2020
Use of Facilities Policy	Revised	Aug 2020
Volunteer Application	Revised	Dec 2021
Volunteer Confidentiality Agreement	Reviewed	Dec 2021
Volunteer Policy	Revised	Dec 2021
Weeding of Materials Policy	Revised	Jan 2020

Palmerton Area Library
Policies and Procedures
Table of Contents - Categories

ALA Bill of Rights	Reaffirmed	Jan 2019	Mission Statement
Board of Trustees - Officer Job Descriptions	Revised	Nov 2021	
By-Laws Palmerton Area Library Association	Revised	Mar 2021	Staff
Conflict of Interest Policy and Disclosure	Adopted	Feb 2021	
Employee and Trustee Ethics Policy	Adopted	Mar 2021	Day to Day Oper
Mission Statement/Longe Range Plan 2020 - 2025	Adopted	Jul 2019	
New Trustee Orientation	Revised	Feb 2022	Volunteers
Performance Appraisal By Board Member	Revised	Aug 2020	
Record Retention Policy	Revised	Aug 2020	Patrons
Teen Representative Application	Reviewed	Nov 2019	
Trustee Job Description	Revised	Aug 2020	
Continuing Education Policy	Revised	Jan 2022	
Employee Application Form	Revised	Aug 2020	
Grievance Procedure	Adopted	Nov 2019	
Guidelines for Staff COVID-19 Exposure	Created	Aug 2020	
Library Travel Policy	Adopted	Feb 2021	
Palmerton Area Library Job Descriptions	Revised	Jan 2022	
Performance Appraisal By Staff	Revised	Aug 2020	
Performance Appraisal Policy	Revised	Mar 2020	
Personnel Policy	Revised	Feb 2019	
Social Media Policy	Adopted	Oct 2021	
Staff Confidentiality Agreement	Reviewed	Nov 2019	
Bid and Procurement Procedures	Adopted	Feb 2021	
Book Selection Policy	Reviewed	Feb 2020	
Cash Management Procedures	Adopted	Feb 2021	
Computer Policy	Revised	Feb 2022	
Donation Form	Revised	Jan 2020	
Gift Policy	Revised	Jan 2020	
Guidelines and Disposal of Donated Materials	Revised	Jan 2020	
Interlibrary Loan Policy	Revised	Nov 2019	
Library Checkout Policy	Adopted	Jan 2020	
Privacy and Confidentiality Policy	Reviewed	Feb 2020	
Services, Fees, Programs, and General Guidelines	Revised	Jan 2020	
Weeding of Materials Policy	Revised	Jan 2020	
Court Ordered Community Service	Adopted	Jun 2019	
Volunteer Application	Revised	Dec 2021	
Volunteer Confidentiality Agreement	Reviewed	Dec 2021	
Volunteer Policy	Revised	Dec 2021	
Overnight Use of Library Agreement	Reviewed	Nov 2019	
Patron Behavior Policy	Revised	Feb 2022	
Patron Complaint Policy and Procedures	Adopted	Oct 2021	
Proctoring Test Consent Form	Reviewed	Nov 2019	
Proctoring Tests Policy	Revised	Jan 2020	
Room Reservation Form	Revised	Feb 2022	
Use of Facilities Policy	Revised	Aug 2020	

Palmerton Area Library
Policies and Procedures
Table of Contents - By Date

ALA Bill of Rights	Reaffirmed	Jan 2019
Personnel Policy	Revised	Feb 2019
Court Ordered Community Service	Adopted	Jun 2019
Mission Statement/Long Range Plan 2020 - 2025	Adopted	Jul 2019
Grievance Procedure	Revised	Nov 2019
Interlibrary Loan Policy	Revised	Nov 2019
Overnight Use of Library Agreement	Reviewed	Nov 2019
Proctoring Test Consent Form	Reviewed	Nov 2019
Staff Confidentiality Agreement	Reviewed	Nov 2019
Teen Representative Application	Reviewed	Nov 2019
Donation Form	Revised	Jan 2020
Gift Policy	Revised	Jan 2020
Guidelines and Disposal of Donated Materials	Revised	Jan 2020
Library Checkout Policy	Adopted	Jan 2020
Proctoring Tests Policy	Revised	Jan 2020
Services, Fees, Programs, and General Guidelines	Revised	Jan 2020
Weeding of Materials Policy	Revised	Jan 2020
Book Selection Policy	Reviewed	Feb 2020
Privacy and Confidentiality Policy	Reviewed	Feb 2020
Employee and Trustee Ethics Policy	Adopted	Mar 2020
Performance Appraisal Policy	Revised	Mar 2020
Employee Application Form	Revised	Aug 2020
Guidelines for Staff COVID-19 Exposure	Created	Aug 2020
Performance Appraisal By Board Member	Revised	Aug 2020
Performance Appraisal By Staff	Revised	Aug 2020
Record Retention Policy	Revised	Aug 2020
Trustee Job Description	Revised	Aug 2020
Use of Facilities Policy	Revised	Aug 2020
Bid and Procurement Procedures Federal Funds	Approved	Feb 2021
Cash Management Procedures Federal Funds	Approved	Feb 2021
Conflict of Interest Policy & Disclosure Statement	Approved	Feb 2021
Library Travel Policy	Approved	Feb 2021
By-Laws Palmerton Area Library Association	Revised	Mar 2021
Patron Complaint Policy and Procedures	Adopted	Oct 2021
Social Media Policy	Adopted	Oct 2021
Board of Trustees - Officer Job Descriptions	Revised	Nov 2021
Volunteer Application	Revised	Dec 2021
Volunteer Confidentiality Agreement	Reviewed	Dec 2021
Volunteer Policy	Revised	Dec 2021
Continuing Education Policy	Revised	Jan 2022
Palmerton Area Library Job Descriptions	Revised	Jan 2022
Computer Policy	Revised	Feb 2022
New Trustee Orientation	Revised	Feb 2022

Palmerton Area Library
Policies and Procedures
Table of Contents - Review Timeline

ALA Bill of Rights	Reaffirmed	Jan 2019	6 Months
Personnel Policy	Revised	Feb 2019	
Court Ordered Community Service	Adopted	Jun 2019	
Mission Statement/Long Range Plan 2020 - 2025	Adopted	Jul 2019	1 Year
Palmerton Area Library Job Descriptions	Revised	Jan 2022	
Continuing Education Policy	Revised	Jan 2022	3 Years
Grievance Procedure	Revised	Nov 2019	
Interlibrary Loan Policy	Revised	Nov 2019	5 Years
Overnight Use of Library Agreement	Reviewed	Nov 2019	
Proctoring Test Consent Form	Reviewed	Nov 2019	Controlled by the County System
Staff Confidentiality Agreement	Reviewed	Nov 2019	
Teen Representative Application	Reviewed	Nov 2019	
Donation Form	Revised	Jan 2020	
Gift Policy	Revised	Jan 2020	
Guidelines and Disposal of Donated Materials	Revised	Jan 2020	
Library Checkout Policy	Adopted	Jan 2020	
Proctoring Tests Policy	Revised	Jan 2020	
Services, Fees, and Programs	Revised	Jan 2020	
Weeding of Materials Policy	Revised	Jan 2020	
Book Selection Policy	Reviewed	Feb 2020	
Privacy and Confidentiality Policy	Reviewed	Feb 2020	
Employee and Trustee Ethics Policy	Adopted	Mar 2020	
Library Director Performance Appraisal Policy	Revised	Mar 2020	
Employee Application Form	Revised	Aug 2020	
Guidelines for Staff COVID-19 Exposure	Created	Aug 2020	
Performance Appraisal By Board Member	Revised	Aug 2020	
Performance Appraisal By Staff	Revised	Aug 2020	
Record Retention Policy	Revised	Aug 2020	
Trustee Job Description	Revised	Aug 2020	
Use of Facilities Policy	Revised	Aug 2020	
Cash Management Procedures	Adopted	Feb 2021	
Conflict of Interest Policy and Disclosure	Adopted	Feb 2021	
Library Travel Policy	Adopted	Feb 2021	
Bid and Procurement Procedure	Adopted	Feb 2021	
New Trustee Orientation	Revised	Feb 2022	
Patron Behavior Policy	Revised	Feb 2022	
Room Reservation Form	Revised	Feb 2022	
By-Laws Palmerton Area Library Association	Revised	Apr 2021	
Computer Policy	Revised	Feb 2022	
Patron Complaint Policy and Procedure	Adopted	Oct 2021	
Social Media Policy	Adopted	Oct 2021	
Board of Trustees - Officer Job Descriptions	Revised	Nov 2021	
Volunteer Application	Revised	Dec 2021	
Volunteer Confidentiality Agreement	Reviewed	Dec 2021	
Volunteer Policy	Revised	Dec 2021	

Palmerton Area Library Policy and Procedure Review Timeline				
Year	1st Quarter Jan - Mar	2nd Quarter Apr - Jun	3rd Quarter Jul - Sep	4th Quarter Oct - Dec
2021	By-Laws PALA		Computer Policy	Library Job Descriptions
	Computer Policy			Trustee Officer Job Description
	New Trustee Orientation			Volunteer Policy
	Patron Behavior Policy			Volunteer Application
	Room Reservation Form			Volunteer Confidentiality Agreement
2022	By-Laws PALA		Computer Policy	Library Job Descriptions
	Computer Policy			Trustee Officer Job Description
	New Trustee Orientation			Volunteer Policy
	Patron Behavior Policy			Volunteer Application
	Room Reservation Form			Volunteer Confidentiality Agreement
2023	By-Laws PALA	Court Ordered Community Service	Computer Policy	Library Job Descriptions
	Computer Policy		Employee Application	Staff Confidentiality Statement
	Employee and Trustee Ethics Policy		Long Range Plan/Mission Statement	Teen Representative Application
	Gift Policy		Trustee Job Description	Trustee Officer Job Descriptions
	New Trustee Orientation			Volunteer Policy
	Patron Behavior Policy			Volunteer Application
	Personnel Policy			Volunteer Confidentiality Agreement
	Privacy and Confidentiality Policy			
	Room Reservation Form			
2024	Bid and Procurement Procedures		Computer Policy	Library Job Descriptions
	By-Laws PALA			Trustee Officer Job Description
	Cash Management Procedures			Volunteer Policy
	Computer Policy			Volunteer Application
	Conflict of Interest Policy/Disclosure			Volunteer Confidentiality Agreement
	Library Travel Policy			
	New Trustee Orientation			
	Patron Behavior Policy			
	Room Reservation Form			

2025	ALA Bill of Rights		Computer Policy	Continuing Education Policy
	Book Selection Policy		Performance Appraisal by Board	Grievance Policy
	By-Laws PALA		Performance Appraisal by Staff	Library Job Descriptions
	Computer Policy		Record Retention Policy	Overnight Use of Library Agreement
	Donation Form		Use of Facilities Policy	Proctoring Test Consent Form
	Guidelines and Disposal Donated Items			Trustee Officer Job Descriptions
	Lib Dir Performance Appraisal Policy			Volunteer Policy
	New Trustee Orientation			Volunteer Application
	Patron Behavior Policy			Volunteer Confidentiality Agreement
	Proctoring Tests Policy			
	Room Reservation Form			
	Weeding of Materials Policy			
2026	By-Laws PALA	Court Ordered Community Service	Computer Policy	Library Job Description
	Computer Policy		Employee Application	Staff Confidentiality Agreement
	Employee and Trustee Ethics Policy		Long Range Plan/Mission Statement	Teen Representative Application
	Gift Policy		Trustee Job Description	Trustee Officer Job Descriptions
	Patron Behavior Policy			Volunteer Policy
	Personnel Policy			Volunteer Application
	Privacy and Confidentiality Policy			Volunteer Confidentiality Agreement
	New Trustee Orientation			
	Room Reservation Form			

<p>Jan-March 2021 First Quarter</p> <ul style="list-style-type: none"> • New Trustee Orientation • Patron Behavior Policy • By-Laws Palmerton Area Library Association • Room Reservation Form • Computer Policy 	<p>Apr-Jun 2021 Second Quarter</p>
<p>July—Sept 2021 Third Quarter</p> <ul style="list-style-type: none"> • Computer Policy 	<p>Oct– Dec 2021 Fourth Quarter</p> <ul style="list-style-type: none"> • Volunteer Policy • Volunteer Confidentiality Agreement • Volunteer Application • Board of Trustees - Officer Job Descriptions • Palmerton Area Library Job Descriptions

<p>Jan-March 2022 First Quarter</p> <ul style="list-style-type: none"> • New Trustee Orientation • Patron Behavior Policy • By-Laws Palmerton Area Library Association • Room Reservation Form • Computer Policy 	<p>Apr-Jun 2022 Second Quarter</p>
<p>July-Sept 2022 Third Quarter</p> <ul style="list-style-type: none"> • Computer Policy 	<p>Oct-Dec 2022 Fourth Quarter</p> <ul style="list-style-type: none"> • Volunteer Policy • Volunteer Confidentiality Agreement • Volunteer Application • Board of Trustees - Officer Job Descriptions • Palmerton Area Library Job Descriptions

<p>Jan-March 2023 First Quarter</p> <ul style="list-style-type: none"> • Employee and Trustee Ethics Policy • Privacy and Confidentiality Policy • Gift Policy • Personnel Policy • New Trustee Orientation • Patron Behavior Policy • By-Laws Palmerton Area Library Association • Room Reservation Form • Computer Policy 	<p>Apr-Jun 2023 Second Quarter</p> <ul style="list-style-type: none"> • Court Ordered Community Service
<p>July—Sept 2023 Third Quarter</p> <ul style="list-style-type: none"> • Trustee Job Description • Employee Application • Mission Statement/Long Range Plan 2020 - 2025 • Computer Policy 	<p>Oct– Dec 2023 Fourth Quarter</p> <ul style="list-style-type: none"> • Teen Representative Application • Staff Confidentiality Agreement • Volunteer Policy • Volunteer Confidentiality Agreement • Volunteer Application • Board of Trustees - Officer Job Descriptions • Palmerton Area Library Job Descriptions

<p>Jan-March 2024 First Quarter</p> <ul style="list-style-type: none"> • New Trustee Orientation • Patron Behavior Policy • By-Laws Palmerton Area Library Association • Room Reservation Form • Computer Policy • Bid and Procurement Procedure • Cash Management Procedures • Conflict of Interest policy and Disclosure • Library Travel Policy 	<p>Apr-Jun 2024 Second Quarter</p>
<p>July--Sept 2024 Third Quarter</p> <ul style="list-style-type: none"> • Computer Policy 	<p>Oct- Dec 2024 Fourth Quarter</p> <ul style="list-style-type: none"> • Volunteer Policy • Volunteer Confidentiality Agreement • Volunteer Application • Board of Trustees - Officer Job Descriptions • Palmerton Area Library Job Descriptions

Jan-March 2025 First Quarter	Apr-Jun 2025 Second Quarter
<ul style="list-style-type: none"> • Library Director Performance Appraisal Policy • Book Selection Policy • Weeding of Materials Policy • Proctoring Tests Policy • Donation Form • Guidelines and Disposal of Donated Materials • ALA Bill of Rights • New Trustee Orientation • Patron Behavior Policy • By-Laws Palmerton Area Library Association • Room Reservation Form • Computer Policy 	<p>Oct-Dec 2025 Fourth Quarter</p> <ul style="list-style-type: none"> • Proctoring Test Consent Form • Overnight Use of Library Agreement • Grievance Procedure • Continuing Education Policy • Volunteer Policy • Volunteer Confidentiality Agreement • Volunteer Application • Board of Trustees - Officer Job Descriptions • Palmerton Area Library Job Descriptions

<p>Jan-March 2026 First Quarter</p> <ul style="list-style-type: none"> • Employee and Trustee Ethics Policy • Privacy and Confidentiality Policy • Gift Policy • Personnel Policy • New Trustee Orientation • Patron Behavior Policy • By-Laws Palmerton Area Library Association • Room Reservation Form • Computer Policy 	<p>Apr-Jun 2026 Second Quarter</p> <ul style="list-style-type: none"> • Court Ordered Community Service
<p>July—Sept 2026 Third Quarter</p> <ul style="list-style-type: none"> • Trustee Job Description • Employee Application • Mission Statement/Long Range Plan 2020 - 2025 • Computer Policy 	<p>Oct– Dec 2026 Fourth Quarter</p> <ul style="list-style-type: none"> • Teen Representative Application • Staff Confidentiality Agreement • Volunteer Policy • Volunteer Confidentiality Agreement • Volunteer Application • Board of Trustees - Officer Job Descriptions • Palmerton Area Library Job Descriptions

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council;
amended October 14, 1944; June 18, 1948; February 2, 1961;
June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

Palmerton Area Library
Bid and Procurement Procedures
Federal Funds

The following procedures are created to establish standards and controls for the purchase of goods and services for the Palmerton Area Library when federal funds are used. The procedures are intended to facilitate full and open competition and cost-effective purchases as well as to ensure proper accountability.

Expenditure Authorization

All expenditures shall be authorized in the Library's approved budget. Any expenditures not included in the approved budget must receive Library Board approval and be recorded in minutes of the meeting of the Board.

Purchase Method

The Library is expected to engage in competitive procurements compliant with applicable governmental regulations.

The Library's methods of competitive procurement are as follows:

1. Procurement by micro-purchase will apply for the acquisition of supplies or services where the aggregate amount does not exceed \$3,500.00. Micro-purchases may occur without soliciting competitive quotations if the price is reasonable.
2. Procurements by small purchase will apply where purchases do not exceed the Simplified Acquisition Threshold (currently, \$150,000.00). Small purchase procedures permit simple and informal procurement methods provided price or rate quotations are obtained from an adequate number of qualified sources.
3. Procurement by sealed bids will apply for purchases over \$150,000.00. Sealed bids will be publicly solicited, and a firm fixed price contract (lump sum or unit price) will be awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.

4. Procurement by competitive proposal will apply when conditions are not appropriate for the use of sealed bids. The following requirements will apply:
 - a. Requests for proposal will be publicized and identify all evaluation factors and their relative importance. Responses to publicized requests for proposal must be considered to the maximum extent practical.
 - b. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered. The Library Board reserves the right to reject any proposal and to award the proposal in the best interest of the Library Association.

Noncompetitive Proposals

Procurement by noncompetitive proposal will occur when one or more of the following circumstances apply:

1. The item is available only from one source.
2. An emergency occurs that requires immediate remediation to not jeopardize life or property.
3. The awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the library.
4. After solicitation of several sources, the library determines the competition is inadequate.

Full and Fair Competition

All procurement transactions will be conducted in a manner providing full and open competition. To ensure objective contractor performance and eliminate unfair competitive advantage, specifications must be written in such a manner to not exclude any contractor based upon brand name.

Approved February 2021

**Palmerton Area Library Association
Officers of the Board of Trustees
Job Descriptions**

President

The president performs all duties incident to the office of president including, but not limited to, the following: Presides at all meetings of the Board and authorizes calls for any special meetings. Appoints all committees and their chairpersons and is an ex-officio member of all committees. Signs documents which the Board has authorized to be executed and cosigns checks when required. Assists in the preparation of agendas for Board meetings. Coordinates the Library Director annual performance appraisal. Conducts new Trustee orientation. Assists in the preparation of the annual budget. The president shall be bonded in an amount as specified by the Board.

Vice-President

The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president. The vice-president performs any other duties as assigned by the president.

Treasurer

The treasurer shall monitor the budget of the library, cosign checks when required, chair the finance committee and at each monthly meeting of the Board, render a report regarding the receipts, disbursements and balances of all funds held for the library. The treasurer will review the annual audit. The treasurer shall be bonded in an amount as specified by the Board.

Secretary

The secretary shall take complete and accurate minutes of all Board meetings, monitor compliance with the Palmerton Area Library Association By-Laws, and perform such other duties as are associated with the office. In the absence of the secretary, the president will appoint another trustee to take the minutes of the meeting.

Revised November 2021

Palmerton Area Library

Book Selection Policy

Authority and Responsibility

Final authority for the determination of policy in the selection and acquisition of materials is vested in the Library Board of Directors, with the ultimate responsibility for the actual selection resting in the Librarian, who operates within the framework of these policies.

Objectives

Obtain books and other materials to further the Library's program of giving information, reference assistance, and help to those engaged in educational pursuits, as well as to provide general home reading for pleasure and enlightenment.

Criteria

The basic criterion for selection is whether the acquisition of the material will enhance the library's collection. Factors influencing this decision are:

1. The library's existing collection in the area or areas covered by the material.
2. The author's reputation as an authority and/or writer.
3. Accuracy of the information.
4. Need for representation of opposing viewpoints on controversial issues.
5. Community interests.
6. Timeliness of material.
7. Format and price.

Special Collections

The library intends to become a resource center for all materials relating to the area included in the Palmerton Area School district, historical and current. To this end the library will acquire, whenever available, any materials relating to the area. These materials will be acquired by bequests and donations, as well as by purchase.

Revised February 2020

The Palmerton Area Library Association
402 Delaware Avenue
Palmerton, PA 18071

By-Laws

Article I: Definition and Purpose

The Palmerton Area Library Association is a 501(c)(3) non-profit corporation dedicated to providing services, both cultural and intellectual, and access to information for the patrons of the Palmerton Area Library. The role of the Library Board of Trustees, hereafter referred to as "the Board," is to govern and oversee the provision of library service to meet the needs of the residents in the Palmerton Area Library area of service.

Article II: Area of Service

The Palmerton Area Library Association provides free library services to all residents of the Palmerton Area School District, Access PA cardholders, and all residents of the Lehigh-Carbon Library Cooperative. All others may avail themselves of library services by payment of an annual fee.

Article III: Library Governance

The Palmerton Area Library Association shall be governed by a board of not more than nine (9) trustees. One (1) trustee may be provided by:

Borough of Palmerton
Borough of Bowmanstown
Towamensing Township
Lower Towamensing Township
Palmerton Area School District

If qualified under prevailing state guidelines.

The Board may appoint up to two (2) Honorary Members to serve one (1) year terms. These Honorary Members shall have no vote but shall advise the Board or speak for the Board in certain matters determined by the Board.

The remainder, including a member of the Friends and Consultants of the Library, shall be elected by the Board. The initial term of all trustees shall be for three (3)

years which can be renewed by the Board for one (1), two (2), or three (3) year terms. All voting shall be by secret ballot.

If any Public Body fails to exercise its privilege to appoint trustees as herein provided, the Board may, after three (3) months, elect a trustee to serve in their place until such time as the Public Body makes an appointment.

Article IV: Power of the Board of Trustees

The power of the Board shall be in accordance with the provisions of the Pennsylvania Library Code.

Trustees serve without compensation but may be reimbursed for expenses incurred during the execution of their duties. Trustees shall avoid conflicts between private interests and official responsibilities. A Statement of Associations shall be signed on date of appointment to the Board and then annually in the month of January.

Article V: Officers of the Board of Trustees

A President, a Vice-President, a Secretary, and a Treasurer shall be elected by the Board at the January meeting for a one (1) year term. All duties are specified in the Board of Trustees – Officer Job Description Policy.

No officer shall serve more than three (3) consecutive terms unless by unanimous vote of the Board. All voting done by secret ballot.

Article VI: Amendments

These By-Laws may be altered or amended at any regular or special meetings of the Board by a vote of two-thirds of the full board, provided that notice of such meeting specifies that a purpose of the meeting is to amend the by-laws of the Association.

Article VII: Board of Trustees Meetings

The rules contained in Robert's Rules of Order shall govern the business of the Board in all matters not covered by the bylaws. A majority of the members of the Board constitutes a quorum.

Regular monthly meetings of the Board shall be held. Unless otherwise determined, the place of the meeting shall be at the library. The meetings are open

to the public and shall be posted on the library website, local print media, and social media.

Special meetings may be called, with 24 hours' notice to members, by the President, by three (3) members of the Board, or by the Director.

The fiscal year shall be the calendar year. The annual budget is approved at the December meeting and an audit is performed annually.

Article VIII: Dissolution

In the event of dissolution any funds and all assets of the Association shall be turned over to a charitable association or a municipal corporation that has one of its interests the purposes of the Palmerton Area Library.

Article IX: Library Director

The Board shall appoint a Library Director who will be responsible for the administration of the library.

The duties of the Library Director shall be consistent with the practice of current good librarianship and are specified in the Library Director Job Description.

The Library Director shall receive such salary as may be determined by the Board and shall work such hours as prescribed by the Board.

The Library Director shall be a full-time employee. All other employees shall be paid on an hourly basis and shall be paid for the actual time spent in employment at the hourly rate as set forth by the Board.

The Board shall ratify schedules, rates of pay, and personnel to hire or fire as recommended by the Library Director who shall have said responsibilities.

The Board shall perform an annual evaluation of the Library Director.

**Palmerton Area Library
Procedure for Cash Management
Federal Funds**

Any federal money received for special use will be deposited into the Palmerton Area Library bank account thereby being comingled with other library funds. All federal money will be accounted for as follows: A line item will be created within the library accounting program for the income of funds. An appropriate name will be used to reflect the project for which the funds have been received. Another line item will be created for all corresponding expenses. An appropriate name will also be used to reflect the project for which the funds are being expended. All expenses will be invoiced and have proper backup to be paid. All expenses must be signed off by the Director. The Library is audited annually by a Certified Public Accountant.

Approved February 2021

Palmerton Area Library Computer Policy

A. Liability Limitations

1. The library assumes no responsibility for censoring internet content for any minor patron (under the age of 18). Parents, not library staff, are responsible for the internet content accessed by their children.
2. The library assumes no responsibility for patron's use of copyrighted materials.
3. The library assumes no responsibility for the loss or damage of a user's data.
4. The user's privacy is important to the library and will be protected as much as possible. However, because the library houses public computers in a public facility, and because the staff is expected to patrol for inappropriate computer use; a patron's privacy cannot always be guaranteed. The library assumes no responsibility for any damage or injury arising from an invasion of the user's privacy.
5. The internet is a vast worldwide network with few limitations. Its content can be helpful and harmful, true, or untrue. Internet users access this content at their own discretion. The library assumes no responsibility for information obtained on the internet.

B. Access

Each patron must sign in before accessing the internet. Access to the internet through library resources is a privilege and may be revoked for anyone who uses these resources inappropriately. Users will be held responsible for any malicious damage to hardware or software. There is a 45-minute time limit on the computers when others are waiting. There will be a cost for each page printed from the computers.

C. Library Staff Role

The library staff will assist with the use of the computers and computer resources as their schedules and knowledge allows. Because staff may not be familiar or comfortable with all computer applications, the library cannot offer complete technical support.

D. Filter

Since the public computers of the Palmerton Area Library are used by adult and juvenile patrons, the library has an internet filter installed by our internet provider. Since no filter is foolproof, parents of minor children must assume responsibility for their children's use of the internet through the library's connection.

E. Downloading

Patrons may not save materials to the hard drive. Patrons may not bring in their own software or download software from the internet.

F. Inappropriate Materials

The library does not tolerate violence or pornography. The internet may not be used to retrieve or use obscene, pornographic, or illegal materials. (At the discretion of the library, patrons may not use the public library computers for commercial, for-profit purposes, for product advertisement, or political lobbying.)

G. Juveniles

Children under the age of seven are expected to have an adult accompany them during library visitations.

H. Consequences for Policy Violations

1. Illegal use:

- a. Anything that violates federal or state laws.
- b. Violation of copyright laws.
- c. Pornography.
- d. Malicious damage to hardware or software.

Consequence: Loss of computer use for one year.

2. Misuse:

- a. Transmission of anything obscene, harassing, threatening, or unsolicited.

- b. The downloading of software from the internet or bringing in the user's own software.
- c. Disruption of computer use.
- d. Congestion at individual computers.
- e. A violation of the 45-minute time limit use.
- f. The act of changing or modifying a computer's configuration.
- g. Inappropriate library behavior as outlined in the Patron Behavior Policy.

Consequence: Immediate loss of computer use for the rest of the day.

- If the misuse becomes habitual, further consequences will be determined by the library director and the library board.

**Palmerton Area Library
Conflict of Interest Policy**

Definition of conflicts of interest

A conflict of interest arises when a person of authority over the Library may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is associated. This policy is focused upon material financial interest of, or benefit to, such persons.

Individuals covered

Persons covered by the policy are the Trustees and employees of the Palmerton Area Library.

Facilitation of disclosure

Persons covered by this policy will annually disclose or update to the President of the Board of Trustees on a form provided by the Library their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

Procedures to manage conflicts

The President of the Board of Trustees will monitor proposed or ongoing transactions for potential or actual conflicts of interest. For each potential or actual conflict of interest disclosed, the President will determine whether to a) take no action; b) assure full disclosure to the Board of Trustees and other individuals covered by the policy; c) ask the person to recuse from participation in the related discussions or decisions regarding the proposed or ongoing transactions; d) ask the person to resign from his or her position in the Library; e) if the person refuses to resign, become subject to possible removal.

Approved February 2021

Palmerton Area Library
Conflict of Interest
Disclosure Statement

No trustee of the Palmerton Area Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation. Other than compensation, no employee shall derive any personal profit or gain, directly or indirectly, by reason of his or her employment by the Palmerton Area Library except through activities that may facilitate professional advancement or contribute to the profession such as publications and professional service and have been fully disclosed to the Board of Trustees.

Everyone shall disclose to the President of the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision in such matter.

In addition, trustees and employees shall refrain from obtaining any list of library patrons that may result in personal benefit.

Statement of Associations

This is to certify that to the best of my knowledge I am not now nor at any time during the past year have been a participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Palmerton Area Library that has resulted or could result in personal benefit to me. Any exceptions are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with the persons or organizations having transactions with the Palmerton Area Library.

Signature _____ Date _____
Print Name _____
Position _____

This Statement of Associations shall be signed on date of appointment to the Board or on first day of employment. Then shall be signed by all parties annually in the month of January. The completed form is to be returned to the President of the Board by January 31st of each year.

Palmerton Area Library Continuing Education Policy

Act 37 of 1999, amended The Library Code (24 P.S. 4101 – 4503) and created requirements for public library staff to receive continuing education on a regular basis for the public library to qualify for state aid.

For a public library to receive Quality Libraries Aid, “the library director of the local library shall annually attend at least eight hours of continuing education programs approved by the Office of Commonwealth Libraries.” (Education Code (24 PA.C.S.) – Public Library Code, §9334©(5))

For a public library to qualify for Incentives for Excellence Aid, “the local library shall require at least six(6) hours of continuing education every two years for paid staff working at least 20 hours per week in direct support of the library service.” (Education Code (24 PA.C.S.) – Public Library Code, §9335(b)(4))

The purpose of requiring continuing education is to enhance staff performance for improved public library service in the Commonwealth. The “Continuing Education Guidelines for Public Library Staff” specify the types of continuing education courses and activities that may be counted towards fulfillment of the continuing education requirement.

The Board of Trustees authorizes tuition reimbursement for courses taken for credit from a post-secondary institution. The course must be related to the staff member’s position or deemed appropriate by the Library Director. Upon approval of the Library Director, an employee may be reimbursed for up to two (2) three (3) credit post-secondary courses annually. The amount of the tuition reimbursement shall be no more than \$600.00 per course. To receive the reimbursement, the staff member must obtain at least a B for each course and submit a copy of the course transcript and receipt.

Revised January 2022

Palmerton Area Library

Court Ordered Community Service Policy

Applicants requesting to fulfill Court Ordered Community Service at the Palmerton Area Library:

- Must complete the Volunteer Form.
- Must not be convicted of: anything higher than a Third Degree Misdemeanor crime, violent crime, or a crime of a sexual nature.
- Must present a letter from the judge /parole officer explaining the reason for the community service and must present contact information for Parole Officer.
- Volunteering is subjected to the needs of the library; the library is not obligated to provide any or all of the community service hours needed by an applicant.

Any decision about accepting an Applicant will be at the discretion of the library director after all materials have been submitted.

Palmerton Area Library reserves the right to terminate any community service opportunity if in any way the applicant negatively impacts library customers, staff or property.

Adopted June 2019

Palmerton Area Library
Donation Form

Donor Information

Name(s) _____ Email _____
Address _____
City _____ State _____ Zip _____
Day Phone _____ Evening Phone _____

Donation Amount

_____ \$25.00 _____ \$50.00 _____ \$100.00 _____ \$1,000.00 _____ \$5,000.00
_____ other _____

(Optional) This is a Special Gift

_____ In Memory Of _____
_____ In Honor Of _____
_____ Please send an acknowledgement to the honoree or next of kin listed:
Name(s) _____
Address _____
City _____ State _____ Zip _____

I would like to direct my gift to:

_____ Where the need is greatest
_____ Technology
_____ Building Fund
_____ Books and materials
_____ Adult Fiction
_____ Adult Nonfiction
_____ Juvenile Fiction
_____ Juvenile Nonfiction
_____ DVD's Juvenile/Adult

Please mail or fax to:
Palmerton Area Library
402 Delaware Avenue
Palmerton, PA 18071
Phone: 610-826-3424 Fax: 610-826-6248

Thank you for supporting the Palmerton Area Library. The library is a 501©(3) charitable organization. All gifts are tax deductible to the extent allowed by law.

Revised January 2020

Palmerton Area Library
Board of Trustees and Library Employee
Ethics Policy

The Palmerton Area Library is dependent on the trust of its supporting communities to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Palmerton Area Library with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the Palmerton Area Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Palmerton Area Library.
- Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.
- Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Palmerton Area Library to obtain unwarranted privileges or advantages for themselves or others.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism.
- Board members and employees should not denigrate the organization or fellow Board members or employees in any public area.

I have read the Palmerton Area Library Ethics Policy and my position job description.

Board member/Employee _____

Signed _____ Date _____

Adopted March 2020



Palmerton Area Library Association
402 Delaware Avenue
Palmerton, PA 18071
Tel (610) 826-3424
Fax (610) 826-6248
Email plapalm@ptd.net

APPLICATION FOR EMPLOYMENT
(PLEASE PRINT ALL INFORMATION AND SIGN APPLICATION)

PERSONAL INFORMATION

NAME: _____ SSN: _____
(last) (first) (middle)
ADDRESS: _____
(number) (street) (city) (state) (zip)
PHONE: _____ EMAIL: _____
IF UNDER 18, PLEASE LIST AGE: _____

EMPLOYMENT DESIRED

POSITION: _____ AVAILABLE START DATE: _____
AVAILABLE: _____ fulltime _____ part time _____ days _____ evenings _____ weekends
HOURS AVAILABLE: MON _____
TUE _____
WED _____
THU _____
FRI _____
SAT _____

EDUCATION/TRAINING

	NAME AND LOCATION	YEARS COMPLETED	DIPLOMA DEGREE	COURSE OF STUDY
HIGH SCHOOL	_____ _____	_____	_____	_____
COLLEGE/ UNIVERSITY	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____
GRADUATE/ PROFESSIONAL	_____ _____	_____ _____	_____ _____	_____ _____
TRADE/BUSINESS	_____ _____	_____ _____	_____ _____	_____ _____

REFERENCES

PLEASE LIST TWO REFERENCES OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS

NAME:	NAME:
POSITION:	POSITION:
COMPANY:	COMPANY:
ADDRESS:	ADDRESS:
TELEPHONE:	TELEPHONE:

WORK EXPERIENCE

LIST WORK EXPERIENCE FOR THE PAST FIVE (5) YEARS BEGINNING WITH YOUR MOST RECENT JOB HELD. IF YOU WERE SELF-EMPLOYED, LIST COMPANY NAME. ATTACH ADDITIONAL SHEETS IF NECESSARY.

EMPLOYER: _____ PHONE #: _____

ADDRESS: _____

(number) (street) (city) (state) (zip)

POSITION: _____ SUPERVISOR: _____

DATES: FROM: _____ TO: _____

REASON FOR LEAVING: _____

RESPONSIBILITIES: _____

MAY EMPLOYER BE CONTACTED AS A REFERENCE: _____ YES _____ NO

EMPLOYER: _____ PHONE #: _____

ADDRESS: _____

(number) (street) (city) (state) (zip)

POSITION: _____ SUPERVISOR: _____

DATES: FROM: _____ TO: _____

REASON FOR LEAVING: _____

RESPONSIBILITIES: _____

MAY EMPLOYER BE CONTACTED AS A REFERENCE: _____ YES _____ NO

EMPLOYER: _____ PHONE #: _____

ADDRESS: _____

(number) (street) (city) (state) (zip)

POSITION: _____ SUPERVISOR: _____

DATES: FROM: _____ TO: _____

REASON FOR LEAVING: _____

RESPONSIBILITIES: _____

MAY EMPLOYER BE CONTACTED AS A REFERENCE: _____ YES _____ NO

ADDITIONAL QUALIFICATIONS

LIST ADDITIONAL KNOWLEDGE OR SKILLS RELEVANT TO THE APPLIED FOR POSITION THAT WILL BE HELPFUL
IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT

AGREEMENT

I understand that the information provided in this application is correct and complete to the best of my knowledge.

I authorize the Palmerton Area Library to conduct a reference check.

If accepted for employment with the Palmerton Area Library, I agree to abide by all of its policies and procedures.

I understand that this application is not intended to be a contract of employment.

Signature: _____ Date: _____

All positions except Custodian require the applicant to pass the PA Child Abuse History Clearance and PA State Police Criminal Record Check.

Palmerton Area Library Gift Policy

A monetary gift to the Palmerton Area Library is one that will be enjoyed by the community for years to come.

Monetary gifts given without restrictions will be utilized to purchase materials or equipment, support Library programs or in other ways that the Library Board deems appropriate.

Monetary gifts offered with specific restrictions, including endowments funds, require Board approval of such restrictions before such monetary gifts are accepted by the Board. Restrictions must be submitted in writing.

Items purchased with your contribution can be commemorated with a special nameplate, acknowledging your generosity. The Library will also send the honoree(s) a formal announcement of your donation. (See Donation Form)

Gifts to the Palmerton Area Library are tax-deductible. Please complete a donation form (available at the library) to enclose your gift.

Donations of materials will be judged by the same selection standards that apply to purchased materials, as noted in the Library's materials selection policy. The cost of processing, availability of space and the physical condition of the item are also factors in the selection process.

Gifts of materials are accepted with the understanding that items which are not added to the collection will be sold in the Library Book Sale or disposed of at the discretion of the Library Board and/or Director. Donated materials will not be returned to the donor. A reasonable effort will be made to contact the donor if Memorial Gifts are going to be discarded. Proceeds from the Library Book Sale are used to support Library programs and services.

All personal property, if accepted, is accepted only on the condition that it may be retained, sold, given away or discarded at the discretion of the Library Board and or Director. A completed Transfer of Ownership form will be required.

The Library will not appraise or estimate the value of gift donations. The responsibility for this assessment lies with the donor.

Revised January 2020

Palmerton Area Library Grievance Procedure

The object of this policy is to promptly and harmoniously resolve grievances, and to facilitate communication among Palmerton Area Library employees. This policy applies to all employees.

The definition of a grievance is: "A dispute by an employee that involves questions of interpretation or application of wages, hours, terms and conditions of employment or disciplinary actions. Employees who have not completed six months of employment with the Palmerton Area Library and temporary employees may not grieve termination from their positions."

The employee grievance process will follow these steps...

1. The employee will present the grievance in writing to the Library Director within five days of the alleged violation or the date the employee becomes aware of the alleged violation, whichever is later. The Library Director will attempt to resolve and implement a resolution and respond to the employee in writing no later than seven days from the date the employee brought the complaint.
2. If the grievance is not resolved in 1, the employee may submit a written grievance to the Personnel Committee Chairperson within five days of the date the response from step one was due or received, whichever comes first. The Personnel Committee will within seven days from receipt of the written grievance investigate and respond in writing to the grievant.
3. If the grievance is not resolved in 2, the employee may submit a written grievance to the Board of Trustees President within five days of the date the response from step two was due or received, whichever comes first. The President will investigate and bring the grievance to the attention of the Board of Trustees at the next regularly scheduled Board meeting for discussion and resolution. The Board President will prepare a written response containing any actions/decisions agreed to by the Board and present a copy to all interested parties within ten days of the Board meeting. The President's written response will be the final disposition of the grievance.
4. Copies of all written responses will be placed in the employee(s) file(s) as well as the Library Grievance File.

Revised November 2019

Palmerton Area Library

Guidelines for Staff Covid-19 Exposure

If a staff member is diagnosed with COVID 19, the library will be closed until the remaining staff members are tested and their results are negative. Library operations will resume as they were prior to the diagnosis. The infected staff member may not work until recovered from Covid-19 and is cleared by medical personnel.

If two (2) staff members are diagnosed with Covid-19, the library will be closed until the remaining staff members are tested and their results are negative. Library operations will revert to strict "curbside service" and computer usage will be for "urgent needs only." The infected staff members may not work until recovered from Covid-19 and are cleared by medical personnel.

If more than two (2) staff members are diagnosed with Covid-19, the Library will be closed. It will remain closed to all patrons until the remaining staff members are tested, their results are negative, and the infected staff members have recovered from Covid-19 and cleared by medical personnel.

In all cases, staff members will be reimbursed for the cost of testing after submitting a copy of the receipt.

If any of the cases occur, the public will be informed. To assist with contact tracing, daily records of patrons visiting the library will be maintained.

Staff members who have visited or plan to visit a state with a high number of COVID-19 cases should self-quarantine for 14 days upon their return and get tested. The staff member may return to work after quarantining for 14 days and their test is negative. Reimbursement for testing and payment of lost wages will be handled on an individual basis. The PA Department of Health lists the states with a high number of Covid-19 cases.

Palmerton Area Library

Guidelines and Disposal of Donated Materials Policy

1. The library does not accept textbooks, Readers Digest condensed books or encyclopedias.
2. Donations that are still in bags or boxes should not be left in the basement hallway.
3. Remove any materials (new publisher releases, excellent condition fiction & non-fiction and children's books) from the donations that should be considered for the lending collection. Place these materials on the designated shelf to be reviewed by the Librarian.
4. Remove any materials that may have historical significance (local history, unusual remarkable editions) and place on the appropriate shelf.
5. Materials that are: ripped, torn or have pages missing, mold or water damage, or otherwise deemed inappropriate should be neatly boxed in the appropriate area.
6. Shelf the sale books in the appropriate section.
7. The success of our book sale depends upon keeping the area neat and orderly where potential customers can easily locate material. It also depends upon the generosity of our patrons for donated materials. Maintain the material in an efficient manner so as to optimize this resource for the library.

Revised January 2020

Palmerton Area Library Interlibrary Loan Policy

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

At this time, the Palmerton Area Library will lend and borrow only books at the rate of two books per patron at a time through the interlibrary loan system. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Palmerton Area Library agrees to lend its books to other libraries through the same interlibrary loan network.

The Palmerton Area Library also agrees to make an effort to have its current holdings listed in a system that is accessible by other libraries throughout the state.

The interlibrary loan books will be kept on the reserve shelf for one week and then be mailed back to the lending library. If an interlibrary loan book is returned late to the Palmerton Area Library, the patron will be charged a \$0.50 per day overdue fine.

Palmerton Area Library

Check out Policy

On an Adult card a Patron is allowed 15 books, 5 dvd's, (with a maximum of 2 series dvd's at a time)

On a Childs Card a Patron is allowed 5 books and no dvd's

Check out periods:

Books - 3 weeks with one renewal (except new adult fiction - 2 weeks with one renewal)

Audio books - 3 weeks with one renewal

Videos / DVD's - 1 week with one renewal

DVD's with Series Sticker - 2 weeks with one renewal

Note: The item can be denied a renewal in the case that the item is needed for a request by another patron or you have used all your renewals.

Fines for Overdue items

Books, - \$0.25 per day

Videos / DVD's, Audio Books - \$0.50 per day

Inter-library books are \$0.25 per day

Lost items policy

An item is automatically marked lost after 5 weeks of the item being overdue. Each item that is marked lost and needs to be replaced is also charged a \$5 Processing Fee per item for ordering and processing the item.

If the patron lost the item and replaces the item, there will only be a \$3 Processing Fee per item.

Staff Procedures for lost items and fines

When an item is lost and has been replaced, the Cataloger will have replaced the lost fee for the replacement fee and added the Processing fee on to the Patrons Account. Check the notes on the charges for clarifications. If the item is brought back after it has been replaced, the patron still has to pay the replacement and the processing fee. (The patron can keep the item if it was replaced because in turn they paid for it)

If an item is marked lost, the system charges the patrons account the price of the item and the overdue fee is taken away. If the item is brought back before it is replaced by the staff the patron is then charged for just the overdue fee. (The computer will generate this number)

If an item comes up with a note that says that it is a lost or missing item and it is being returned check the item in twice so the return is confirmed

If the Patron replaces the item after telling the staff that they lost the item, they will not be charged the overdue fee but will be charged the \$3 processing fee, which will be added to their account by the Cataloger.

Adopted January 2020

Palmerton Area Library Library Travel Policy

Purpose

This policy establishes standards and controls for the reimbursement of library trustees and staff for actual expenses such as transportation, lodging, subsistence, and related items that are incurred in the conduct of authorized library business. All reimbursement rates for costs are subject to review and adjustment.

Travel Authorization

Trustees and employees who drive a vehicle while on library business must have a valid Pennsylvania driver's license, drive an insured vehicle, and shall not have incurred any charges related to driving on their record for the past year.

Trustees and employees planning to travel on business outside of the boundaries of the Palmerton Area School District must request authorization in advance according to procedures established by the Library Director. Travel within the boundaries of the Palmerton Area School District which is required by the duties of the trustee or employee does not need to be approved in advance.

Travel Expense Receipts

Receipts for all expenses claimed for travel reimbursement except for mileage must be submitted no later than 30 days after the charges are incurred. Receipts shall include:

1. The date of purchase.
2. A list of items purchased.
3. Charges for each item.
4. Vendor name and address.

Mileage Reimbursement Requests

Mileage reimbursement requests for costs shall be reasonable and report distances that may be verified by using a standard online map such as Google Maps. Mileage traveled between a trustee's or employee's residence and the library are considered commuting miles. Commuting costs are not reimbursable. Trustees and employees who travel on official library business from their residence to a location other than the library are reimbursed either from their residence or the library, whichever distance is shorter.

Travel with Family

A trustee or employee may travel with his or her family on official business if family members do not displace other trustees or employees who have a reason to travel to the same place. No family travel expenses are reimbursable except for legitimate business-related expenses incurred by a trustee or employee. Lodging is reimbursed at the single room rate only.

Reimbursement Rates

Library trustees and employees will be reimbursed for expenses incurred on library business at the following rates:

1. "IRS Standard Mile Rate for Business" for the current year for use of a private vehicle.
2. Actual costs of meals and tips up to the U.S. government's "Per Diem Rates" as listed for each city and state.
3. Actual tolls, parking fees, rental car expenses, necessary taxi fares.
4. Actual coach fare for commercial transportation.

Travel Documentation

In addition, if these costs are charged directly to a grant, documentation must be maintained that justifies:

1. Participation of the individual is necessary to the grant.
2. The costs are reasonable and consistent with the library's established policy.

Palmerton Area Library
Long Range Plan
2020 – 2025

Vision Statement

The vision of the Palmerton Area Library is to enrich lives, build community and foster services by bringing people, information and ideas together.

Mission Statement

Our mission is to provide quality materials and services which fulfill the educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming and respectful.

As the Board of Directors and staff of the Palmerton Area Library look to the future, these are our goals for the next five years:

- Goal 1: Continue to enhance current Library collections, programs and services for the personal enrichment, enjoyment, and educational endeavors for patrons of all ages.
- Goal 2: Explore emerging technologies and their role in daily life and offer increased opportunities for training, education, and usage.
- Goal 3: Increase public awareness of the Library's services and collections through marketing and promotion.
- Goal 4: Provide for the Library's continued financial stability for a facility that is well maintained and welcoming, and for continued support of all Library programs and services.
- Goal 5: Connect with supporting municipalities and school district to identify commonality of interests, avoid duplication of efforts, and share resources and talents to better serve the community.

Adopted July 17, 2019

Palmerton Area Library
New Trustee Orientation

1. Tour of Library Facility
2. The Staff
 - a. Library Director
 - b. Network Administrator
 - c. Programs Administrator
 - d. Bookkeeper
 - e. Cataloger
 - f. Library Assistants
 - g. Custodian
3. Review:
 - a. Trustee Job Description
 - b. Staff Job Descriptions
 - c. Employee and Trustee Ethics Policy
 - d. Conflict of Interest Policy & Disclosure Statement
4. Other Essential Documents:
 - a. Trustee USB Drive
 - 1) By laws
 - 2) Mission/Vision Statement
 - 3) Policies
 - 4) Library Director Evaluation Forms
 - b. Financial/Budget Documents
 - c. Information for Public Library Trustees
(Search: Trustees – State Library of Pennsylvania – PA.gov)
 - 1) Training
 - 2) Web Junction
5. Newsletter/Programs
6. Supported organizations
 - a. Friends of the Library
 - b. Teen Group(s)

Palmerton Area Library
Agreement for Overnight Use of the Library

1. Use of computers is prohibited, except by special arrangement.
2. The library office, the check out desk, and the desks of library employees are off limits.
3. Food and drinks should be confined to the upstairs conference room.
4. Basement is off limits except with an adult.
5. Children must be accompanied by an adult in the elevator.
6. Conference room and Gallery must be clean and vacated before 9:00 am on Saturday.

Check List For Library Clean Up After a Sleepover

1. Vacuum conference room and gallery carpet. _____
2. Wipe down all tables used. _____
3. Empty garbage can and replace bag. _____
4. Place full garbage bags at the bottom of basement steps. _____
5. Clean bathroom upstairs (wipe out sink, empty garbage). _____
6. Put all chairs and tables back to the place you found them. _____
7. Room must be clean and empty by 9:00 am. _____
8. Return all movies watched to the check out desk. _____
9. Wipe out and dry kitchen sink and faucet. _____
10. Clean and dry countertop. _____
11. Remove your items from the refrigerator. _____
12. Wipe out microwave. _____

Attendance: Adults _____ Juveniles _____

Return this check sheet to the front check out desk in the morning before you leave.

Leader's Name _____ Troop # _____

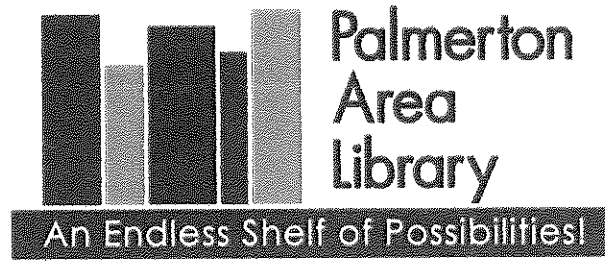
Phone # _____ Date of sleepover _____

Fee: \$20.00 _____ Paid

Thank you!

Emergency contacts:

Reviewed November 2019



Employee Job Descriptions

Library Director

Nature of Work: Under the direction of the Library Trustees, the Library Director performs professional and supervisory work in planning, implementing, and managing a comprehensive program of service to library patrons.

Education: Provisional Library Certificate which requires a bachelor's degree from a 4-year college or agency accredited by the Middle States Association of Colleges and Secondary Schools with at least twelve credits in Library Science.

Duties:

1. Is responsible for the overall administration of the library.
 - a. Participates in monthly meetings of the Board and provides a report of library operations and developments.
 - b. Assists the Board in short- and long-range planning.
 - c. Hires, trains, supervises, monitors, and evaluates the performance of staff.
 - d. Works with staff to review current service, address concerns, and plan future service.
 - e. Reviews and refines procedures to provide optimal service.
 - f. Recommends changes in or additions to library policies as needed.
2. Serves as Finance Director for the library.
 - a. Prepares annual budget in consultation with the Library Bookkeeper and Board President.
 - b. Monitors all revenue and expenditures to maintain figures within the budget.
 - c. Oversees all financial transactions and prepares required local, state, and federal reporting.
 - d. Prepares the annual State Library Report.
3. Is responsible for overseeing all aspects of the physical plant to ensure safe and attractive facilities.
4. Is responsible for collection development for all materials in the library; this includes ordering, processing, weeding, and inventory of the collections according to guidelines in the policy.
5. Oversee the library website and all social media platforms.
6. Represents the library at the Lehigh-Carbon Library Cooperative and District meetings.
7. Interfaces with community members and groups to develop support for the library.
8. Perform other duties as assigned or required.

Professional Responsibilities: The Library Director is expected to keep abreast of current trends and techniques in public library management; participate in the activities of professional organizations; and is required to take continuing education courses/hours as specified in the Continuing Education Policy.

Background Checks: The Library Director must pass the following clearances as required by the Trustees: PA Child abuse History Clearance and PA State Police Criminal Record Check.

Starting Salary: Set by the Board

Revised January 2022

Library Programs Administrator

Nature of Work: The Programs Administrator assists the library director in the everyday work of managing a comprehensive program of service to library patrons.

Education: Provisional Librarian Certificate which requires a bachelor's degree from a 4-year college or agency accredited by the Middle States Association of Colleges and Secondary Schools with at least twelve credits in Library Science.

Duties:

1. Meet regularly with the library director to keep informed about changes in library policies and procedures.
2. Look for opportunities to offer innovative programs, workshops, seminars, et cetera, which will serve the various patron age groups.
3. Plan the weekly Story Hour, Summer Reading Programs, as well as other children and adult programs.
4. Manage the Volunteer Program.
 - a. Recruit and train volunteers.
 - b. Keep accurate records.
 - c. Publicize the volunteer program and activities.
 - d. Keep staff informed about the program.
5. Serve as Advisor of the Teen Group.
 - a. Assist with planning activities for the group.
 - b. Continually inform the group of library policies and opportunities available to the members.
 - c. Regularly report on activities to the library director.
6. Serve as liaison to the Friends of the Library.
7. Serve as Public Relations Manager for the library.
 - a. Prepare monthly articles for the Times News and other articles for other print media as needed.
 - b. Handle interviews as needed for TV Channel 13 or any other TV services.
 - c. Create and manage social media sources that may be utilized.
 - d. Oversee signage placed in the library and oversee the outside window display cases.
8. Prepare grant proposals that would benefit any existing programs and any innovative programs being developed.
9. Assist with daily clerical and non-professional tasks as needed.
10. Be familiar with circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

Professional Responsibilities: The Library Programs Administrator is expected to keep abreast of the needs of the supporting municipalities and school district; participate in professional library organizations; and is required to take continuing education courses/hours as specified in the Continuing Education Policy. The Library Program Administrator is responsible to the Library Director.

Background Checks: The Library Programs Administrator must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

Starting Rate: \$14.00/Hour

Revised January 2022

Library Systems Administrator

Nature of Work: The Library Systems Administrator is responsible for maintaining all library hardware and software.

Education: At least an Associate degree in Computer Science, Information Technology, System Administration, or a closely related field, or a minimum of 2 – 3 years of network administration or system administration experience.

Duties:

1. Make recommendations for the purchase of new software and hardware as needed.
2. Install new software and hardware as needed.
3. Clean and maintain computers and install updates as needed.
4. Resolve problems with software and hardware.
5. Answer questions from patrons and staff about computers, software, and internet.
6. Maintain the library website including updates of monthly calendar events, newsletter, and add new features when necessary.
7. Work with outside vendors to ensure smooth running of the automated library system and modify any reports or input formats as recommended by the Library Director.
8. Attend seminars or classes needed to properly to properly maintain the smooth functioning of the library's computer system.
9. Process ILL requests online, acknowledge receipt online, notify patron and return ILL materials via carrier service.
10. Compile statistics for library attendance, computer use, and attendance at various library groups and activities.
11. Be familiar with circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

Professional Responsibilities: The Library Systems Administrator is expected to keep abreast of current trends and techniques in library hardware, software, networks, and web design. The Library Systems Administrator is expected to take continuing education courses/hours as specified in the Continuing Education Policy. The Library Systems Administrator is responsible to the Library Director.

Background Checks: The Library Systems Administrator must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

Starting Rate: \$15.00/Hour

Revised January 2022

Library Bookkeeper

Nature of Work: The bookkeeper supports the fiscal and human resource management of the library by maintaining the financial records and producing standard and custom reports of financial activity.

Qualifications: A bookkeeping or accounting certification is preferred. At least two years' experience using QuickBooks, Microsoft Word, and Microsoft Excel. Experience with nonprofits a plus.

Duties:

1. Payment of incoming bills.
2. Manage all banking transactions, both deposit receipts and transfer of money.
3. Tally and fax payroll hours to accountant, write checks, record ledger.
4. Keep accurate quarterly records of payroll deductions paid.
5. Prepare monthly reports: minutes, monthly receipts, accumulated receipts for the year, monthly expenditures, accumulated expenditures for the year, monthly financial statement of accounts, statistics report, and any other reports/charts the Library Director requests
6. Assemble all financial documents and other information needed for the state report and the annual auditor's report.
7. Order/print State and Federal Tax forms.
8. Assist the Library Director with the Annual State Report.
9. Keep a monthly accounting of the money drawer receipts of fines, photocopies, and basement book sales.
10. Order supplies.
11. Manage serial subscriptions.
12. Be familiar with the circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

Professional Responsibilities: The Library Bookkeeper is expected to keep abreast of current trends in accounting principles, use of QuickBooks, Microsoft Word, and Microsoft Excel. The Library Bookkeeper is expected to take continuing education courses/hours as specified in the Continuing Education Policy. The Library Bookkeeper is responsible to the Library Director.

Background Checks: The Library Bookkeeper must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

Starting Rate: \$12.00/Hour

Revised January 2022

Library Cataloger

Nature of Work: The cataloger is responsible for organizing information in such a way as to make it easily accessible.

Qualifications: The cataloger must be able to satisfy at least one of the following:

1. Complete a certification program for cataloging and 1 year experience as a library cataloger.
2. Two years of college plus nine credit hours in Library Science.
3. Two years of college and one year experience as a library cataloger.

Duties:

1. Enter material records into the library catalog.
2. Prepare all books, DVD's, CD's, and audio books for circulation.
3. Transfer call numbers to spine of items by label and cover books.
4. Repair damaged books.
5. Maintain inventory of processing supplies.
6. Be familiar with circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

Professional Responsibilities: When hired, the Library Cataloger is required to complete the SPARKS Cataloging Course within the period specified by the Library Director. The Library Cataloger is expected to keep current on updates, developments and changes in standards and tools required for the work of cataloging. The Library Cataloger is expected to take continuing education courses/ hours as specified in the Continuing Education Policy. The Library Cataloger is responsible to the Library Director.

Background Checks: The Library Cataloger must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

Starting Rate: \$12.00/Hour

Library Assistant I

Nature of Work: The Library Assistant I perform clerical and non-professional tasks involving standard library routines to serve library patrons.

Qualifications: Must have a high school diploma or equivalent. And adequate computer skills.

Duties:

1. Charge out books, magazines, and audiovisual materials to patrons.
2. Check in all materials.
3. Collect fines for lost materials.
4. Register new patrons.
5. Inform new members of all available services.
6. Instruct new members in the use of the online catalog and other reference materials.
7. Keep daily statistical records.
8. Reshelve books, magazines, and audiovisual materials.
9. Record changes of address for registration.
10. Answer the phone.
11. Help patrons find information.
12. Read shelves and shifting materials when needed.
13. Make copies and collect fees.
14. Fill in for others when they are ill or on vacation.
15. Check in new magazines and prepare for circulation.
16. Adhere to the days and hours scheduled.

Responsibilities: The Library Assistant I is expected to be able to communicate clearly with patrons and co-workers, follow library policies and procedures, count change, manage money, and demonstrate competent computer skills. The Library Assistant I is expected to take continuing education courses/hours as specified in the Continuing Education Policy . The Library Assistant I is responsible to the Library Director.

Background Checks: The Library Assistant I must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

Starting Rate: \$10.00/Hour

Revised January 2022

Library Assistant II

Nature of Work: The Library Assistant II performs clerical and paraprofessional tasks involving standard library routines to serve library patrons.

Qualifications: Must have a high school diploma or equivalent, six credit hours of Library Science courses or six months of work experience in a library. If the applicant has a bachelor's degree from a four-year college or university, the credit hours/library experience will be waived. Must have competent computer skills.

Duties:

1. Oversee and update the inventory of all materials in the library.
2. Check patron accounts to keep up with lost materials.
3. Prepare the new materials list.
4. Maintain the new materials shelves and circulate materials as needed.
5. Generate lost and missing reports for review by the Library Director.
6. Be familiar with the circulation desk duties and all responsibilities listed in the job description for Library Assistant I and help with those duties as needed.

Responsibilities: The Library Assistant II is expected to be able to communicate clearly with patrons and co-workers, follow library policies and procedures, work with computer applications, work with and troubleshoot office machines. The Library Assistant II is expected to take continuing education courses/hours as specified in the Continuing Education Policy. The Library Assistant II is responsible to the Library Director.

Background Checks: The Library Assistant II must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

Starting Rate: \$12.00

Library Custodian

Nature of Work: The Library Custodian is responsible for maintaining a clean, comfortable, and safe environment for library patrons.

Qualifications: Knowledge of skills and abilities in using equipment, materials, and supplies required for cleaning.

Duties:

1. Empty waste cans as required and have trash ready for pickup.
2. Clean the three restrooms at least three days per week including mopping the floors.
3. Clean accessible windows.
4. Take book donations to the basement.
5. Vacuum three floors and spot clean carpets as needed.
6. Submit janitorial supply request to the bookkeeper as needed.
7. Keep paper towels, toilet paper, and hand soap dispensers filled.
8. Clean Mezzanine chairs monthly.
9. Dry mop stairways at least four times per week.
10. Wet mop basement tile floors and stairs as needed or monthly.
11. Recycle items to the recycle bin, such as cardboard, bottles, and staff papers. Do not recycle newspapers.

Skills: The Library Custodian must be able to work independently and to complete daily activities according to work schedules, lift heavy objects, walk, and stand for prolonged periods of time, communicate orally and in writing, understand and follow written and oral instructions. The Library Custodian is responsible to the Library Director.

Background Checks: The Library Custodian must pass the following clearances as required by the Trustees: PA Child Abuse History Clearance and PA State Police Criminal Record Check.

Starting Rate: \$10.00/Hour

Palmerton Area Library Patron Behavioral Policy

The Palmerton Area Library has a responsibility to the community it serves as to provide a safe, clean, and welcoming environment. To facilitate this, we ask that patrons of the library adhere to the set of guidelines listed below.

Patrons who exhibit disruptive behavior in the library will be asked to follow the rules listed in the behavior policy. Patrons who continue to cause disruptive behavior will be asked to leave the library premises.

Disruptive Behavior is defined as “any patron behavior that interferes with the normal operation of the library or which interferes with another patron’s ability to use the library.”

The Library Director and other staff members shall have the responsibility for enforcing the Behavior Policy and determining when behavior in the library is inappropriate.

The following types of disruptive behavior will not be tolerated in the library:

1. Any behavior that endangers the safety or health of others.
2. Violation of any local, state, or federal law.
3. Vandalism or deliberate destruction of library materials.
4. Theft of library materials or the private property of other patrons and staff.
5. Use of abusive or intimidating language or gestures to patrons or staff members.
6. Behavior that is willfully annoying, harassing*, or threatening to another person.
7. Loud talking, loud laughing, using audio equipment, or cell phones that disturb or could disturb other patrons.
8. Engaging in any sexual contact, activities, or conduct
9. Use of skateboards, roller blades, skate shoes, or scooters inside the library
10. Tobacco, smokeless tobacco, vaping or drug use inside the library.
11. Inappropriate dress, such as bathing suits, wet clothing or not wearing a shirt or shoes in the library.
12. Possessing, consuming, exchanging, selling, or being under the influence of alcohol or illegal drugs inside or outside the library building
13. Poor hygiene that constitutes a nuisance.

14. Other kinds of behavior deemed inappropriate in the opinion of the Director or designated staff members.

15. The library will NOT tolerate threats or acts of violence. Any person engaging in such behaviors will be immediately ejected from the library

*(Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.)

Library Response to Violations of Behavior Policy

Any person who violates the behavior policy will be handled in a professional and courteous manner by staff, but the degree of the violation will determine the response.

Staff is instructed to call 9-1-1 immediately in response to any behavior that is deemed dangerous. Staff will call the police for any behavior that is in violation of federal, state, or local ordinances. Staff will call the police if a person or group of persons is asked to leave the library and they refuse to leave and/or become difficult with the staff member.

For most other inappropriate behavior, one warning will be given. Continued violations will result in the patron being asked to leave the library for the day. A serious violation or repeated violations, or a violation where the police are called, may result in longer exclusions from the library up to permanent banning from the library.

Any individual who is banned and whose library privileges have been revoked, may request to have the decision reviewed by the Board of Trustees of the Library. The request must be made in writing to the Library Board of Directors at 402 Delaware Ave Palmerton PA, 18071

Revised February 2022

Palmerton Area Library Association Patron Complaint Policy and Procedures

The purpose of this policy is to establish a procedure for filing, processing, and resolving a formal or informal complaint filed by any patron regarding staff, service, or any other concern/request.

Palmerton Area Library staff will accept, investigate, and attempt to resolve all complaints received. If the complaint cannot be immediately resolved in person by the Library Staff, the complainant should be encouraged to file a complaint by completing the Patron Complaint Form, including the patron's signature. If a complaint is received over the telephone or in any other form (e.g., mail, email), the Patron Complaint Form should be completed by the staff member receiving the complaint. The form will then be forwarded to the Library Director who will investigate the identified concern and take appropriate action. The Library Director will indicate the resolution on the Patron Complaint Form Follow Up. If applicable, a follow-up letter, email or telephone call informing the patron of the action taken regarding their request will be done by the Library Director. If a complaint cannot be resolved by the Library Director, it shall be presented to the Library Board of Trustees for their consideration at the next regularly scheduled meeting. If extenuating circumstances exist, then it is possible that the complaint may be presented at a special meeting of the Board of Trustees. A copy of any correspondences and the completed Patron Complaint Form and Follow Up will be kept on file.

Adopted October 2021

**Palmerton Area Library
Patron Complaint Form**

Please complete all fields below. We will attempt to resolve your complaint quickly and fairly.

Name: _____

Address: _____

Phone: _____

Email: _____

Are you a Palmerton Area Library card holder? YES NO

If no, please state the name of the public library of which you are a cardholder:

Please briefly describe your complaint in the space below or on an attached sheet of paper. If relevant, include in your description where and when the incident occurred (date/time), the names of any library staff or patrons involved, if any, any previous efforts made by you and/or library staff to resolve the complaint, and any other significant information.

Signature: _____ Date: _____

Received by: _____ Date: _____

Patron Complaint Form Follow Up

Results of Library Director's investigation: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

Results of Library Board of Trustees investigation: _____

[illegible]

Date patron was notified of outcome: _____

Signature _____ Date: _____

Palmerton Area Library Director

Palmerton Area Library
Director Performance Appraisal Policy

The Palmerton Area Library Board recognizes the necessity for an annual performance appraisal of the library director.

At the October board meeting of each calendar year, the library director will submit to the board goals for the following calendar year.

At the January board meeting of the next calendar year, the library director will present to the board a written report summarizing the director's accomplishments of the previous year including any progress on the previously presented goals.

Each member of the board and each staff member will be asked to complete a Library Director Performance Appraisal either online or by turning in a hardcopy. For staff members, the link and hardcopy will be available the Friday before the January board meeting. For board members the link and hardcopy will be available at the January board meeting. The Performance Appraisal must be completed by January 31st.

The President of the board and the Chairperson of the Personnel and Policy committee shall tabulate the results of the performance appraisals of the library director before the February board meeting.

At the February board meeting, the board will be apprised of the results of the library director's performance appraisals.

The President of the board and the Chairperson of the Personnel and Policy Committee will review the results of the performance appraisal with the library director by February 28th.

Palmerton Area Library
Library Director Performance Appraisal by Board Members
2021

Instruction: Please complete this form by placing a X in the appropriate box corresponding to your response for each item. Additional comments may be submitted at the end. Please return your form to the board president by January 31st. Thank you.

Ratings Defined: VG – Often exceeds expectations
 S – Fully meets expectations
 N – Needs improvement; more is expected
 U – Unknown

Financial Responsibility and Oversight	VG	S	N	U
Keeps informed about the financial needs of the library.				
Ensures that library funds are spent appropriately and in the best interest of patrons and organizations served.				
Maintains official records and documents in compliance with federal, state, and local regulations and reporting requirements.				
Provides the board with information regarding the financial status of the library through regular financial reports.				
Assists with the preparation of the annual budget and makes well-supported budget recommendations to the board.				
Explores and proposes to the board new potential sources of finances for programs and services.				

Community Relations				
Understands the needs of the library patrons and supporting communities and seeks to fill those needs.				
Emphasizes the importance of customer service and models best practices behavior.				
Works as an advocate for the library throughout the supporting communities.				
Establishes rapport and maintains productive relationships with patrons and organizations.				
Seeks out and promotes change that will better serve patrons and the supporting communities.				
Creates a vision that keeps the library on the cutting edge in technology, programming, and services.				

Board Relationships				
Keeps board members informed about issues, needs, and operation of the library.				
Supports board policies and board actions to patrons and staff.				
Regularly proposes new ideas to the board for better service to patrons and supporting communities.				
Seeks and accepts from the board, constructive criticism of work.				
Establishes and maintains a productive relationship with the board.				

Facilities Management				
Ensures that the library is clean, safe, and well maintained.				
Regularly reviews building needs and ensures that a plan is in place for facilities maintenance and repair.				
Places appropriate signage within the library to help patrons access various areas of service.				
Ensures that display cases of the library are welcoming and inviting.				

1. Comment on the Library Director's Goals submitted for 2021 and the corresponding Summary of Accomplishment.
2. Comment on the appropriateness of the Library Director's Goals submitted for 2022.
3. Any additional comments.

Palmerton Area Library
Library Director Performance Appraisal by Staff Members
2021

Instruction: Please complete this form by placing a X in the appropriate box corresponding to your response for each item. Please return your form to the board president by January 31st. Thank you.

Ratings Defined: VG – Often exceeds expectations
 S – Fully meets expectations
 N – Needs improvement; more is expected
 U – Unknown

Employee Interaction	VG	S	N	U
Treats employees in a friendly, respectful, and professional manner.				
Puts directing the library above any personal interests or activities while on duty.				
Respects confidentiality rights of employees and patrons.				
Upholds library policies and procedures.				
Pays attention to employee comments, complaints, and/or suggestions.				
Provides for a positive work environment.				
Accepts responsibility for actions and eagerly gives credit to staff.				
Inspires staff to do their best by providing necessary resources, encouragement, and appreciation.				
Emphasizes the importance of customer service and models best practices behavior.				

Personal Attributes				
Exhibits a positive attitude and a cooperative team spirit.				
Works actively on personal development.				
Responds well when faced with unexpected/disturbing situations.				
Demonstrates professionalism in all situations, conversations, and documents.				
Exercises good judgement in arriving at decisions.				
Anticipates change and develops appropriate coping strategies.				
Commits to reach timely and successful closure on work.				
Promotes change that will better serve patrons and the supporting communities.				
Maintains high standards of ethics, honesty, and integrity.				

Position Related Knowledge and Skills				
Understands and implements the mission of the library.				
Knows Library Director job responsibilities.				
Understands the needs of patrons and organizations who utilize the library.				
Delegates authority and efficiently organizes the work of personnel.				
Knowledgeable of board policies and supports board policies and board actions to patrons and staff.				
Assesses collections to keep the holdings current and meeting the needs of patrons.				
Evaluates services, resources, and facilities to ensure that library goals are met.				
Stays current with new ideas and trends among libraries.				
Aware of technological advances in library science.				

Please provide any additional comments below:

Personnel Policy of the Palmerton Area Library

The Board of the Palmerton Area Library shall staff the library with director and personnel that may be necessary and desirable to provide the service required to operate and maintain the Palmerton Area Library.

All employees of the Palmerton Area Library shall have tenure at the will of the Board. The library director shall receive such salary as may be determined by the Board and shall work such hours as prescribed by the Board. Nepotism shall be discouraged.

The library director shall be the only full-time employee and shall be paid the salary determined by the Board. All other employees shall be paid on an hourly basis and shall be paid for the actual time spent in employment at the hourly rates as set forth by the Board.

The duties of the library director shall be those that are needed in the management of the library and any other duties as may be prescribed by the Board.

Holidays:

The Palmerton Area Library will be closed on the following days:

- January 1 (New Year's Day)
- Good Friday
- Holy Saturday
- Saturday of Memorial Day weekend
- Memorial Day
- July 4
- Saturday of Labor Day weekend
- Labor Day
- Thanksgiving Eve (close at 5:00)
- Thanksgiving Day
- Friday after Thanksgiving
- Saturday after Thanksgiving
- December 24 (Christmas Eve)
- December 25 (Christmas Day)
- December 31 (New Year's Eve)

Hourly employees are not paid for holidays that occur on days for which they would regularly have been scheduled, but they are paid a Christmas bonus at the discretion of the Board.

Sick Leave:

The library director may take ten (10) days of sick leave for illness (personal or family illness, doctor and dentist appointments) per year without loss of pay. Administrators shall receive five (5) paid sick days (personal or family illness, doctor and dentist appointments) per year without loss of pay. Longer-term sick leave may be granted at the discretion of the Board. Regular hourly employees are not paid for sick days.

Vacations:

Library Director:

- There shall be a 6 month probationary period after hiring.
- After successful completion of the probationary period, the director is entitled to ½ day paid vacation per month for the remaining 6 months of the first employment year. (This equals a maximum of 3 full days.)
- After completing 1 year of satisfactory service, on the first anniversary of hiring, the director shall receive 5 days of paid vacation.
- After completing 2 years of satisfactory service, on the anniversary of hiring, the director shall receive 10 days of paid vacation.
- After completing 7 years of satisfactory service, on the anniversary of hiring, the director shall receive 15 days of paid vacation.
- After completing 15 years of satisfactory service, on the anniversary of hiring, the director shall receive 20 days of paid vacation.
- Twenty days of paid vacation is the maximum vacation accorded the director regardless of years of employment.
- The director may not take more than 10 consecutive working days of vacation.
- Vacation benefits apply only to years of service as the library director.

Administrator(s):

- There shall be a 6 month probationary period after hiring.
- After successful completion of the probationary period, the administrator(s) is/are entitled to ½ day paid vacation per month for the remaining 6 months of the first employment year. (This equals a maximum of 3 days.)
- After completing one year of satisfactory service, on the first anniversary of hiring, the administrator(s) shall receive 5 days of paid vacation.
- Thereafter, the administrator(s) shall receive one additional paid vacation day per year for a maximum of 5 days. Thus, the maximum vacation days ultimately will total 10 days.
- These benefits apply only to years of service as an administrator.

Revised February 2019

Palmerton Area Library Privacy and Confidentiality Policy

The Palmerton Area Library is committed to protecting the privacy of our members, donors, customers, and other contacts. We collect no personal information about you when you visit our web site unless you choose to provide that information to us.

Libraries serve as forums for the pursuit and exchange of knowledge, information, and ideas. We are impartial resources providing information on all points of view to all persons. As such, it is essential that libraries provide the privacy that will free individuals from fear of scrutiny or intimidation by government power or others.

The confidentiality of library records is a basic principle of librarianship. This principle is reflected in Article III of the Code of Ethics which states “(librarians) protect each user’s right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed, acquired, or transmitted.

Additionally, Pennsylvania has a state law that protects the confidentiality of library records. Confidential information includes database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The Palmerton Area Library agrees to record the minimum personal information necessary for the efficient operation of the library. We have in place practices and procedures that protect personally identifying information. Private data cannot always be protected on public computers. We will inform users that there is some risk involved when they use these services.

The Palmerton Area Library also recognizes that law enforcement agencies may occasionally believe that library records contain information which would be helpful to the investigation of criminal activity. Confidential records will be released only upon the issuance of a court order in proper form, following a show of good cause based on specific fact, by a court of competent jurisdiction.

Reviewed February 2020

Palmerton Area Library
Test Proctored By A Library Staff Member
Consent Form

As a patron of the Palmerton Area Library, I agree to the following conditions to have a test proctored at the library by a member of the staff:

1. I will schedule the appointment at least one (1) week prior to the test date.
2. I agree to pay a minimum nonrefundable fee of \$20.00 at the time of scheduling.
3. If the test lasts longer than one (1) hour, I agree to pay \$5.00 per quarter hour for each quarter hour past the first hour on the day of the test.

Print Name _____

Signature _____

Phone # _____

Date _____

Date and time of the test _____

Palmerton Area Library
Proctoring Tests Policy

The library agrees to permit staff to proctor tests for library patrons under the following conditions:

1. The patron schedules his/her appointment at least one (1) week prior to the test date.
2. Unless the exam does not require the staff to monitor the student or the exam is less than 15 minutes, the patron pays a minimum fee of \$20.00
3. If the test lasts longer than one (1) hour, the patron pays a fee of \$5.00 per quarter hour after the first hour.
4. The minimum fee of \$20.00 is due at the time of registration. If the test lasts longer than (1) hour, the remaining fees are due the day of the test.
5. The patron must sign the Test Proctored By A Library Staff Member.
6. The employee who proctors the test is paid \$10.00 per hour for his/her time.

Revised January 2020

Palmerton Area Library Record Retention Policy

Accounts receivable ledger and documents	7 years
Annual financial report to auditor of the state	Permanent
Annual reports	Permanent
Annual reports to the state library	Permanent
Audit reports	7 years
Bank deposit receipts	7 years
Bank statements	7 years
Bids (successful)	
a. Copies of successful bids to provide goods and/or services – 3 years after expiration of contract	
b. Original, if made part of contract and filed with contract – 15 years after expiration of contract	
Bids (unsuccessful)	3 years after letting of the contract
Board policy files	Permanent
Board of Trustees' meeting packets **	Permanent
Building blueprints	Permanent
Building projects records (successful)	Permanent
Building projects records (unsuccessful)	3 years
Building specifications	Life of Structure
Cancelled checks	7 years
Cash books and cash journals	7 years
Check registers	7 years
Circulation records	until no longer of administrative value
Construction contracts	16 years after the project is completed
Contracts	15 years after expiration
Correspondence (general)	2 years
E-mail	retain according to content
Employee earning records	
5 years after termination of employment or order rescinded	
Employee withholding requests	until replaced or revoked by employee
Employment application	7 years
Employer quarterly federal tax return	7 years
Expense records	7 years
Formal legal opinions	Permanent
Garnishment orders	
5 years after termination of employment or order rescinded	
Grant files	7 years

Incident/accident reports	5 years
Insurance policies	2 years after expiration provided all claims settled
Interlibrary loan records	2 years
Investments	5 years
Library card applications	6 years
Library news releases	4 years
Litigation records	5 years after case is closed and appeals exhausted
Meeting room applications	1 year
Monthly statistical reports	until incorporated into year-end report
Operating procedures	Permanent
Overdue circulation records	3 years
Payroll journal/ledgers	7 years
Payroll reports	7 years
Personnel files	
2 years after termination of employment purge extraneous records	
Personnel policies	Permanent
Petty cash records	7 years
Purchase orders/requisitions	2 years
Real property acquisition records	5 years after asset is sold
State income tax report	25 years
Tax withholding reports	7 years
Technology plans	5 years
Timesheets	7 years
W-2 forms	7 years
W-4 forms	until superseded or employee terminates
Workers compensation claims	7 years after termination of employment

** Includes agenda, minutes, committee meeting minutes, and financial reports.

Revised August 2020

Palmerton Area Library
402 Delaware Avenue
Palmerton, PA 18071
610-826-3424

ROOM RESERVATION FORM

Organization or business name: _____

Mailing address: _____

City, State, Zip Code: _____

Contact Person: _____

Telephone: _____

Email: _____

Program description – Please circle one and give a description below:

Ongoing classes, Business or For-Profit Group Show, Concert or other Cultural Event, Non-profit Group.

Intended Audience – Please circle one: Children's, Teens, Adults, or General Public

Date(s) requested: _____

Time requested: _____

Room requested:

Conference room/kitchen _____

Gallery _____

Estimated attendance: _____

Rental fee (see Use of Facility Policy): _____ Amount paid: _____

Statement of Responsibility: I have read the Use of Facility Policy for the Palmerton Area Library and the Emergency Procedures for Program Hosts and Participants and agree to abide by their rules. I understand that we will be responsible for our group and its guests while using the library's facilities. I agree to report any injury or accident occurring on the premises.

Insurance and Hold Harmless: A certificate of insurance (if applicable to my group as outlined in the library's Use of Facility Policy) is delivered with this Room Reservation Form with limits of at least \$500,000.00 each occurrence which lists the Palmerton Area Library, its board members, employees, and volunteers as additional insureds. The requesting organization hereby agrees to indemnify, defend, and hold harmless the Palmerton Area Library, its board members, employees, and volunteers from all liability, claims and damages because of the use of the library.

Date: _____ Signature: _____

Print name: _____

Groups/organizations who wish to use the library facilities on an ongoing (monthly) basis must renew their Room Reservation Form each year in January.

Palmerton Area Library
Services, Fees, Programs, and General Guidelines

1. Library service is provided free-of-charge to residents of the service area (Palmerton Area School District) and to cardholders of other libraries that participate in the Pennsylvania Access Program.
2. Juvenile cards shall be issued to children aged 5 – 17 years.
3. Gold membership cards shall be issued to patrons who contribute \$100 or more annually to the library. Gold Card members are exempt from payment of overdue fees however it does not except the patron from lost fees if the item is out for more than 5 weeks. Honor Cards with the same privileges may be issued to teachers, staff, and volunteers at the discretion of the Library Director or the Board of Trustees.
4. Materials obtained from other libraries for use of all cardholders shall be provided free-of-charge.
5. Fees for overdue materials and the procedures for the recovery of these materials shall be determined by the Lehigh Carbon Library Cooperative and the Library Director with the approval of the Board of Trustees.
6. Displays and exhibits shall be at the discretion of the Library Director with the approval of the Board of Trustees.
7. Library facilities are offered free-of-charge for cultural and educational programs by non-profit organizations. All others will pay a fee as stated in the Use of Facilities Policy.
8. The Library Director and the Library Staff are encouraged to provide library-sponsored programs in the musical and visual arts and special programs for children.
9. Bringing animals into the library except those needed to assist a disabled person is not allowed. While legitimate service animals are allowed in the library, they must be leashed and under physical control of the handler at all times.

Revised January 2020

Palmerton Area Library Association Social Media Policy

The purpose of the social media policy is to ensure effective promotion of library services, resources, and events to the residents of the Palmerton Area School District, and to ensure a high standard of customer service on social media.

Social media is defined as a social based application, site, or account created and maintained by the Palmerton Area Library.

Palmerton Area Library staff may establish social media accounts with the permission of the Library Director. The Library Director may assign a staff member or members as an Administrator of the social media account(s). The Library Director will be an Administrator on all social media accounts.

The Palmerton Area Library welcomes the comments, posts, and messages of the public, and recognizes and respects differences in opinion. However, all comments, posts, and messages are subject to review, and the library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate: spam or advertisements, hateful or harassing speech, obscenity, personal disparagement or defamation, or anything that violates Palmerton Area Library Policies or state and federal laws.

Users should have no expectation of privacy in postings on library sponsored social media sites; by using such sites, the user consents to the library's right to access, monitor, and read any postings on those sites. Users must understand that social media is permanent, retrievable, and public. Messages can potentially be read by anyone once posted, regardless of status on Friends, Follower, or Subscriber List. The library recommends that users do not post their personal information or contact information on social media.

Adopted October 2021

Palmerton Area Library
Staff Confidentiality Agreement

I understand that it is the policy of the Palmerton Area Library to protect the privacy of all patrons of the library.

I agree to hold all laws of the state of Pennsylvania stating that records related to circulation of library materials shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.

In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. As a library employee I agree to uphold these standards.

I understand that a breach of confidentiality will be reported to the Library Board Personnel Committee for further review.

Applicant Signature _____ Date _____

Reviewed November 2019

Palmerton Area Library
Application to Become a Teen Representative on the Board of Trustees

Qualifications: Applicant must be 15 – 18 years old and an active member of the Teen Advisory Group of the Palmerton Area Library. The applicant must reside within the Palmerton Area School District. The applicant must be willing to attend at least 75% of regularly scheduled board meetings to report on Teen Advisory Group activities and share ideas and concerns with the board.

Name _____ Age _____

Address _____ Phone # _____

Email _____ Date _____

Please answer the following question in at least 100 words. You may use additional paper if needed.

If you were the library director, what would you like to see happen at the library in the next five years?

Palmerton Area Library
Board of Trustees Job Description

The Board of Trustees of the Palmerton Area Library is responsible for ensuring that the organization is well run. Trustees receive no salary but may be reimbursed for necessary expenses incurred in performance of their board-related responsibilities. Individual board members must exercise the duty of care and carry out their duties in a reasonable and responsible manner.

QUALIFICATIONS:

- High School graduate or GED.
- Residency in one of the financially supporting communities of Bowmanstown, Palmerton, Lower Towamensing Township, or Towamensing Township.
- Ability to work effectively with the communities served by the library.
- Commitment to the mission and vision of the Board.

JOB RESPONSIBILITIES:

1. Administrative
 - a. attend at least 75% of the meetings (9 meetings per year)
 - b. elect officers and appoint committees for the organization's purposes
 - c. participate fully in the Board meeting process
 - d. resign from the Board when no longer able to support the Library's mission or devote the time to be an effective Board member
 - e. develop and adopt short- and long- range goals
 - f. serve on committees as needed
 - g. attempt to participate in at least one educational seminar in three (3) years
 - h. volunteer at library events
 - i. hire, supervise and annually evaluate the performance of the Library Director
 - j. approve hiring and/or termination of employees
2. Financial
 - a. exercise diligence in maintaining the level of financial effort necessary to qualify for state aid
 - b. secure adequate funds to carry out the Library's goals
 - c. approve and implement annual budget

- d. oversee spending and protect the organization's assets
- e. ensure that accounts are available for audit
- f. ensure annual reports are submitted as required by various state and/or local offices
- g. interface with community members and groups to develop support for the library
- h. consider making an annual financial contribution to the Library

3. Legal

- a. abide by the provisions of the Sunshine Law
- b. adherence to federal, state, and local laws
- c. follow the provisions of the organization's By-Laws
- d. ensure that the Library is operating in accordance with its mission and for the purpose for which it was granted tax-exemption
- e. perform as a Board of Final Appeal involving internal or personnel issues/decisions

SPECIFIC CHARACTERISTICS:

- Belief in the importance of library services and a commitment to library advancement
- Devotion of time and effort to advocate for the library and raise funds to support it
- Willingness to develop and maintain positive relationships with the supporting municipal and school district representatives

Revised August 2020

Palmerton Area Library

Use of Facility Policy

The Palmerton Area Library's meeting spaces are available to community organizations, associations, businesses, and individuals for meetings or for programs of civic, cultural, and educational interests.

1. Space will be available on a first-come, first-serve basis.
2. Events and meetings held in the library during regular library hours must conclude before closing so that all attendees are out of the building by closing time.
Events/meetings may be scheduled after closing if prior arrangements are made with the library director.
3. The library reserves the right to accept, renew, limit, or reject requests of the space under the established policy. For Profit Organizations/businesses may not use free events for the general public to solicit business or sell products. They may only give contact information for follow up.
4. Permission to use the library facilities does not constitute an endorsement by the library of the user or user's beliefs
5. The library will not advertise or promote any meeting or event unless it is co-sponsored with the library.
6. No alcohol, tobacco, smokeless tobacco, vaping or drug use is permitted in the library. No open flames of any kind are permitted in the library.
7. Food and drink will only be permitted in pre-approved areas as designated by the director of the library. The organization must provide their own food, beverages and paper products. The library reserves the right to collect reasonable reimbursement fees for clean-up and damage if the space is not left in good condition, or if there is damage to library property.
8. Equipment is not to be removed from the library premises. No equipment may be used except under the supervision or approval of authorized library personnel.
The individual must be trained in the operation of the equipment.
9. Permission must be obtained from the director of the library for deliveries, set-up, and any other arrangements that may affect the operation of the library.
10. The Room Reservation Form, once issued, may not be transferred to any other person, entity, or organization.
11. Organizations/individuals must always provide adequate adult supervision of minors .

12. Organizations/individuals must comply with all state and local laws, regulations, and ordinances and shall be responsible for the conduct of all persons present. A responsible person shall be designated to oversee each meeting, activity or event utilizing library facilities and be primarily responsible for all actions at that meeting, activity, or event.
13. A certificate of insurance (non-profit groups are exempt from the insurance requirement except for overnight stays) must be provided to the library no later than three business days prior to the event. This certificate of insurance with limits of at least \$500,000.00 each occurrence should list the Palmerton Area Library, its board members, employees, and volunteers as additional insureds. The requesting organization hereby agrees to indemnify, defend and hold harmless the Palmerton Area Library, its board members, employees and volunteers from any and all liability, claims and damages as a result of the use of the library.
14. Groups/organizations who wish to use the library facilities on an ongoing (monthly) basis must renew their Room Reservation Form each year in January.
15. Before leaving the library the representative of the organization must check the following conditions:
 - General areas clean and clear of trash and damage (notify library director if there is damage.)
 - Bathrooms clean and clear of trash and damage (notify library director if there is damage.)
 - Furniture/equipment returned to original location.
 - Lights turned off and doors closed.
 - Trash and recycling put in proper containers.

Prohibited Uses of the Facility:

- Rallies or campaigns for specific partisan political issues or candidates
- Religious services
- Non-library related groups charging admission, fees, contributions, soliciting donations or taking collections of any kind
- Fundraising activities or events, except those sponsored by the Library or its partners for funds for the library.
- Social gatherings, social clubs, social activities, private parties, unless sponsored by the Library or its partners

Fee Schedule:

- **Ongoing Classes:** Teachers using the facility for classes where the students pay a fee to participate shall pay the library **\$5.00 per hour** for the use of the room.
- **Businesses and other For-Profit Groups** will be charged **\$25.00 per day** for the use of the room. Per Day of Use
- **Art Shows, Photography Shows, Concerts and other cultural events** not sponsored by the library will pay a fee of **\$25.00 per day** for each day of the event including days needed for set up. If items are sold during the event, the library shall receive 20% of the proceeds from the sale. Groups may charge an entrance fee for their events.
- **Non-profit groups** may use the library free of charge.

Exceptions may be made to all policies upon review by the library Board of Directors.

Revised August 2020

Palmerton Area Library

Volunteer Policy

The Palmerton Area Library Trustees acknowledge the need for and value of volunteers. Volunteers are an important part of providing patron services.

A volunteer is not a replacement or substitute for paid staff but adds a new dimension to the services of the library. A library volunteer performs any assigned duty for the benefit of the Palmerton Area Library, receives no salary, and is a registered library volunteer.

Every attempt will be made to place volunteers in positions which match their interests, skills, and time commitments. Job descriptions and application forms will be available for opportunities that are supervised by library staff.

All volunteers must be at least thirteen years of age unless the volunteer is a member of a group or a part of a volunteer family.

An essential component of the volunteer program is the successful partnership of paid staff and volunteer staff. We encourage an atmosphere of cooperation, respect, and understanding of all roles. The library is committed to provide volunteers:

- Clear and direct supervision
- The training necessary to perform the assignment
- Regular feedback regarding performance
- Opportunities for new assignments
- Recognition of a job well done

The staff requests that volunteers:

- Ask for clarification of assignments
- Are dependable and punctual in the schedule
- Work towards the goals of the library mission

Definition of a Volunteer:

A Volunteer is an individual, family, or group who perform a service, contribute their time, talents, and experience to the Palmerton Area Library, without compensation.

Categories of volunteers are:

Adults – Any volunteer over the age of 18

Student – Any volunteer between the ages of 13 and 18

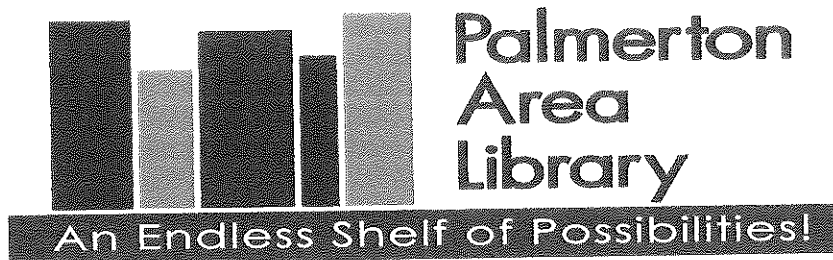
Family - A family unit that volunteers to work in the library. Children under the age of 13 must be always supervised by an adult.

Group - A group from any organization that would like to work on a specific project that has been approved by the library director. Children under the age of 13 must be always supervised by an adult.

Levels of Volunteer:

Level one - The level one volunteer will not require an extensive training period. Level one volunteers will receive basic instruction on library policy, procedures, and job duties. Support will be provided by available library staff when requested. Depending on the task, the staff will provide instruction.

Level two- The level two volunteer requires training. One on one training with a paid staff member and/or a training manual will be provided. Trained volunteers are required to have communication skills and will present themselves in a professional manor. For positions that interact with children, such as story time readers, it is recommended that the volunteer have some previous experience working with young children either professionally or through another volunteer experience.



Volunteer Application

Thank you for your interest in volunteering at the Palmerton Area Library.

To apply for a volunteer position, please fill out this form and bring it to Palmerton Area Library, 402 Delaware Avenue, Palmerton, PA 18071. The library will contact you after receiving a completed form.

The library asks potential volunteers to consider their schedule and level of commitment before applying. The volunteer program includes court-ordered community service on a case by case basis. Please speak with the library director before applying. The library will provide hours to carry out its mission but is not obligated to provide the total number of hours needed to complete community service.

Opportunities to volunteer are also available with the Friends of the Library book sale, art show, and photography show. (Special Projects)

Volunteer Application

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Email _____ Best time to be reached _____

Emergency Contact Name _____

Emergency Contact Number _____

Do you have a Palmerton Area Library card? Yes _____ No _____

Skills (for example: computers, teaching, crafts, public speaking)

Volunteer Type

Adult _____ Student _____

Family _____ Group _____

Volunteer Experience

If you are volunteering to fill a requirement for another organization

Organization _____ Contact Name and Phone _____

Number of hours _____ Deadline _____

Your Availability: Please indicate the times you can work (for example: Mondays from 1-3 p.m.)

Monday 10:00a.m to 7:00 p.m. _____ Thursday 10:00 a.m. to 5:00p.m. _____

Tuesday 10:00a.m to 7:00 p.m. _____ Friday 10:00 a.m. to 5:00p.m. _____

Wednesday 10:00a.m to 7:00 p.m. _____ Saturday 9:00 a.m. to 4:00 p.m. _____

****Some volunteer positions require that the volunteer have Pennsylvania Child Abuse Clearance forms. Form number CY-113 is required for volunteers working directly with children. The form is available at the main desk of the library or online. PA State Police Criminal Record Check may also be required. Volunteers are responsible for any fees. If applicant is under 18, clearances are not required.**

CY-113 online submission: <https://www.compass.state.pa.us/cwis/public/home>

Criminal Record Check online submission: <https://epatch.state.pa.us/>

If volunteer is under the age of 18:

Age _____ Parent/Guardian Name (print) _____ Signature _____

Level One
Volunteer
(Little or no
training)

Book Sale

****Summer Reading**

Special Projects

Shelf Reading

Adopt a shelf

Level Two
Volunteer
(requires
training)

****Teen Group Helper**

Story Hour Reader

Shelving

Palmerton Area Library
Volunteer Confidentiality Agreement

I understand that it is the policy of the Palmerton Area Library to protect the privacy of all patrons of the library.

I agree to hold all laws of the state of Pennsylvania stating that records related to circulation of library materials shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding.

In a library, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. As a library volunteer I agree to uphold these standards.

I understand that a breach of confidentiality is grounds for dismissal from the library volunteer program.

Applicant Signature _____ Date _____

Palmerton Area Library

Policy Regarding Weeding of Materials

It is the policy of the Palmerton Area Library to keep its collection as complete and up to date as possible. It is advised that the following guidelines be followed when items are withdrawn from the collection.

What should be withdrawn:

1. Materials that are in poor condition and unable to be mended.
2. Materials with valuable parts missing.
3. Materials that have been lost either by the patron or missing in inventory.
4. Materials are deemed no longer valuable to the collection when considering:
 - A. Its relationship to the rest of the collection.
 - B. Condition of the book.
 - C. It has not been circulated in the last 8 years nor has it been circulated during a time period set by the Library Director depending to the section's needs.

Revised January 2020