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Introduction

Welcome to the Newfoundland Area Public Library

Our mission is to serve the Wayne County and Pike County public with quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

The general goals of the Newfoundland Area Public Library shall be:

1. To serve all residents of the community and the surrounding region.
2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets, and other services as will address their needs to:
   1. Be informed
   2. Locate answers to important questions
   3. Cultivate the imagination and creative expression
   4. Develop skills for career and vocational advancement
   5. Enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.
4. To maintain a program service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To strive constantly to discover new methods and improvements for better service for the library's patrons.
6. To review regularly these goals if necessary and revise them in the light of new developments.

We are one of the seven libraries associated with the Wayne Library Alliance. The other libraries include Bethany Public Library, Hawley Public Library, Northern Wayne Community Library, Pleasant Mount Public Library, Community Library of Lake & Salem, and Wayne County Public Library. With this shared library system we are able to provide access to hundreds of thousands of materials to offer all of our patrons. We also have a concerted catalog with Pike County, so we are able to share materials with Pike County residents as well. Each individual library is subject to their own policies with few shared policies.
Location

954 Main Street
Newfoundland, PA
18445

Contact

(570) 676-4518
napl@waynelibraries.org

Hours

Monday 3PM -7PM
Tuesday 10AM-7PM
Wednesday Closed
Thursday 10AM-7PM
Friday 10AM-5PM
Saturday 10AM-2PM
Sunday Closed

We are open to the public 5 days a week totaling 33 hours a week.
Library Staff

Library Director
Kristina Russo
(570) 676-4518
krusso@waynelibraries.org

Library Assistant Director
Joan Bancroft
(570) 676-4518
jbancroft@waynelibraries.org
Library Board

Officers
President
Genevieve Reese
Vice President
Margo Rogers
Treasurer
Melanie Seagraves
Secretary
Christine Piazzi
Trustee
Chelsea Corso

Board of Directors
Susan Reichman
Marie Walter

To contact the library board call (570) 676-4518
or email napl@waynelibraries.org

Board meetings are held at the library on the second Tuesday every month 6:30 PM. Public comment is welcome at the beginning of each meeting.
Meeting minutes are available to the public upon request.
Library Code of Conduct

The purpose of all the library facilities of the Newfoundland Area Public Library is to provide materials and services in a welcoming environment that is safe, secure, enjoyable and conducive to comfortable library use. All individuals who make use of the library are expected to comply with the following standards of behavior which will assist the library to meet the above purpose.

On the premises of the Library, the violation of any Federal or State Law, or local ordinance will also be considered a violation of library rules, and will be dealt with accordingly.

Code of Conduct

Following actions are prohibited on library premises.

- Producing excessive noise such as talking, technology, singing, playing.
- Extremely poor hygiene.
- Refusal to leave upon closing.
- Behaving in a disorderly, disruptive, or threatening manner.
- Consumption of food, beverages (unless authorized by staff).
- Loitering inside or outside the building.
- Soliciting money or anything of value; selling materials or services.
- Inappropriate attire; includes but is not limited to bare feet/torso.
- Possession of any weapon.
- Sleeping, smoking, or using restrooms for bathing.
- Unauthorized animals other than service animals.
- Alcohol, drugs, or tobacco.

The behaviors identified above are considered to unacceptable patron conduct and will result in appropriate discretionary responses from library staff according to the following progressive criteria.

- Patrons may file a formal complaint by emailing the staff or board.
Disciplinary Actions

- Ask patron to cease behavior.
- Repeat request and communicate that this correction is a warning of expulsion if behavior continues.
- Ask patron to leave facility or call security/police if patron refuses to comply. The staff member involved will document the occurrence and any action. The patron will not be allowed in the library for one full business day beginning the day after the incident.
- If there is a second offense, the patron will not be allowed in the library for one week starting with the business day after the incident. The staff member will document any action and report it to their supervisor. If the patron is under 18 years of age, the parent/guardian will be contacted by phone or mail by the Branch Manager.
- If there is a third offense, the patron will not be allowed in the library for six months starting with the business day after the incident. The staff member will document any action and report it to their direct supervisor. If the patron is under 18 years of age, the director will contact the parent/guardian.
Zero Tolerance Behaviors

The behaviors mentioned below are considered to unacceptable patron conduct and will result in immediate expulsion responses from library staff.

- Stealing, damaging, altering of any library property including but not limited to defacing of library materials, vandalizing library equipment, furniture, computers, etc.
- Carrying concealed or obvious weapon.
- Stalking, committing sexual offenses such as indecent exposure, inappropriate advances, unwelcome sexual advances or harassment.
- Displaying child pornography.
- Verbal, physical, written or electronic harassment or abuse.
Cell Phones & Other Devices

Cell phones and any other electronic device must remain on silent while in the library at all times. Headphones are permitted and available for purchase at the circulation desk for $1. There is also a dedicated charging station to charge devices while working on them.

Patrons may be asked to take their phone call outside so as not to disturb the other patrons.
Safe Child Policy

The Newfoundland Area Public Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. It is for the safety of each child that the library has adopted this Safe Child Policy. We want to promote lifelong learning and inspire youth through the power of libraries.

Unattended Children at the Library
The safety of children left alone in the library is a serious concern of the library staff. A child who is unable to communicate his/her full name and address, the full name and phone number of the adult who accompanied him/her to the library, or who cannot understand how to act responsibly in a library setting should never be left unattended.

Disruptive Behavior
Parents are responsible for monitoring their children’s behavior in the library. If children do not comply with the library code of conduct staff may ask them to leave the library.

Unattended Children after Closing time
The library staff will remain with the minor for 15 minutes until a ride arrives. If a ride does not arrive within 15 minutes after closing and the minor is still without a ride home, authorities will be contacted to ensure the safety of the minor. Library staff is not authorized to give rides to minors under any circumstances.

Violation of the Safe Child Policy may result in suspension of library privileges.
Library Cards

We believe your library card is your access to limitless knowledge. Our library serves both Wayne and Pike County residents free of charge.

Eligibility

- Residents of Wayne or Pike County may receive a library card free of charge.
- Must show proof of current address.
- Residents not in Wayne or Pike must have library card with “home” library card before receiving a card at our library.
- Out of state patrons may receive a library card by paying a yearly fee of ($20.00).
- Children younger than three years of age are not eligible for a library card.
- Patrons under 16 years of age must have parent or guardian present when signing up for a library card. Parents are responsible for any fines, damages, or lost materials on minor’s account.
- Library cards are valid for three years until they expire and must be renewed. To regain full privileges patrons must be in good standing before renewing.

Lost, stolen or damaged library card

- Patron may purchase a replacement card for $3.00.
- If library card is in poor condition, or barcode does not scan, staff may ask to replace card at patron's expense.
- If your library card is lost or stolen please report to the library immediately.
  - If library card is stolen but not reported, and used by someone other than you, the library is not responsible for items checked out on that account. Patron will be held accountable for any lost materials.
Borrowing Materials

- Patron must present valid library card every time they check out materials.
- Patron may not let others borrow their library card.
- Materials may not be checked out on a patron's library card if patron isn’t present or otherwise expressed consent that is noted in their account.

  - i.e. If the patron is disabled and not physically able to come to the library to pick up materials. They must inform the library staff that their spouse or caretaker may pick up items in their name, with their library card.
  - i.e. If a patron is working and not able to visit the library during business hours. Patron must give permission that said person is allowed to pick up items with their library card.

- Patron is not allowed to checkout if fines exceed $5.00 or have any excessively overdue items on their account, until fine is under $5.00 or items are returned in good condition.

- These policies are in place to protect you and your account.

  We want you to check out items but to do so safely and securely without fear of fraud or misuse.

  **Thank you for your cooperation.**

- You are responsible for all materials checked out on your account. When checking out materials you assume all risk and responsibility for the return and safety of our items. If an item is damaged, lost or stolen you are accountable to replace item(s).
Returning or Renewing

To avoid overdue fines please return or renew your items before the due date.

Where you can return items:

1. The circulation desk during open hours.
2. The Book Drop available 24/7.
3. Any library in Wayne or Pike counties.
4. Any library in PA.
5. Any library in the country.

- You do not need your library card to return items.

How to renew items:

1. Call the library (570) 676-4518.
2. On our website.
3. At the circulation desk.
4. At any library in Wayne or Pike county.

- You DO need your library card when renewing.

Any items returned or renewed after the designated due date are subject to a fine.
Book Drop

Our book drop is located outside our main entrance. You can return your items in our book drop 24/7. The book drop is emptied every morning. Items that were returned in the book drop when we were closed will be considered returned on the previous business day.

Materials we do not allow to be dropped in the drop box:

- DVDs
- Audio books
- Donated books
Overdue Fines

Loan Periods
New Books       Two Weeks
Other Books     Three Weeks
    DVDs         One Week
Audio Books     Two Weeks

Materials with no holds on them are eligible for two renewals.

Fines
Books          $0.20
DVDs           $0.50
Audio          $0.20

• If materials are not returned or renewed before the due date, item is subject to the above fines.
• Maximum fines on materials are $10.00 per item.
• If item is severely overdue, item will be considered lost, and patron will be charged full price of the item until returned.
Overdue Amnesty

- The Wayne County Library Alliance offers a privilege to patrons who have overdue items. If a patron has an overdue item on their account, and is returned or renewed on a Friday, then the overdue fine is forgiven.
- We offer this privilege to our patrons in order to ensure that our items come back to the library, as well as our patrons.
**Damaged Materials**

- If item is returned damaged, staff will assess if it is a minor damage or completely damaged.
- If the item is beyond repair then the patron will be charged full price which is determined in the libraries cataloging system.
- Patrons cannot buy a copy of the damaged item and use that as the replacement.

**Lost Materials**

- Staff/volunteers will check shelves to make sure item isn’t improperly shelved.
- Patrons will be asked to keep looking for the item.
- If item is not found, patron will be responsible for the item’s full price determined in the libraries cataloging system.
Requesting Materials

- If a patron has no overdue items or outstanding fines over $5.00, they may request materials.
- They can request materials we have in our catalog.
- And if we do not have the items the patron wants, we will look to see if we can get them from another library.
- If the requested item is in high demand, staff will evaluate whether or not to add item to the collection.
Holds

- You may have up to 20 holds on your account at one time.
- When you place an item on hold, you go on a list in a first come first serve basis.
- When the item arrives at the library you will be notified either by email or call.
  - When an item is available to pickup and patron is notified, the patron has **7 days** to pick up the item.
  - After seven days the patron forfeits the hold.
  - If the library has trouble contacting or leaving the patron a message, the patron forfeits the hold. After two attempts the item will be taken off hold for that patron.
- You cannot place holds on items that belong to Pike County libraries if the item is a “New Item”
  - If it is a Pike County “New Item” patron must wait until the item is “Available” status, and pick up from the Pike County location, or until the item is no longer new in the system.
Collection Development

- Staff will decide to purchase items for the collection based on popularity, demand, need, or requests, and library budget.
- Donated items may be added to the collection. Donations must be in good condition.
- Items that are damaged or lost will be considered to be reordered or replaced.

The library director has the final decision over collection development.

Our mission is to fill our collection with materials that are interesting and relevant. We are constantly considering what is best for our patrons as well as an overall cohesive collection.

Do you have a request?
Please call, email, or visit the library.
Interlibrary Loan

If an item is not in our catalog and won’t be purchased by our library, the item may be requested as an ILL.

What is an ILL, or Interlibrary Loan?
Interlibrary loan is a service whereby a patron of one library can borrow books, DVDs, music, etc. and/or receive photocopies of documents that are owned by another library.

Patrons or staff may search the access catalog for the item.
https://www.powerlibrary.org/catalog/#.WgyEPkqnHmY

- Patrons who have overdue books or fines are not allowed to checkout or request ILL until account is in good status.
- Patrons may request up to 4 ILLs per month. A total of 48 ILLs a year.
- Patrons must checkout and return item to the library they requested the item at.
- If item is damaged or lost, patron will be dealt based on owning libraries policies.
  - If patron loses or damaged an ILL they forfeit their privilege to request anymore ILLs.
Computers & Internet

Patrons who sign in to the computers or Wi-Fi are obligated by these terms of use.

- Strictly no eating or drinking allowed around the computers.
- Minors must be accompanied by an adult when operating the computer.
- Any vandalism to the electronic equipment or the surrounding area will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or tamper with electronic devices or deface property.
- Use of the network for illegal activities is prohibited.
- Downloading programs or content which is not your own is prohibited.
- Library staff cannot provide in-depth training concerning Internet computer jargon per personal computer use. Because of library scheduling, Internet trained staff may not always be available.

Reliability
Computer and Wi-Fi use at the library is at patron’s discretion. The NAPL makes no warranties of any kind, whether expressed or implied, for the service it is providing. The library will not be responsible for any damages the user may incur. This includes loss of data resulting from delays, non-deliveries, misdeliveries or quality of information obtained through the Internet. Use of any information obtained via the Internet is at your own risk. Every prudent attempt will be made to keep the library’s network operating and secure; however, the library makes no guarantees as to the hours or days the network will be in operation. All terms and conditions as stated in this document are applicable to the Newfoundland Area Public Library. These terms and conditions reflect the entire agreement of the parties.
Printing, Faxing, Copying

Printing

- Patrons may use our computers to print documents or pictures black and white only for $0.25 per page.
- Patrons are responsible to pay for pages printed regardless if...
  - They printed more than expected.
  - Not what they intended to print.
  - Decided they didn’t need pages anymore.
- Resume printing is a free service we offer to patrons. Good quality resume paper is available.

Faxing

- Faxing fees are $2.00 for the first page and $1.00 for each additional page.
- Letter size only; must be printer paper.
  - Notebook paper is not an acceptable faxable format. Documents must be on printer paper in order to fax.

Copying

- Patrons may make copies black and white only for $0.25 per page.
- Volunteers or staff will assist patrons.
Donations

- Donations are only accepted during normal business hours.
  - Do not put donations in book drop or in front of entrance.
- Donations must be in good condition.
  - Moldy, mildew, torn pages, decrepit condition will not be accepted.
- We do not accept the following types of materials.
  - Textbooks
  - Magazines
- Library staff has the right to refuse donations.
- Donations may be sold in our book sale room, or added to the library collection.

Book Sale Room

Our book sale room is open all year round. Filled with our best donations to buy!

Current Prices

- Adult 5 for $1
- Children 10 for $1
- DVDs and Audio 2 for $0.50

Or buy one of our library bags for $12.00 and fill it with as many donated books that will fit!
Memorials

Memorials may be purchased in memory or dedication to someone.

- After making a donation, a patron may request a memorial be made. Staff will create a book plaque and place it in a new item added to the collection.
- Patrons may request an item for the plaque to be placed in.
  - If the item is part of our collection, the plaque will go in that item.
  - If the item is not in our collection, the staff will consider purchasing the item based on our collection policy.
Community Bulletin Board

- Non-profit organizations may submit flyers or posters to put up.
- No guarantee of posting
  - Based on available space.
  - When the event is taking place.
- Staff will decide what is to be put up and taken down.
Confidentiality

- Patrons may not request any information about another patron unless the other patron has expressed permission to the library staff.
  - This includes patrons… (But not limited to)
    - Name
    - Phone Number
    - Address
    - Items on their account

- When patrons are contacted about their holds, library volunteers or staff may not say the title of specific item unless speaking directly to the patron the hold is for.
  - e.g. If your husband picks up the phone call about your item on hold, we cannot say the title unless you specifically expressed your permission.

- Parents of patrons under the age of 18 may request information on their child's library account.
  - This includes patrons… (But not limited to)
    - An account balance.
    - Materials checked out
    - Overdue items
Library Closings

The library will be closed based on the following scenarios:

- Federal Holidays.
- Power outage or building maintenance issues.
- Inclement weather.
- Snow closings are based on the Wallenpaupack School District.
  - If school is cancelled we will not open.
  - If there is a two hour delay, we will open normal hours depending on the condition.
  - Early dismissal or after school activities are canceled the library will close early or depending on road condition.
  - If inclement weather is on a Saturday it is the library’s discretion whether to open or close.

- Our utmost concern is that of the safety of our patrons.
- Fines will be forgiven on items that are due on a day that the library is closed.