

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING MAY 16, 2019

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, May 16, 2019.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:05am. Also present were Jacqueline Elsas, Georganne White, Elizabeth McGrail, Assistant Director Nancy Morcerf and Director James Olney. Absent with prior notice was Judith Bensimon.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Ms. White moved to approve the agenda, seconded by Mrs. Elsas and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Elsas moved to approve the minutes of April 18, 2019 and May 2, 2019, seconded by Mrs. McGrail and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. McGrail moved to approve warrant for \$194,599.82, page 4163, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$353.10, page 4164, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$282,410.46, page 4165, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve warrant for \$105,231.88, page 4166, seconded by Ms. White and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$197,209.21, page 2241, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$194,479.85, page 2242, seconded by Mrs. McGrail and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

- VII. COMMUNICATIONS
No communications to report

VIII. DIRECTOR'S REPORT

Administration

The annual New York State mandate for *Workplace Violence Prevention Training* has been completed by the staff. This year, Suffolk Police Officer Lara Corbett spoke about the opioid addiction epidemic and the potential violence that it could elicit. This was followed by a discussion led by administration of the best actions for staff to take during simulated situations.

The pre-construction project to move the HVAC units located next to the failing retaining wall onto the roof has been completed.

The complexity of new webpage designs, combined with the breadth of information available on our current webpage, has created the need to seek professional assistance. Following consultations from a number of website developers and glowing references from neighboring libraries, LibraryMarket has been chosen to update the Library's website and incorporate a new calendar and program registration interface.

Buildings and Grounds

The East Northport staff lounge had a minor facelift. Unused and poorly installed cabinetry was removed and the walls were repainted to provide a safer and cleaner environment.

A number of the Northport gallery chairs have been replaced with upholstered seating that is both comfortable and easy to clean.

The Harborfields Public Library discarded their old microfilm machine which made a fitting replacement for our machine that no longer printed. Our new "old" machine will provide access to the remaining microfilm that is awaiting digitization.

Network and System

Software and instructions were provided to staff entrusted to convert the digital WAV files storing archival copies of oral histories into web-friendly MP3 files.

Support was provided to staff at the Suffolk Cooperative Library System to enable better understanding of the software programming code used to create spine label templates.

Circulation

Holds for the twenty hotspots were accumulating so an additional ten were added to the collection. The now thirty hotspots are divided equally between the Northport and East Northport buildings.

The start of May begins our annual *Silver Star Coupon* campaign to honor Older Americans Month. The 2018/19 *Silver Star Coupon* campaign has now concluded having distributed 343 during the past twelve months, 112 more than last year.

Community Services

An orientation to the *Giving Ready Adults a Study Program* (GRASP) was held at the East Northport building. The GRASP helps prepare individuals for the New York State *Test Assessing Secondary Completion* (TASC). This orientation, conducted by instructors from Western Suffolk BOCES, confirmed with the three individuals in attendance that they were ready to get their high school equivalency diplomas.

Kenneth Corbin, Program Director at Northwell Health's South Oaks Hospital, pastoral minister, and licensed clinical social worker, presented *Spirituality: A Journey to Wholeness*. Twenty patrons at the Northport building joined in the discussion of the difference between religion and spirituality and how one can enhance the other.

Adult and Teen Services

The Library hosted a second Citizenship Drive at the East Northport building organized by Literacy Nassau with a grant from New York State Office for New Americans (NYSONA). This program provided 26 patrons with assistance seeking information, reviewing forms, and providing legal advice on how to become a naturalized American citizen. Our Library was the last Citizenship Drive organized by Literacy Nassau since they lost their funding for this program.

The *Little Free Library* installed at the Northport Train Station will be the new home for our *Read, Ride, Return* collection. This service began 30 years ago as a shelf located inside the station house and now prominently resides outside at the base of the steps leading to the boarding platform.

The email marketing project has proven successful in its debut month with a 45 percent open rate and a 25 percent increase in website usage. Less than a 100 of the 13,000 recipients opted to unsubscribe after receiving the first email.

Children and Family Services

Chris Grabenstein, author of such popular series: *Lemoncello*, *Wonderland*, *Haunted Mystery*, *I Funny*, and *Treasure Hunters*, presented to 202 students from the third, fourth, and fifth grade at the Fifth Avenue Elementary School. Students were treated to an inspiring, humorous, and informative morning as well as autographed copy of *Mr. Lemoncello's Library Olympics*.

The Northport children's room was transformed into a mini golf course for 120 patrons to putt around children's book and Dewey subject inspired holes. Teen volunteers provided caddie assistance to the aspiring athletes.

Animals Alive welcomed animal experts who presented interesting facts while providing 151 audience members interactions with furry, scaly, and feathered creatures.

IX. PERSONNEL REPORT

Ms. White moved to approve "B. New Employees" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "C. Resignations" in the personnel report, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "E. Other" in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White moved to approve "B. New Employees" in the personnel report addendum, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve "C. Resignations" in the personnel report addendum, seconded by Mrs. McGrail and unanimously carried.

Mrs. McGrail moved to approve "E. Other" in the personnel report addendum, seconded by Ms. White and unanimously carried.

X. 2019 ADDITIONAL LIBRARY CLOSINGS

Ms. White moved to approve 2019 Additional Library Closings, (see attached) seconded by Mrs. Elsas and unanimously carried.

XI. LOAN PERIODS AND FINES

Mrs. Elsas moved to approve Loan Periods and Fines, (see attached) seconded by Mrs. McGrail and unanimously carried.

XII. REVISION OF COMPUTER USE POLICY

Mrs. McGrail moved to approve Revision of Computer Use Policy, (see attached) seconded by Ms. White and unanimously carried.

XIII. REVISION OF ACCEPTANCE OF GIFTS AND DONATION POLICY

Ms. White moved to approve Revision of Acceptance of Gifts and Donation Policy, (see attached) seconded by Mrs. Elsas and unanimously carried.

XIV. OTHER BUSINESS

Mr. Olney spoke of a Library Trustee Open House to be held at SCLA, and a Library Trustee Training program at South Huntington Library.

XV. DATES OF FUTURE MEETING

Thursday, May 30, 2019 10am Special Meeting

Thursday, June 20, 2019 10am Regular Meeting

Thursday, July 19, 2019

10am Annual Reorganization Meeting

11am Regular Board Meeting

12noon Staff Recognition Ceremony and Luncheon

XVI. ADJOURNMENT

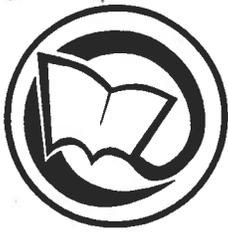
Mrs. McGrail moved to adjourn meeting at 11:25am, seconded by Ms. White and unanimously carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Georganne White". The signature is written in black ink and is positioned above the printed name.

Georganne White

Secretary



Northport-East Northport Public Library

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Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, May 16, 2019, at 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meetings (Motion required)
- VI. Financial Secretary & Treasurer's Report
 - A. Approval of warrants (Motion required)
 - B. Acceptance of payroll registers (Motion required)
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. 2019 Additional Library Closings (Motion required)
- XI. Loan Periods and Fines (Motion required)
- XII. Revision of Computer Use Policy (Motion required)
- XIII. Revision of Acceptance of Gifts and Donations Policy (Motion required)
- XIV. Other Business
- XV. Date of next library board meetings:
Thursday, May 30, 2019, 10:00 AM – Special Meeting
Thursday, June 20, 2019, 10:00 AM – Regular Meeting
Thursday, July 18, 2019, 10:00 AM – Annual Reorganizational Meeting
11:00 AM – Regular Board Meeting
12:00 Noon – Staff Recognition Ceremony and Luncheon
- XVI. Adjournment

**LIBRARY BOARD MEETING
MAY 16, 2019**

ACCOUNTS PAYABLE

4163 4/17/19	\$ 194,599.82	One Hundred Ninety Four Thousand, Five Hundred Ninety Nine Dollars, & Eighty Two Cents
4164 4/19/19	\$ 353.10	Three Hundred Fifty Three Dollars, & Ten Cents
4165 5/1/19	\$ 282,410.46	Two Hundred Eighty Two Thousand, Four Hundred Ten Dollars, & Forty Six Cents
4166 5/16/19	\$ 105,231.88	One Hundred Five Thousand, Two Hundred Thirty One Dollars, & Eighty Eight Cents

PAYROLL REGISTER

2241 4/19/19	\$ 197,209.21	One Hundred Ninety Seven Thousand, Two Hundred Nine Dollars, & Twenty One Cents
2242 5/3/19	\$ 194,479.85	One Hundred Ninety Four Thousand, Four Hundred Seventy Nine Dollars, & Eighty Five Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
May 16, 2019

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Caitlin Capitano-Cheng	Café Worker/\$12.50 hr.	Community Services	05/20/19
Meagan White	PT Librarian I/Step 1	Adult & Teen Services	05/29/19
Connor McCormack	PT Librarian I/Step 1	Adult & Teen Services	06/03/19

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Jillian Sepessy	Page/\$12.00	Children & Family Svcs	06/15/19
Jennifer Steffann	Page/\$12.00	Children & Family Svcs	07/20/19
Sarah Connor	Page/\$12.00	Children & Family Svcs	08/02/19

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Dismissal/Termination

Michael Matias	Custodial Worker I/Step 13	Buildings & Grounds	05/16/19
Angela Lauth	PT Library Clerk/\$21.71 hr.	Circulation – NPT	05/16/19

Requests for Medical Leave of Absence

Barbara Minogue	Café Worker/\$12.50 hr.	Community Services	06/01/19 – 09/16/19
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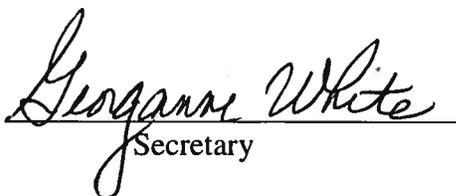
Requests for Leave of Absence

MaryAnn Morrisroe	Page/\$12.00 hr.	Circulation – EN	04/30/19 – 05/09/19
Jeffrey Poeira	Guard/\$19.09 hr.	Security	05/21/19 – 06/06/19

Seasonal Pages

Brigid Connor	Page/\$12.00 hr.	Children & Family Svcs	06/10/19 – 08/10/19
Dori-Jo Gutierrez	Page/\$12.00 hr.	Children & Family Svcs	06/10/19 – 08/10/19
Casey Macolino	Page/\$12.00 hr.	Children & Family Svcs	06/10/19 – 08/10/19
Grace Mortimer	Page/\$12.00 hr.	Children & Family Svcs	06/01/19 – 08/31/19
Colleen Murphy	Page/\$12.00 hr.	Children & Family Svcs	06/10/19 – 08/10/19
Melanie Schatz	Page/\$12.00 hr.	Children & Family Svcs	06/10/19 – 08/10/19

Report approved by Board of Trustees


 Secretary

**PERSONNEL REPORT
ADDENDUM**
Approval of the Following Personnel Matters
May 16, 2019

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Griffin Crafa	Page/\$12.00 hr.	Adult & Teen Services	06/17/19
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C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Mary Copertino	Café Worker/\$12.50	Community Services	05/09/19
Anna Denfeld	Page/\$12.00 hr.	Adult & Teen Services	06/22/19
Ashley Door	Page/\$12.00 hr.	Circulation – EN	07/31/19
Juliette LeHenaff	Page/\$12.00 hr.	Circulation – EN	08/10/19
Vagnon Bamba	Page/\$12.00 hr.	Circulation – EN	08/17/19

D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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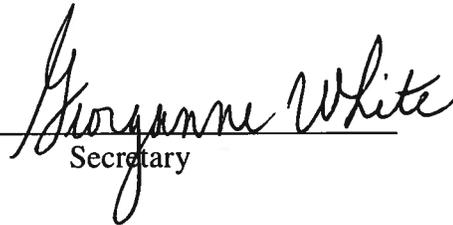
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Request for Leave of Absence

Stephen Williams	Guard/\$18.30 hr.	Security	05/11/19 – 05/20/19
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Report approved by Board of Trustees


Secretary

X. 2019 Additional Library Closings (Motion required)

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

2019 Additional Library Closings

East Northport Festival

September 6, 2019 (Friday) East Northport Building Close at 5:00 PM

September 7, 2019 (Saturday) East Northport Building Close all day

Cow Harbor Weekend

September 21, 2019 (Saturday) Northport Building Open at 12:00 Noon

September 22, 2019 (Sunday) Northport Building Close all day

Color Run

October 19, 2019 (Saturday) East Northport Building Open at 12:00 Noon

XI. Loan Periods and Fines
(Motion required)

Northport-East Northport Public Library
Loan Periods and Fines

<u>Adult/Teen Materials</u>	<u>Loan Period</u>	<u>Overdue Items</u>	<u>Maximum Fine</u>
New Books	21 days	10 cents per day	\$ 5.00
New Entertainment DVDs	3 days	\$ 1.00 per day	\$ 5.00
New Series DVDs	7 days	\$ 1.00 per day	\$ 5.00
New Nonfiction DVDs	14 days	\$ 1.00 per day	\$ 5.00
Fiction/Nonfiction books	28 days	10 cents per day	\$ 5.00
DVDs	14 days	\$ 1.00 per day	\$ 5.00
CDs, Playaways	28 days	10 cents per day	\$ 5.00
Magazines	28 days	10 cents per day	\$ 5.00
Teen Activity Packs	7 days	\$ 1.00 per day	\$10.00
Hotspots	21 days	\$ 5.00 per day	\$50.00
Video Games	7 days	\$ 1.00 per day	\$10.00
Borrowing Bags	28 days	5 cents per day	\$ 3.00

<u>Juvenile Materials</u>	<u>Loan Period</u>	<u>Overdue Items</u>	<u>Maximum Fine</u>
Fiction/Nonfiction Books	28 days	5 cents per day	\$ 3.00
Magazines	28 days	5 cents per day	\$ 3.00
CDs, Playaways, Kits	28 days	5 cents per day	\$ 3.00
Holiday Books	14 days	5 cents per day	\$ 3.00
DVDs	14 days	\$ 1.00 per day	\$ 5.00
Backpacks	7 days	\$ 1.00 per day	\$10.00
Video Games	7 days	\$ 1.00 per day	\$10.00
Borrowing Bags	28 days	5 cents per day	\$ 3.00

Museum Passes

There is a \$ 20.00 fee per day for late passes



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Computer Use Policy

The Board of Trustees of the Northport-East Northport Public Library recognizes that computers are essential research and educational tools in carrying out the library's mission to facilitate and encourage the unrestrained pursuit and exchange of knowledge, experience and opinion. The Internet offers access to many valuable local, national and international sources of information. However, it is a fluid environment with the content and format of information constantly changing. Some information on the Internet may be inaccurate, incomplete, dated or offensive to some individuals.

A knowledgeable information consumer must evaluate the validity and appropriateness of information found. Every library user benefits from expanded access to information beyond the walls of a library.

CONFIDENTIALITY

The Trustees recognize the constitutional rights of individuals to decide what material to access on the Internet within the confines of their homes or other areas where there is an expectation of privacy. Patrons in the library also have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given certain constraints such as proximity of other patrons and staff in a public setting. Users should be aware that the Internet is not a secure medium.

CHOOSING AND EVALUATING SOURCES

The patron is responsible at all times for the appropriate use of library computers and the Internet. Library computers and the Internet are an extension of the reference and research function of the Northport-East Northport Public Library, subject to the professional role of librarians in guiding what the institution offers in accordance with community standards. The Internet is a series of communication linkages leading to a highly diverse array of information content. Library patrons use it at their own risk. The Northport-East Northport Public Library chooses sources to link to from its homepage after individually evaluating their content and educational value. In offering internet access, the Library only takes responsibility for the content of its own website. Beyond this, the Northport-East Northport Public Library is not responsible for the content of the Internet, changes in content of the sources to which the home pages link or for the content of the sources accessed through secondary links. In an effort to assist users, the Northport-East Northport Public Library has created web sites for the general population, teens and children to help guide them to sources that provide them with a wealth of information on the local, national and global level. In addition, the Northport-East Northport Public Library provides training to assist patrons in using the Internet in a safe, effective and efficient manner. However, as with any reference source, the patron must ultimately determine the accuracy and appropriate use of the information obtained.

ACCESS BY MINORS

Parents or legal guardians, not the Library or its staff, are responsible for library computer use and the information selected and/or accessed by their child. Patrons under eighteen years of age require a parent's or legal guardian's signature on the Library Card Application for general Internet access on library computers and library devices. Parents or legal guardians may select Access Level 3 for general Internet Access, Access Level 2 for restricted Internet access, or Access Level 1 for restricted Internet access with adult supervision. Guest patrons who are minors are limited to restricted Internet access. Computers for use by children are located in the Children's Room. Computers for use by patrons having completed fifth grade and who are not yet eighteen are available in the Teen Area. Despite these filters, the Library is still not responsible for the webpages accessed by any patrons, minors or otherwise. To address the issue of the safety and security of minors when using electronic mail, and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Northport East Northport Public Library urges minors and to consult with their parents or legal guardians to set review the safety guidelines. posted at <http://www.suffolk.lib.ny.us/youth/parenting.html> under the heading titled "Internet Safety."

Parents and legal guardians are strongly encouraged to discuss safe online behavior with their children and set safety guidelines. Minors should be made aware of the various safety concerns including the dangers of interacting with strangers on the Internet, disclosing personal information online, conduct that is inappropriate or illegal, and the types of content the parent or legal guardian feels is inappropriate.

RULES GOVERNING USE

- Use of the library's Internet access, both wired and wireless, indicates agreement with the Northport-East Northport Public Library's Computer Use Policy.
- The New York State Legislature, in enacting New York's obscenity laws and numerous courts when interpreting such laws, have recognized recognizes the existence of community standards when defining what material is obscene or of a sexually-offensive nature. The Library Board of Trustees seeks to place reasonable restraints on the public display or distribution of certain materials, which, in their opinion, lack literary, artistic, political, or scientific value.
- The Northport-East Northport Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. Not all sources provide accurate, complete, or current information. Patrons may find some material controversial or inappropriate.
- Patrons may not display, print, transmit or distribute threatening material; expressions of bigotry, racism, or hate; obscene or sexually explicit material; or material protected by trade secret.
- The Northport-East Northport Public Library is guided by the following American Library Association and their Intellectual Freedom Committee's statements on access to information: *The Library Bill of Rights, The Freedom to Read, Interpretations of the Library Bill of Rights. ∴ Free Access to Libraries for Minors and Access to Electronic Information, Services, and Networks.*
- Patrons may should respect the privacy of others by not attempting to modify or gain access to files, passwords or private data belonging to the Library or others.
- Patrons must respect the privacy of other patrons using public access workstations by and not interfering with their use.
- Refer to the Library's Policy on *Confidentiality of Library Records* for additional points on each user's right to privacy with respect to information sought or received and materials consulted, borrowed, or acquired.

- Patrons passwords are confidential and must be safeguarded their own passwords at all times, and Patrons should log off to a point that requires a new logon or, when available, lock their desktop before leaving a computer unattended. Passwords should not be shared with anyone.
- The Library's wireless network provides general Internet access. The parent or legal guardian of a minor, not the Library or its staff, is responsible for the sites and resources they access using the Library's wireless network.
- The Library assumes no responsibility for the safety of equipment or for wireless device configurations, security, or data loss resulting from connection to the library's network.
- The library's wireless network is not secure. Information sent from or to your wireless device can be captured by anyone else with a wireless device and the appropriate software.
- ~~Library staff is not able to provide technical assistance beyond written instructions and cannot guarantee that you will be able to make a wireless connection.~~ The Library does not guarantee that patrons will be able access the Internet through the Library's wireless network using their own device. Library staff may provide basic assistance, based on staff availability.
- ~~Use of the Library's computers and network resources for commercial purposes is prohibited, including, but not limited to, unsolicited advertising.~~
- Any use of the Library's computers and network resources for unlawful purposes is prohibited.
- Patrons shall not copy or illegally download commercial software copyrighted materials including, but not limited to, music, movies, tv shows, and software and must agree to abide by copyright law.
- Creation or installation of any virus or destructive program is prohibited.
- Patrons are not permitted to change, add, or remove hardware or software from Library computers. Tampering or altering library equipment or software is prohibited. Attempting to circumvent security or gain unauthorized access to any host, network, or computer located in the library or elsewhere is prohibited. Patrons shall not interfere with normal service of any host, network, or computer by intentionally crashing, disrupting, or overloading its operation.
- Library staff may provide basic computer instruction to individual patrons, based on staff availability. The Library does not assume any responsibly for any damage to patron hardware, software, or data.
- Library computers are intended to be used by one person at a time. If necessary, two people may sit together and work on the same computer as long as they do not disturb others.

The Board of Trustees of the Northport-East Northport Public Library reserves the right to change this policy at any time and you are advised to check with the library periodically for any changes. Your continued use of the library's computers and network resources will constitute your acceptance of such changes. The Library also reserves the right to terminate a patron's use if that individual is in violation of this policy.



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ACCEPTANCE OF GIFTS AND DONATIONS POLICY

The Library may accept gifts of materials and monetary donations to purchase materials. Gifts may be given in memory of a loved one or to commemorate a special event. Donated items will be reviewed for their overall contributions to the Library's mission and relevance to the collection. Processing costs, condition, and collection development principles are factored before a gift item is added to the collection. Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, U.S. Code) is given.

All gifts become the property of the Northport-East Northport Public Library, and will be treated on an equal basis with purchased materials concerning the inclusion, display, housing, circulation, and disposition of the materials. The Library reserves the right to refuse any donation of materials. Collections of materials will not be accepted with restrictions or stipulations for special housing may be rejected, subject to the sole discretion of the Library. At the Library's sole discretion, the gifts or donations may be added to the collection, discarded, sold, stored, or displayed.

Gifts and donations will be accepted upon the receipt of form designating donor's name and address. No monetary value shall be assigned.