

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

### 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

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  
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 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.

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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

### 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. Shelve 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 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  
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

### 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.

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