

The Gloversville Public Library is a school district public library with its chartered service area defined as the boundaries of the Gloversville Enlarged School District. An in-district borrower is someone who resides within the Gloversville Enlarged School District or someone who pays taxes to the school district and can produce a tax bill in his or her name. All others are considered out-of-district borrowers.

To obtain a Gloversville Public Library card, a person must produce an identification card with their photo, name and address **PLUS** another item with their name and current address, such as a utility bill, check book, automobile insurance card. Those using a PO box, will still need proof of a street address. A fee will be charged for replacement cards.

Applications must be filled out at the Library.

Cards for juvenile borrowers, those 5 - 13 or in kindergarten, and for teen patrons, those 14 - 17, require permission of a parent, guardian, or care-giver. Teen borrowers have all the rights and responsibilities of adult borrowers. Anyone 18 or older may obtain an adult card.

The library card is not transferable. Only the person issued the card may use it. By registering for a card, the applicant agrees to follow the rules and policies established by the Gloversville Public Library and to be responsible for all materials borrowed on their card.

Corporate cards for businesses, educational institutions and non-profits are available. See Director for details.

To be in good standing a borrowers can not have any outstanding debt as defined by the Fee and Charges Appendix.

RESIDENTS OF MVLS SERVICE AREA (FULTON, MONTGOMERY, SCHENECTADY, and SCHOHARIE COUNTIES)

1. In-district (GESD) borrowers in good standing will have full use of the Library and its services.

Out-of-district borrowers in good standing will have privileges in accordance with the MVLS Free Direct Access Plan (see Appendix B for full plan).

A. Out-of-district library borrowers who reside in areas served by a public library within MVLS have full access to the services and materials of the Gloversville Public Library.

B. Out-of-district borrowers residing in an unserved area which demonstrates excessive use of the Gloversville Public Library per the MVLS Free Direct Access Plan (see appendix for full policy), will not be able to:

- Borrow items labeled "New and Popular"
- Borrow any audio-visual items such as audio books, videos, DVDs, kits.
- Place reserves and interlibrary loan requests for print and non-print items.

Other restrictions related to programs and computer use may be found in the Library Programs and Internet and Computer Use policies.

C. Unserved areas who have refused to fund a public library via a request or vote or to contract with a MVLS member library for library services present an economic hardship for the Gloversville Public Library. Out-of-district borrowers residing in these unserved areas will not be able to:

- Borrow items labeled "New and Popular"
- Borrow any audio-visual items such as audio books, videos, DVDs, kits.
- Place reserves and interlibrary loan requests for print and non-print items.

Other restrictions related to programs and computer use may be found in the Library Programs and Internet and Computer Use policies.

RESIDENTS OF AREAS OUTSIDE THE MVLS SERVICE AREA.

Those who hold cards from the public libraries in the Southern Adirondack Library System (Hamilton, Saratoga, Warren and Washington counties) may use their home library cards at the Gloversville Public Library.

Borrowing Limits

New adult and teen (ages 14 on up) borrowers may borrow up to 7 items at a time during the first 3 months of membership. After 3 months, adult and teen cardholders may borrow a maximum of 25 items from either the children or adult department.

Borrowers with a juvenile card (kindergarten to 13 yrs. of age) may borrow a maximum of 7 books from either department. It is the responsibility of the parents/guardians/care givers to oversee their child's selections.

Loan Periods

4 weeks: Adult non-fiction, older adult fiction, juvenile and teen books, large print items, magazines and audio books

2 weeks: New adult fiction

1 week: Videos and DVDs

Items may be renewed through patron accounts online via the Polaris web catalog (<http://catalog.sals.edu>), by email or telephone.

Fees

The Gloversville Public Library charges a fee for late, lost and damaged material. Overdue accounts may be referred to a collection agency for the purpose of additional collection procedures.

CONFIDENTIALITY

The Board of Trustees of the Gloversville Public Library recognizes that its circulation records and other records identifying the names of library users to be confidential. The New York State Confidentiality Law protects the privacy rights of library users. This law prohibits the release of any information revealing the name of a person and his/her library use without a properly executed subpoena from a court of law.

All library records relating to an individual patron's use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of carrying out library operations and will not be disclosed to others unless pursuant to a subpoena or court order, or where otherwise permitted by law. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Library.

The library director will forward any law-enforcement request for patron information to the Board of Trustees who will refer the matter to an attorney. Under no circumstances will library staff release the name of a patron who has an item checked out, or other identifiable information of library users.

Confidentiality of library records is governed by New York CPLR 4509 (see Appendix D).

Adopted January 17, 2006 by the Board of Trustees of the Gloversville Public Library

Revised December 2006

Revised February 2009

Outstanding Debt

Any adult card with a charge \$3 or more, and any juvenile card with a charge \$1.50 or more, to any library in MVLS/SALS, will have all privileges suspended until the account is brought below those monetary thresholds.

Lost and Stolen Cards

The initial card is free. Replacement cards with a new barcode will cost \$1.00 for adults and \$.50 for children.

Overdue Notices and Bills

When an item is 1 week overdue, the patron will receive a reminder phone call. When an item is 2 weeks overdue, the patron will receive a second reminder phone call. When an item is 4 weeks the patron will receive a bill. The computer automatically tallies fines based on the patron's borrower class (Adult, Teen, Juvenile) and the number of days an item is overdue. After 6 weeks overdue accounts may be referred to a collection agency for the purpose of additional collection procedures. A processing fee of \$10 will be added to all accounts in collection.

Fines and Lost Item Charges

Adults and Teens are charged 10¢ per day with a maximum fine of \$3.00 per item. Adult and Teen patrons owing \$3.00 or more will not be in good standing. Juvenile patrons are charged 5¢ per day with maximum of \$1.50 per item. Juvenile patrons owing \$1.50 or more will not be in good standing.

Replacement Fee

Any item that is overdue 14 days is considered lost. Patrons will automatically be charged a replacement fee for a lost book. The replacement fee is the current value of the item not its original cost. If a lost item is found and returned the patron will be charged only the overdue fine.

Damaged Materials

It is a patron's responsibility to return items in the same condition they were in when borrowed. Any item with damage or missing items will be assessed by staff and appropriate charges will be added to the patron's account. If an item can not be repaired and a replacement is necessary, the patron will be charged a replacement fee.

MOHAWK VALLEY LIBRARY SYSTEM CR §90.3 (Free Direct Access) Plan

1. *Describe how all individuals residing within the boundaries of the system but outside a member library's chartered service area will receive library services.*

Individuals living within the MVLS chartered service area but outside the chartered service area of any member library receive library services through MVLS member libraries, some of which have contractual (written and unwritten) arrangements for the provision of library services with other municipalities or jurisdictions. Libraries may give preference to local residents for program attendance, borrowing of new (less than 1 year old) materials, audio visual materials, onsite computer access or reserves on new materials.

Additional resources are available through the Central Library (Schenectady County Public Library), and system services such as online Catalog and electronic resources, and services to institutional outreach sites.

2. *Describe how the system will assure that those persons living within the system boundaries in an area where a member library chooses to withdraw from the system, or where a chartered and registered library was never a member of the system, will be served by the system.*

Such individuals will be served as specified in #1.

3. *Describe what the system considers "serious inequities and hardships" and the criteria used by the system to make the determination.*

The Mohawk Valley Library System considers several factors that may present serious inequities and hardships to the member libraries:

1. Excess use of a library's collection by those residing in unserved areas and not contracting for library services from an MVLS library, representing 5% of the library's circulation.
2. Excess use of a library's collection by those living outside the library's chartered to serve area but served by another MVLS member library, representing 10% of the library's circulation.
3. Municipalities that refuse to fund a public library or contract with a member library for library services present an economic hardship for neighboring member libraries. Refusal of municipalities to fund or contract with a member library for library services will be documented in writing.
4. Jurisdictions where library chartering or funding initiatives are voted down. These areas impose an economic hardship for neighboring libraries and the taxpayers supporting those facilities.

4. *Describe what constitutes excessive out of chartered service area borrowing in the system.*

1. Excess use of a library's collection by those residing in unserved areas and not contracting for library services through an MVLS library, cumulatively representing 5% of the library's circulation.
2. Excess use of a library's collection by those living outside the library's chartered to serve area but served by another MVLS member library, cumulatively representing 10% of the library's circulation.

Such excess use may be documented from library circulation statistics generated by the MVLS/SALS Joint Automation System or through sampling of such statistics in a period of not less than one month.

5. a) *Describe the unserved and underserved populations within the system.*

MVLS is chartered to serve the 282,918 residents of Fulton, Montgomery, Schenectady and Schoharie counties. A total of 42,677 people reside in areas without a chartered public library. Those areas are located in Fulton, Montgomery, and Schoharie counties and are indicated on the state maps at <http://www.nysl.nysed.gov/libdev/libs/pldtools/plsmaps/mvlsfult.jpg>.

Unserved areas:

- Fulton County: county areas exclusive of the Gloversville Enlarged School District, the Northville School District, and the City of Johnstown.
- Schoharie County: southern areas of the county including the towns of Jefferson, Blenheim, Gilboa, Conesville, and Broome, the Schoharie School district excluding the village of Schoharie, two small areas in the Sharon Springs School District that lie outside the town of Sharon.
- Montgomery County: St Johnsville School District except for the village of St. Johnsville, Town of Root, Town of Minden outside of the Fort Plain School District, Florida, and the portion of the Town of Amsterdam outside the City of Amsterdam and that portion in the Fort Hunter chartered service area.

Underserved libraries:

At this time, no MVLS library is underserved.

b) Describe the criteria used by the system to identify libraries having an inadequate level of local income to support the delivery of acceptable library services (underserved). List those libraries so identified.

MVLS considers an adequate funding level to be local income sufficient to meet Minimum Standards. If a library is meeting minimum standards, or if the Commissioner of Education has granted a waiver from one or more of those standards, library support is deemed adequate.

c) Describe the actions the system will take to expand the availability of library services to unserved and underserved individuals residing within the boundaries of the system.

GOAL: MVLS Member Library Boards in Fulton, Montgomery, and Schoharie counties understand local re-chartering options to reduce unserved areas and increase library support.

Activities:

- MVLS staff meets with local boards to define neighboring unserved areas, explains options to the library, and explores options for chartering changes.
- MVLS provides support, assistance, and advice to libraries engaged in rechartering efforts.
- MVLS staff works with representatives of Fulton County libraries to promote library awareness and plan ways of expanding services throughout the county.

GOAL: Chartered to serve areas in the MVLS reflect actual geopolitical boundaries, local support and usage patterns.

Activities:

- Fort Hunter chartered service area is re-defined to clarify library boundaries.

MVLS staff works with libraries to explore rechartering initiatives by enlarging service areas where library support is already coming from school districts, or towns, but the library charter reflects only a portion of those areas, specifically in Schoharie, St. Johnsville, Fort Plain, and Amsterdam.

GOAL: The Mohawk Valley Library System supports the Regents recommendation that all New Yorkers be served by a public library and assists community groups in establishing new public libraries in areas without a chartered library.

Activities:

- Maintain contacts with reading station and volunteer services in Broadalbin and Mayfield to encourage growth into chartered public libraries.
- Work with community leaders in areas unserved by a library to promote library services and develop new libraries.

d) *Provide a timetable for such activities.*

Activities with Fulton County libraries began in 2006 with the establishment of a planning committee of library directors, trustees and the MVLS director and are ongoing. Work with member library boards of trustees is ongoing. Fort Hunter service area change will be completed in 2007. Work with specific boards in Montgomery and Schoharie counties will begin in 2008 and be ongoing. Working with communities to establish public libraries is ongoing.

e) *Identify who will be responsible for carrying out these actions.*

Leadership on these activities will come from the MVLS staff working in conjunction with library directors and trustees. MVLS staff will also provide education, support and information to community groups seeking to establish new libraries in areas where there is no chartered to serve library. Educational efforts and local trustee training is available to inform trustees of library governance structures and opportunities through MVLS. Viable local initiatives to establish new libraries will be assisted and advised by MVLS staff. MVLS staff will also consult with the Division of Library Development on specific issues as they arise in our work with member libraries.

6. *Describe the conditions under which modifications to the free direct access plan can be made:*

a) *Without prior approval of the Commissioner of Education*

This plan constitutes the only approval required for libraries documenting the serious hardships listed above (#3). A library seeking such action should present their request to implement the following restrictions to the MVLS Board of Trustees in writing. The Board will respond to the request and poll member libraries for supporting the options presented by the library within 30 days of receipt of the request. Upon approval of a majority of MVLS libraries, a library may then impose the following:

- Not supplying services to jurisdictions with a population of over 10,000 that do not contract for library services or have their own library,
- Restrict loans of the following materials purchased with local funds:
 - o Non-print materials
 - o Equipment
 - o Printed materials less than one year from the acquisition date
 - o Restrictions upon attendance at library programs supported solely with local funds

b) With prior approval of the Commissioner of Education.

A library may request a waiver for restrictions beyond those mentioned in this Plan if a majority of the other member libraries agree to support such a waiver. The library should submit their request in writing to the MVLS Board of Trustees documenting the serious inequities and hardships affecting the resident borrowers of the requesting library and describing the proposed modifications to unrestricted direct access to be implemented.

The System Board of Trustees will poll MVLS libraries for approval of the requested modifications to free direct access by the requesting member library within 30 days of receipt. Upon approval of a majority of member libraries, the MVLS Board of Trustees will submit the request to the Commissioner of Education in writing in accord with state guidelines for such requests.

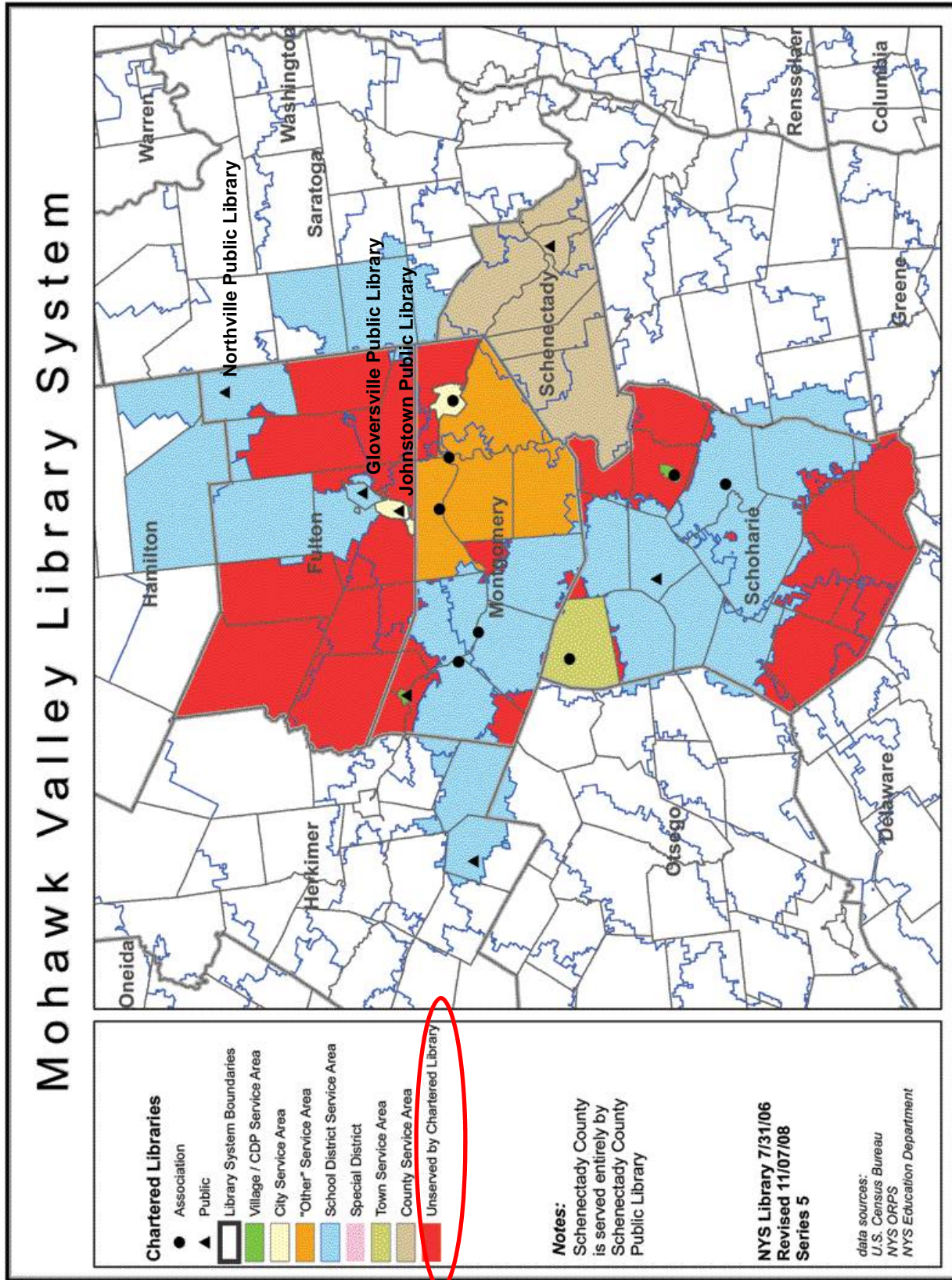
7. Describe how the system will assure that member libraries are complying with the system free direct access plan approved by a majority of member libraries.

The plan will be distributed to all member libraries. Libraries will be surveyed annually to assure compliance with regulations. Issues related to direct access on both local and system levels will be discussed at Directors' Council meetings on an ongoing basis.

8. Describe how the system obtained member library input to plan for free direct access.

The Mohawk Valley Library System charged the Library Services/Planning and Development committee with the revision of the system Plan of Service and included review and revision of the Direct Access Plan as part of that charge. The committee was composed of system trustees and member library directors. Committee members: Theresa DaBiere Craig, MVLS Board President 2005-2006; Anne Campbell, MVLS Board; Evelyn Riccio, MVLS and Amsterdam Free Library Board; Patricia Franco, MVLS Board (Fulton County); Dawn Capece, MVLS Board and Director, Margaret Reaney Memorial Library; Andy Kulmatiski, Director, Schenectady County Public Library; Michael Burnett, Director, Northville Public Library; Laura Flynn, Director, Fort Plain Free Library; Mary France, Director, Middleburgh Library; Sue Rokos, MVLS Assistant Director/Youth Services Consultant; Carol Clingan, Director, MVLS.

Upon review of the committee and system wide discussion occurring since the plan was last revised, it was determined that a complete revision of the plan was needed. The committee developed a first draft which was reviewed by the MVLS Board and staff. Once a draft was developed, it was posted to the MVLS website and sent to member library directors for comment. Revisions were made based on comments and recommendations from the member libraries.



NY CLS CPLR § 4509 (2001)
§ 4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.