

GENERAL POLICY STATEMENT OF THE EMMAUS PUBLIC LIBRARY

(a) The objective of the Emmaus Public Library is to provide library services to the communities it serves as specified by its by-laws. The community shall be interpreted to mean the residents and taxpayers of the boroughs of Emmaus and Macungie, and the township of Upper Milford, holders of Lehigh - Carbon Library Cooperative Cards (LCLC) and holders of non-resident cards. It shall be the goal of the library to improve and expand service to whatever degree possible within the financial framework determined by the Library Board.

(b) The facilities of the Emmaus Public Library shall be available to everyone, but borrowing privileges shall be reserved to those residents and taxpayers of the boroughs of Emmaus and Macungie, and the township of Upper Milford, ACCESS PA cardholders, LCLC cardholders and holders of non-resident cards. The term "facilities" is understood to mean, in this sense, reference service and use of books and related materials and technology within the Library.

(c) The Library hours shall be determined by the Library Director and approved by the Board of Trustees. Inclement weather closings are at the discretion of the Library Director.

(d) The Emmaus Public Library recognizes its obligation to the Commonwealth Libraries and shall cooperate to whatever extent possible in the programs recommended (such as interlibrary loan). The Library recognizes the role of the Allentown Public Library as a district center and resolves that the Emmaus Public Library shall be committed to participating in the Allentown District Library Center cooperative program.

(e) The concept of public service shall be the most important goal and, at whatever point Library procedure is in conflict with good public service as determined by the Board, the procedure shall be re-evaluated.

(f) The borrowers and users of the Library shall be assisted in their requests to the extent of the Library's facilities.

(g) It shall be a function of the Board and the Library Director to evaluate the needs of the Library's community and apply the knowledge gained in their attempts to provide books and materials that shall be useful, informative, and entertaining.

(h) The Emmaus Public Library, Director, and/or staff may hold membership in professional organizations devoted to the interests of libraries.

(i) The Board shall appoint a Library Director to be in charge of the Library and shall delegate to the Library Director the responsibility for executing Library policy as set forth by the Board and interpreting that policy to the public. It is a

function of the Library Board to support the Library Director in her/his interpretation to the public of the policies established by the Board.

(j) Checks drawn against Library funds, withdrawals from savings accounts, and certificates of deposit shall require the signatures of two of the four officers or the Library Director and one officer, in the event two officers are not available to sign.

(k) All staff members shall be responsible to the Library Director and the Library Director shall be responsible to the Board. All policies adopted by the Board shall be followed by all staff members. Any recommendations or suggestions that staff members may have for improving Library service shall be presented to the Library Director, who may present them to the Board.

(l) It shall be an aim of the Library staff to simplify Library routine at whatever point possible in the interests of public service and economy. No one department in the Library shall benefit at the expense of another.

(m) All monies taken in shall be deposited in the Library's account on a regular basis. All checks issued shall be listed for the finance committee's and treasurer's review.

(n) The Emmaus Public Library will issue one building key to each employee who has, as part of his/her job description, the responsibility of opening and/or closing the library. A library key will be retained by the Borough of Emmaus, the Borough of Emmaus Maintenance staff and the custodial company that services the Library. Employees are required to surrender their library key immediately upon termination of employment. Library employees whose keys are lost or stolen may get a replacement key at the discretion of the Director. Under no circumstances may an employee of the Library attempt to duplicate his/her key.

(o) It shall be the aim of the library to give fair and equal access of materials to all patrons and residents of the communities it services. The library supports the American Library Association's Library Bill of Rights. No restrictions shall be imposed at check out by any staff member based on these rights.

(p) The Library shall not be held liable for personal items brought to the Library by any patron. All personal items are the responsibility of the patron.

(q) All statements of policy may be reviewed at the monthly board meeting.

Adopted December 17, 1982
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Amended September 21, 2010
Amended April 18, 2017
Amended December 19, 2017
Amended February 19, 2019
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