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I. Mission and Goal Statements

A. **Mission:** The Horsham Township Library promotes literacy, cultural enrichment and a sense of community by providing Horsham's citizens with information resources, programs, expert staff assistance, and a hospitable place to exchange ideas.

B. **Goals:** The Horsham Township Library's goals shall be:

- 4. To promote development of literacy among very young children and to be an educational and reading center for school age children by developing a collection of high quality materials and a schedule of programs that stimulate learning and thinking.
- 5. To be both a center for access to technology and a "knowledge navigator," promoting citizens' information literacy by helping them sift and evaluate information from many different sources. The library will

- use its website to gather, disseminate and connect citizens to useful information;
 - contract for access to relevant electronic resources for its community;
 - maintain an up-to-date, reliable computer network with access to useful software;
 - offer workshops to teach library users to use information technology and evaluate information resources.
6. To serve as a community meeting ground by offering space for formal group meetings and by maintaining an environment conducive to informal meeting, social networking, fellowship, and the exchange of information and ideas.
7. To be a destination for teens by offering a relevant collection of library materials, a convivial place to meet friends, and an interesting schedule of programs and activities. To encourage teens to use library resources to further their academic pursuits by cooperating with local public and private schools on reading, service learning, and other programs. The library will cooperate with local public and private schools to encourage teens to use library resources for academic pursuits.
8. To be a community information center for Horsham Township by collecting and sharing information about community groups and their activities.
9. To be the community's resource for lifelong learning by:
- maintaining a collection of useful, current publications and information resources in all appropriate formats,
 - offering access to information resources outside the library, and
 - offering informative programs on a variety of subjects.
10. To serve all residents of Horsham Township and the Hatboro-Horsham School District in Montgomery County, and through state-sponsored reciprocal borrowing programs to share resources with residents of the Commonwealth of Pennsylvania.
11. To strive to continuously improve service for the library's customers.
12. To review regularly these goals of the Horsham Township Library and, if necessary, revise them in the light of new developments.

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II. Who May Use the Library

A. The library will serve all residents of Horsham Township and the Hatboro-Horsham School District free of charge.

By participating in the Montgomery County Library and Information Network Consortium, it will share its materials throughout the MCLINC network.

It commits itself to participating in Pennsylvania's District Center program and will share its resources with other public libraries in Montgomery County, Pennsylvania. Upon becoming eligible for participation in the Commonwealth of Pennsylvania Public Library State Aid Program, it will share resources free of charge with libraries throughout Pennsylvania.

The library will abide by the policies and procedures set forth in the [Interlibrary Loan Code for the United States](#) and will lend materials to libraries throughout the United States, charging a fee of \$10.00 per item plus the actual cost of duplication (if any) and shipping to the borrowing library.

B. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; gender; or sexual orientation.

C. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

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III. Patron Responsibilities and Conduct

It is a library user's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and to respect the rights and privileges of other library users. If a library user creates a public nuisance, that person may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within

a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Young children:

The Horsham Township Library encourages visits by young children. It is our desire to make this important visit both memorable and enjoyable for the child.

Children are the responsibility of the parent(s) or guardian(s) who brought them to the library. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all young children must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

Disruptive children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that they must settle down or will be asked to leave the library. If a child continues to be disruptive after a second warning, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

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IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library will endeavor to:

13. Select, organize, and make available necessary print, audio-visual and electronic materials and resources.

14. Provide guidance and assistance to patrons.

15. Sponsor and implement programs, exhibits, displays, book lists, and other services, which would appeal to children and adults.

16. Cooperate with other community agencies and organizations.

17. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through formal and informal relationships with other libraries inside and outside the Commonwealth of Pennsylvania.)
18. Lend to other libraries upon request.
19. Develop and provide services to patrons with special needs.
20. Maintain a balance in its services to various age groups.
21. Cooperate with, but not perform the functions of, school or other institutional libraries.
22. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
23. Regularly review library services being offered.
24. Use media, the Internet and other public relations mechanisms to make residents of Horsham Township aware of the full range of available library services.

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V. Responsibilities and Authorities of the Library Board

The Horsham Township Library is a department of Horsham Township, Montgomery County, Pennsylvania. Horsham Township Council appoints five members to the Library Board of Directors to advise Council and the Township Manager about library services and to oversee library operations.

The Horsham Township Library trustees in conjunction with the library director shall be responsible for regularly communicating with the members of Horsham Township Council to inform them about library services and resource needs.

The Horsham Township Library trustees act under the direction of Horsham Township Council. Their responsibilities fall into three broad categories:

- Legal: ensuring that the library complies with applicable laws and regulations promulgated by Federal, State or local authorities and monitoring receipts and expenditures to ensure that public funds are used appropriately and wisely.
- Policy-making and Planning: ensuring that an appropriate plan for library service is developed and implemented to meet the needs of the community.
- Evaluation: to periodically review plans and programs of service with the help of library staff and to adapt plans and programs to the changing needs of the community.

The Horsham Township Library encourages each library trustee to take advantage of training opportunities for trustees offered by the Montgomery District Library Center, Commonwealth Libraries (the State Library of Pennsylvania) and other statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the Pennsylvania Library Association, Pennsylvania Citizens for Better Libraries and their efforts to inform the governor and legislature of the benefits and needs of public libraries.

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VI. Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Horsham Township Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition of the benefits volunteers give to the library and the community it serves.

Annual recognition will be given based on the number of hours of service. This will include acknowledgement of volunteers via the library's website and bulletin boards, a certificate of appreciation, and the addition of a book to the collection in each volunteer's name.

The Friends of Horsham Township Library is a non-profit corporation under Section 501 (c) (3) of the Internal Revenue Code. It is composed of people united to promote the establishment of the library and to support the goals of the library by planning and implementing specific projects, working in cooperation with the library director and library staff.

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VII. Materials Selection/Collection Development Policy

A. Objectives

The Horsham Township Library strives to provide all individuals in the community with carefully selected books and other materials to help individuals in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The fact that a publication has been purchased for the Horsham Township Library collection should not be taken as an endorsement by the library of the content, point of view, or opinions expressed by the author or creator of the material.

Because of the amount of material published and the limitations of budget and space, the library must be selective in what it acquires for its collection. Materials are added and withdrawn from the collection according to guidelines set forth in its selection policy describing how the library proposes to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The [Library Bill of Rights](#) and [The Freedom to Read Statement](#) have been accepted as useful guidelines by the Horsham Township Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Horsham Township Library Board of Directors. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

28. The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the library clientele/community

- d. how the material would fit within the context of the existing library collection (for example, would the item fill an information gap or offer a different point of view)
 - e. budget
29. Reviews are a major source of information about new materials. The library will rely on critical and evaluative reviews published in library, education, and professional journals and newspapers.
30. The library will consider major literary and subject awards and award nominations, recommended lists, reading lists, and/or resource bibliographies in its selection process.
31. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed in public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
32. The library will collect works by local authors that meet reasonable standards of quality and are of interest to the community.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Interlibrary loan may be used to obtain from other libraries those materials that are beyond the scope of this library's collection. Horsham Township Library will request materials via interlibrary loan for any patron who lives in Horsham Township. Patrons who live outside of Horsham Township will be referred back to their home library to request interlibrary loan service. Horsham Township Library will not charge residents for placing interlibrary loan requests; however, any charges imposed by the library lending the material will be passed on to the patron making the request. Patrons will be informed of any interlibrary lending charges before the loan is finalized so that they may withdraw any requests that carry fees they are not willing to pay.

In return for utilizing interlibrary loan to satisfy the needs of its patrons, the Horsham Township Library will lend its materials to other libraries through the same interlibrary loan networks, and will make an effort to have its current holdings listed in any union databases or shared catalogs that are accessible by other libraries throughout the state. Horsham Township Library will lend items to any Pennsylvania library free of charge. Horsham Township Library will charge a fee of \$10.00 per item to lend to libraries outside of Pennsylvania.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection if appropriate and needed. If they are not needed because of duplication, condition, or dated information the library can dispose of them as it sees fit. The same selection criteria that are applied to purchasing materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered by the library at the request of a patron if the request meets selection criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library staff. Book selection will be made by the library if no specific book is requested. The Horsham Township Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials for income tax purposes, though it will provide an acknowledgment of receipt of the items if requested by the donor.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn, outdated or unnecessary volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library's professional staff and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Horsham Township Library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered (placed on closed shelves) except to protect it from damage or theft. Print materials may be labeled to indicate reading levels only as a guideline for parents, teachers and readers. Audio-visual materials may bear the Motion Picture Association of America ratings as a guideline for library users.

H. Challenged Materials

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Patrons requesting that material be withdrawn from or reclassified within the collection may complete a "Grievance about Library Resources" form which is available in the

library and can be found on the library's website. The material will be reviewed by the library director who will discuss the grievance with the patron. If no appropriate resolution of the patron's concern can be reached by the library director, the grievance will be placed on the agenda of the next regular meeting of the Horsham Township Library Board of Trustees. The Library Board's decision will be final.

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VIII. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local or MCLINC system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by other people with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future. I promise to give prompt notice of any change of address or of the loss of my library card.

Signature _____

Identification is required to receive a library card. A driver's license or student ID is preferred, however, any other official ID or recent first class piece of mail may be acceptable, so long as the item used for identification shows the applicant's current address.

Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after three years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. The library will charge a \$2 fee to replace a lost library card.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

C. Loan periods

33. The usual lending period for books shall be 3 weeks.

34. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.

35. Interlibrary loans are due on the date indicated by the lending library.

36. Books may be renewed up to three times if there is no waiting list for the title. Books or other items may not be renewed if other patrons have placed reserve requests and are waiting for them. Patrons may use the library's on-line automation system's "My Account" management functions to renew materials via the Internet or may telephone the library to request renewal of their materials.

37. Current issues of periodicals may not be checked out.

38. Non-current periodicals may be checked out for one week and may not be renewed.

39. Audiobooks, and compact discs may be checked out for three weeks and may be renewed up to three times so long as no other patrons are waiting. EXCEPTION: From October 1 through January 31 holiday music CDs are checked out for 7 days and may not be renewed.

40. Videocassettes and DVDs may be checked out for one week and may be renewed up to three times so long as no other patrons are waiting. DVD sets containing three or more discs may be checked out for three weeks.

The director may establish the loan period for special collections, materials which are temporarily in great demand (such as items in demand for student projects or materials related to an upcoming holiday), or materials added to the collection which are in a new format, e.g., computer software.

There is ordinarily no limit on the number of items a patron can borrow at one time; however, the library reserves the right to impose limits on the number of items that may be borrowed by one patron in order to ensure that limited resources will be available to as many borrowers as possible.

D. Reserves

Reserve requests may be placed by patrons either in person, over the telephone, or via the Internet. Patrons will be notified by telephone, text message or email when the materials are available. There is no charge to the patron for placing a reserve request. The library imposes no charge for requesting interlibrary loan services; however, it reserves the right to pass-through to the patron any lending charges imposed by the library that owns the material. Patrons will be informed of any interlibrary lending charges before the loan is finalized so that they may withdraw any requests that carry fees they are not willing to pay.

E. Fines and charges

The following fines and fees will be charged for overdue materials belonging to the Horsham Township Library. A grace period of one library business day will be allowed, after which full fines will be charged retroactive to the first late day.

Overdue fines and fees schedule:		
Adult books (hardcover or paperback):	30¢ per day	up to a maximum of \$10 or the replacement cost of the item, whichever is less.
Children's books (hardcover or paperback):	20¢ per day	up to a maximum of \$6 or the the replacement cost of the item, whichever is less.
Single issue of any magazine:	20¢ per day	up to a maximum of \$6 or the the replacement cost of the issue, whichever is less.
Video or DVD:	\$1.00 per day	up to a maximum of \$20 or the replacement cost of the item, whichever is less.
Music compact disc:	30¢ per day	up to a maximum of \$8 or the replacement cost of the item, whichever is less.

Audiobook (cassette or compact disc format):	30¢ per day	up to a maximum of \$10 or the replacement cost of the item, whichever is less.
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Collection of fines and fees charged by other libraries in the MCLINC Consortium:

Horsham Township Library is a member of MCLINC (the Montgomery County Library and Information Network Consortium). Horsham patrons have access to materials belonging to any of the member libraries of MCLINC. When requesting reserved items, Horsham patrons may receive the first available item from any of the libraries in MCLINC. When Horsham Township Library patrons borrow materials belonging to other MCLINC members, overdue fines and replacement charges will be based on the schedule of fines and fees of the library that owns the material. In these cases Horsham Township Library collects and transmits fees to the owning library.

A first notice will be sent after library material is late. If the material is not returned within two weeks, a bill will be sent for the material. Bills will include the cost of replacing each item plus a processing charge to replace lost barcode labels, pockets, jackets, security tags, and containers, as appropriate to the item.

When calculating the total charges for any lost or damaged item, a processing charge of \$5 will be added to the list price for books, DVDs, Music CDs, Audiobooks in compact disc format, and Read-Aloud kits. Replacement charge for a lost or damaged magazine issue will be \$6 per issue.

Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are either returned or paid for if lost and/or damaged. If a patron loses a book and wishes to replace it by purchasing a copy at a bookstore, the item used to replace the missing item must be the same edition (same ISBN number) and the patron will be asked to pay the processing charges to reimburse the library for the costs of replacing the missing barcode label, pocket, security tag, spine label and jacket.

Patrons who have paid for lost items have 30 days from the date of payment to return the item along with their receipt for a refund of the replacement cost minus overdue fines for the item. Refunds will not be given after 30 days.

F. Damaged materials

If materials are damaged to such an extent that the library judges them no longer suitable for the collection, the patron must pay the replacement cost. If a borrower loses a single compact disc, cassette tape, or DVD disc from a multi-part set, the borrower will be required to pay for the replacement of the entire set unless the library is able to obtain a replacement for the single item from the distributor. (Only a limited number of distributors replace individual parts of multi-part sets.) A notice of these charges will be sent to the borrower. Patrons who damage and pay for materials owned by the library may have those materials once payment has been received.

If borrowers lose or damage parts of an item, such as hanger bags or plastic cases, the borrower will be assessed fees according to the following schedule:

Lost or defaced barcode:	\$0.50
Lost or damaged compact disc jewel case (1 or 2 disc capacity):	\$2.00
Lost or damaged compact disc jewel case (3 or more disc capacity):	\$2.00
Lost or damaged DVD case (1 or 2 disc capacity):	\$3.00
Lost or damaged audiobook case (1 to 12 compact disc capacity):	\$3.00
Lost or damaged audiobook case (13 to 24 compact disc capacity):	\$5.00
Lost or damaged children's kit plastic hang-up bag:	\$2.00

F. Retention of library property after notice to return is a summary offense

Borrowers who fail to return materials after receiving overdue notices and bills may be charged with a summary offense as outlined in Section 6708 of Title 18 of the Pennsylvania Code. The library may file a private criminal complaint with District Magistrate Court and will charge an additional \$10.00 fee per certified notice to defray costs of notification. In addition, District magistrate Court will impose court costs and fees separate from overdue fines, replacement charges and overdue processing fees charged by the library.

G. Confidentiality

As specified in *The Library Code of Pennsylvania*, § 428 "Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established or maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding."

The Horsham Township Library adheres to all sections of this Statute regarding the protection of the confidentiality of its users. Library users should note that provisions of the Federal **USA Patriot Act of 2001**, take precedence over Pennsylvania statutes and may require the library to disclose information about materials patrons borrow or information services they use, if the library is presented with a search warrant consistent with the **USA Patriot Act**.

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IX. Reference Service Policy

The Horsham Township Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through written or electronic correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- will provide bibliographic verification (that is, identifying the correct author, title and publication data) of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the District Library Center, Regional Resource Centers and other agencies in pursuit of "ready reference" information.
- may use its website to publish topical guides on a variety of subjects and may include on its website links to other Internet resources deemed by the library staff to be potentially helpful to library users.

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X. Programming Policy

A "program" is any planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as storytimes, films and activities, summer library programs for children, lectures, book or author discussion groups, and performances. Programs may be designed for specific age groups (children, teens or adults) or for mixed audiences.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

Library users with special needs are urged to communicate by telephone, fax or email with the library several days in advance so that the library can arrange for special accommodations (such as sign language interpreters for hearing-impaired people or helpers for mobility-impaired people).

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XI. Public Relations Policy

A. Public relations goals of the Horsham Township Library are:

47. to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;

48. to promote active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director and professional staff will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director prior to distribution.

D. The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

E. The library will produce a quarterly newsletter that will be distributed by pick-up at the library and will be posted electronically on the library's website. The library will contribute news items for publication in Horsham Township's newsletter.

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XII. Equipment Use Policy

Public access computers are available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of computers; however, in order to make the service available to as many patrons as possible, a 30-minute time limit for usage may be imposed during times of peak demand. Library staff is available for general assistance in using the computer; however, staff are not expected to train patrons individually in the use of application programs. Instead, tutorial manuals will be provided when available and the library staff will schedule group orientation sessions.

A networked printer is available. Computer print-outs will cost 20¢ per page and must be paid for at the conclusion of the session.

A self-service coin-operated photocopy machine is available to patrons who wish to copy materials at a cost of 20¢ per page.

Copy machine users are advised that Federal laws impose restrictions on duplication of copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

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XIII. Internet Acceptable Use Policy

The Horsham Township Library provides access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The library has established the Internet Acceptable Use Policy to ensure that use of this resource is appropriate, effective and in conformance with state and Federal regulations. This Internet Acceptable Use Policy applies both to the use of public access computers that are wired to the library's local area network and to portable computers and Internet-enabled devices that connect to the library's network using its public access wireless service.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service. Prior to being granted access to the Internet, all patrons must agree to abide by the Internet Acceptable Use Policy. Users who decline to accept this policy will be restricted to using only the software installed on the local computer workstation (including Microsoft Office Pro and Adobe Photoshop) and will not be permitted to access the Internet.

Library users may log-on to any of the library's computer workstations using the 14-digit barcode number of their library card and the personal ID number (PIN) established at the time they registered for their card. Users who do not remember their PIN number should visit the library circulation desk so that a new PIN can be set up for them. Library users can change their own PIN at any time by following the "Account Log-In" link on the library's website. Visitors who live outside the community who wish to use library Internet computers may visit the Circulation or Reference Desks for a guest log-on and password.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, un-moderated global network. The Horsham Township Library has no control over the content found on the Internet. The library's Internet access is subject to a software filter that blocks images of unlawful obscenity or images of content harmful to minors; however, this software filter may not fully block access to objectionable material nor protect users from offensive information. Furthermore, the library is not responsible for the availability and accuracy of information found on the Internet. Users should evaluate any information they find critically.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.

Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free Internet-based e-mail service which will establish and maintain an account for them; the library will not manage e-mail accounts for any organizations or individuals.

Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis. Each user is allowed one session. If there is no patron waiting for the service at the end of a session, the user can continue their session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service.

Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use library Internet resources for illegal purposes.

Users will respect the rights and privacy of others by not accessing private files.

Users agree not to incur any costs for the library through their use of the Internet service.

Users shall not create and/or distribute computer viruses or destructive computer code over the Internet.

Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

Users will abide by the Internet Acceptable Use Policy of the MCLINC Consortium's prevailing internet service provider which may be found at [MCLINC Internet Acceptable Use Policy](#).

Consistent with the requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) of December 15, 2000, the library's Internet access is subject to a technology protection measure that blocks unlawful images (child pornography and obscenity) and images harmful to minors. The default log-on to the Internet at the Horsham Township Library is in the filtered mode. The U.S. Supreme Court has ruled that adults have the right to request the use of library computers unfiltered. Adults should direct such requests to library staff. Adults are advised that viewing any image depicting child pornography or obscenity is against the law for individuals of any age. Adults who deliberately view these images will be denied the use of library Internet public access computers.

XIV. Meeting Room Policy

Meeting space is available to individuals or organized groups. Requests for use of meeting space should be made at least one week in advance by completing an application form available from the library and downloadable from the library's website. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

Groups or individuals are asked to please telephone the library's Circulation Supervisor at (215) 443-2609 ext. 207 48 hours prior to their meeting to confirm their room reservation. If they cancel their meeting, please call and inform the library so that space can be made available to others that might be waiting.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff, Library Board or Horsham Township.

Meeting space may be reserved no more than ninety days in advance.

It is understood that library programming will have first priority in room use.

A security deposit of \$20.00 is required for all reservations. In addition, some fees for use of meeting space may apply. Please refer to the section on fees below for more information on charges.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

Meetings may be scheduled only during regular library hours of operation. All meetings should conclude 15 minutes prior to the library's closing time and all attendees must exit by the library's normal closing time.

The people using the room shall leave it in a neat, clean, orderly condition; if not, the group/individual will be given notice that continued abuse will result in being denied access to the meeting room. The library provides tables and chairs for use in its meeting rooms. The people using the room will be responsible for setting up or arranging tables and chairs to suit their purposes. The people using the room may not open or close the folding partitions which divide the meeting rooms. All re-configuration of the folding partitions must be done by library staff only.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Fees:

A security deposit of \$20.00 per room is due with each reservation application. The security deposit will be kept if the group stays beyond the times specified on the application, does not clean up after themselves, damages the room(s) or equipment, or fails to cancel their reservation within 1 week. Otherwise, it will be returned at the conclusion of the event. Forfeit of a security deposit may be waived at the discretion of library staff in the event of an emergency cancellation.

A user fee may be charged for each section of the meeting room (i.e. Room A, Room B, Room C, with use of multiple sections requiring payment of a fee for each) according to the following fee schedule:

	Group A	Group B1	Group B2	Group C	Group D	Group D
Meeting Room A	No charge	No charge	No charge	\$20/hour	\$35/hour	
Meeting Room B	No charge	No charge	No charge	\$20/hour	\$35/hour	\$50/hour for use of multiple rooms
Meeting Room C	No charge	No charge	No charge	\$20/hour	\$35/hour	
Coffee Pot & Supplies	\$10 per pot					
Equipment	By special request: to be determined on a case-by-case basis					

Classification of groups:

- **Group A:** applies to Horsham Township Council, advisory boards, authorities and committees, Horsham Township operating departments, Horsham Fire Company and Hatboro-Horsham School District.

- **Groups B1 and B2:**

- B1:** includes the following groups

- Youth sports organizations
 - County, State, Federal, elected officials representing Horsham Township
 - Community, civic or political organizations located within Horsham Township

- B2:** includes the following groups where an admission fee is not charged

- Home Owners Associations located within Horsham Township
 - Non-profit organizations and Churches located within the boundaries of Horsham Township

- **Group C:** applies to youth sports organizations and other community or civic organizations located within Horsham Township for activities and/or events where an admission or registration fee is charged; a donation is solicited, or funds are being raised.

- **Group D:**

- Private citizen (resident or non-resident)
 - For profit Organization (resident or non-resident)
 - Business and Commercial organization (resident or non-resident)
 - Non-profit, political, non-community agency or organization located outside the boundaries or Horsham Township.

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XV. Displays and Exhibits Policy

As an educational and cultural institution, the Horsham Township Library welcomes exhibits and displays that interest, inform and/or enlighten the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the meeting rooms and the general bulletin boards located in the library's main hall. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Horsham Township Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Horsham Township Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the _____

Dates _____

Description of materials loaned _____

Signature _____ Date _____

Address _____ Telephone _____

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XVI. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings that do not meet library standards. Library staff will place and remove postings promptly.

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

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XVII. Disasters Policy

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, activate a fire alarm pull-station, evacuate library patrons, and investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so using fire extinguishers. Obtain permission from the fire department before permitting library patrons to return to the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and use of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Evacuate the building. The police will handle the actual bomb search.

Snow storms

The Library will follow the recommendation and actions of Horsham Township between 8:30 a.m. and 5:00 p.m., Monday through Friday. Decisions to close during other days and hours will be made by the Library Director. The library will announce emergency closings using local and regional radio stations (KYW), its telephone system welcome message, and its own Internet website www.horshamlibrary.org.

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The preceding statements of Horsham Township Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed, revised or added as needed.

Adopted: February 8, 2007.

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Form: Grievance About Library Resources

Horsham Township Library

GRIEVANCE ABOUT LIBRARY RESOURCES

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Type of material about which you are commenting:

<input type="checkbox"/> Book	<input type="checkbox"/> Audio-visual Material
<input type="checkbox"/> Magazine	<input type="checkbox"/> Content of Library Program
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other

Title: _____

Author/Publisher or Producer/Date: _____

53. What brought this material to your attention?

54. To what do you object? Please be as specific as possible.

55. Have you read or listened or viewed the entire content? If not, what parts? (Please indicate pages, audio tracks, or sections so that library staff can locate the portion for review.)

56. What do you feel the effect of the material might be?

57. For what age group would you recommend this material?

58. In its place, what material of equal or better quality would you recommend?

59. What do you want the library to do with this material?

60. Additional comments:

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