

## Facilities Use Policy

# Hours of Operation

The Black Watch Memorial Library's hours of operation are as follows:

- Monday – Closed
- Tuesday – 10am to 7pm
- Wednesday – 10am to 5pm
- Thursday – 10am to 5pm
- Friday – 10am to 5pm
- Saturday – 10am to 3pm
- Sunday – Closed

## Americans with Disabilities Act Compliance

The Ticonderoga Black Watch Memorial Library affirms its support of equal access for persons with disabilities and the Americans with Disabilities Act. The library is handicapped accessible and seeks to make its services, facilities and programs as accessible as possible to the public, including those who have disabilities.

The following procedures have been developed to assist the library in addressing concerns about accessibility. People who wish to request accommodation or make a complaint about accessibility have access to a three-step procedure:

1. Requests for accommodation and/or complaints about accessibility can be presented in person, by mail, e-mail or over the phone. These should be addressed to the library manager who will make every attempt to provide accommodation and/or resolve the issue without further recourse to this procedure.
2. If resolution is not achieved in step one, a complaint can be presented in writing on a Library Accessibility Concerns Form. Completed forms are reviewed by the library manager; a formal response will be made to the library user within ten working days of the date of the submission of the form. The formal response can be a telephone call, followed by a letter confirming the telephone conversation, or directly by letter. The library manager will make every attempt to resolve the issue through this means.

## Public Service Policies

- 
- 
3. If resolution is not achieved by step two, the concerned individual can request that the complaint be presented to the library board. The library manager will have the matter placed on the agenda so that the concerned individual can have their concern addressed at the next regularly scheduled library board meeting. The decision of the library board is final for the library. If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the American with Disabilities Act and related regulations.

## Ticonderoga Black Watch Memorial Library Library Accessibility Concerns Form

The Ticonderoga Black Watch Memorial Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. If a disability prevents you from fully using our facility or enjoying our services and programs, we would like your ideas on how we can serve you better.

**Please describe the nature of the problem you have encountered:**

**Please describe what we could do to provide better access:**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Send completed form to:  
Library Manager  
Ticonderoga Black Watch Memorial Library  
99 Montcalm Street  
Ticonderoga, New York 12883

Or call: (518) 585-7380

Or fax: (518) 585-3209

# Security Camera Policy

The Ticonderoga Black Watch Memorial Library strives to maintain a safe and secure environment for its staff and patrons. The use of security cameras helps to protect the library's staff, patrons and property against harm, theft or vandalism and can assist in identifying persons breaking the law or the patron code of conduct.

In recognition of this objective, all entrances, exits and selected public areas of the library premises are equipped with video cameras that are recording at all times.

The library's video security system shall be used only for the protection and safety of patrons, employees, assets and property. No audio shall be recorded. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Security cameras shall not be positioned in areas where there is a reasonable expectation of personal privacy, such as restrooms.

Images from the library's security camera are stored digitally on hardware in the library. It is the intention of the library to maintain images until the system capacity is reached, then the oldest recordings are automatically deleted to make room for new recordings.

Typically the images are not reviewed. If an incident comes to the attention of the library manager, the retained images can be reviewed and saved for as long as necessary.

Video recordings and photos obtained through the video monitoring system will be released as necessary and in accordance with applicable laws, such as in response to search warrants, court orders or requests by the police for an active investigation.'

Although recorded information from security cameras is rewritten as the storage reaches capacity, if an incident occurs that requires holding the recording longer, the library will do so. In the event of a reported or observed incident, the recorded information may be used to assist in the investigation of the incident. The library will maintain control of and responsibility for the video surveillance equipment at all times.

## Facilities Use Policy

The Ticonderoga Black Watch Memorial Library welcomes and encourages the use of the facilities for activities of a cultural, civic or educational nature. The use of the library's reading room, children's room and outdoor spaces are available to non-profit organizations and groups without regard to religious, political, philosophical or other content of speech at such meetings. Duly constituted continuing political groups may use the space, but committees for the advancement of an individual's political campaign shall be denied such use.

Library sponsored and co-sponsored programs will be given preference for the use of the spaces. Community groups are limited to one meeting room use per month. Exceptions may be granted by the library manager.

Events or meetings of community groups will not be publicized in a manner that might suggest Ticonderoga Black Watch Memorial Library sponsorship or affiliation.

All meetings will be open to the public should anyone wish to attend. All meetings shall be publicly noticed in the library.

Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The group planning to show or perform such material is solely responsible for obtaining the required copyright permission.

No admission fee may be charged. The only exceptions are in the case of paid registration at conferences or institutes, held in cooperation with the library, payments of fees for regularly scheduled education courses sponsored by non-profit organizations or payment for materials required for educational projects or group discussions.

No products or services may be sold at the library except to benefit the library. Solicitation is not allowed in the library or on the library grounds. Use of library space for fundraising is limited to library-related activities exclusively.

Activities detrimental to the mission and goals of the library are prohibited. All groups are responsible for cleanup after the completion of the program. Community groups requesting use of library spaces are responsible for communicating fully the scope of

activities planned, including anticipated attendance and any out of the ordinary impact their event may have on library operations.

The library reserves the right to revoke permission to any user whose planned use of the library's meeting spaces does not comply with this policy. Violation of policies and procedures may result in denial of future access to the space.

## Public Use of Library Grounds & Outdoor Space

The outdoor public areas of the Ticonderoga Black Watch Memorial Library are a limited public forum. As such, the library may create reasonable rules and regulations to maintain the proper use of its property, yet must do so within lawful boundaries. Public sidewalks, near or around library property, are traditional public forums and as such may be subject to content-neutral and reasonable time, place, and manner restrictions. The following policy is for the express purpose of maintaining orderly management and control of all library grounds to create safe, respectful, and appropriate environment for all patrons.

1. The following activities are prohibited within the library, but may be permitted, where reasonable, outside the facilities or on public sidewalks:
  - a. Distribution of leaflets, flyers, or other written publications;
  - b. Distribution and circulation of petitions to collect signatures;
  - c. Public demonstrations; and
  - d. Verbal communication conveying information other than library business.
2. The above prohibited public activities must remain 25 feet from all public entrances to the library. Such activities must not interfere or restrict patron access to Library building or grounds at any time, regardless of distance from the entrances.
3. Please note that there is no expectation of privacy outside of the library, such as on a public sidewalk. Therefore, audio or video recording by one citizen of another citizen, with or without consent, is a permissible activity and outside of the library's scope of regulation.
4. Public solicitation of funds is prohibited on library property.

## Public Service Policies

5. Yard signs, other than those produced by the library, are prohibited on library property. Signs posted on Library grounds will be removed and disposed of by library staff.
6. Any medium such as chalking, unless sponsored or produced by the library is prohibited on library property. Any messaging shall be considered graffiti and removed as soon as possible.
7. Camping and overnight parking on Library property are not permitted.

## Bulletin Board

The Ticonderoga Black Watch Memorial Library provides public bulletin boards in order to meet the information needs of the community. The bulletin board is for individuals and groups in the community to announce events and services that are of general and current interest. By providing a public bulletin board, the library does not imply endorsement of the events or services advertised.

The following applies to the public bulletin board:

1. Notices must be submitted to staff for posting in designated area(s) and may not be mounted to walls, doors, windows or other surfaces.
2. Approved notices, posters, and brochures will be posted as space on the board becomes available and at the staff's discretion. If the board is crowded, library staff reserve the right to select notices for events with the widest appeal.
3. Notices of events will be removed after the event takes place.
4. Notices that are not date sensitive may be posted for up to three months, space permitting; each notice will be marked with the date it was posted.
5. Once notices are removed, they are discarded.
6. Oversize posters may be rejected due to space limitations.

## Public Service Policies

7. Notices posted or left on tables/counters without authorization will be removed and discarded.
8. The library reserves the right to deny posting of any notice that it deems inappropriate.
9. All materials posted become the property of the library unless other prior arrangements have been made.
10. Acceptance of materials for display does not imply the library's endorsement of a group or organization.

## Displays & Exhibits

Art exhibits and other displays are chosen at the discretion of the library manager in keeping with the mission of the library.

The manager has the final decision on the arrangement of all exhibits and displays. The library reserves the right to reject any part of an exhibit or to change the manner it is displayed or identified.

The library accepts no responsibility for the protection, possible damage, or theft of any item displayed, exhibited or posted. All items placed on display at the library are at the owner's risk. Insurance coverage is the responsibility of the owner of the articles or materials displayed.

Revised by the Board of Trustees

Date

Adopted by the Board of Trustees

1/31/2024