




Employee Manual and Safety Management Plan

PATCHOGUE-MEDFORD LIBRARY

Approved by the Board of Trustees December 23, 2025



Contents

Employee Manual and Safety Management Plan

I. Purpose of This Manual.....	4
II. Mission and Philosophy of Service.....	5
A. Welcome.....	5
B. About.....	5
C. Mission and Philosophy of Service.....	5
D. Serving the Community.....	6
E. Setting Limits with Patrons.....	7
F. Patron Confidentiality.....	8
III. Employment Policies and Practices.....	10
A. Equal Employment Opportunity Policy Statement.....	10
B. Civil Service.....	10
C. Employment Categories.....	11
D. New Hire Paperwork.....	11
E. Probation and Review.....	12
F. Promotions.....	12
G. Employment of Relatives Policy.....	12
H. Employment of Minors Policy.....	13
I. Work Schedules & Breaks.....	13
J. Payroll and Payday.....	13
K. Access to Buildings.....	14
L. Calling In.....	14
M. When You Are Sick.....	14
N. Requesting Time Off.....	15
O. FMLA.....	15
P. Staff Blog.....	16
Q. Union.....	16
R. Employee Assistance Program (EAP).....	16
S. Wellness Time.....	16
T. Cancer Screening Policy.....	17
U. Borrowing Privileges.....	17
V. Parking.....	17
W. Lockers.....	17
X. Employee Privacy.....	17

Y. Progressive Discipline.....	18
Z. Resigning	18
IV. Rules of Conduct.....	19
A. Conduct.....	19
B. Attendance	19
C. Professional Communication.....	19
D. Dress Code	19
E. Drugs & Alcohol Use	20
F. Weapons	21
G. Advertising/Marketing.....	21
H. Friends at Work	21
I. Code of Ethics and Conflict of Interest Policy	21
J. Email, Computer Usage and Social Networking Policy.....	23
K. Whistleblower Policy.....	24
L. Workplace Violence Prevention Policy	25
M. Sexual Harassment Policy	25
V. Safety Management Plan	33
A. Management’s Responsibility	33
B. Safety Director Responsibilities	33
C. Supervisor Responsibilities	34
D. Employee Responsibilities.....	34
E. Safety and Wellness Committee.....	35
F. Hazard Communication Program.....	36
G. Employee Training Requirements	38
VI. Emergency Action Plan	40
1. Objective.....	40
2. Responsibility and Chain of Command	40
3. Emergency Reporting	40
4. Evacuation Procedure	41
5. Rescue or Medical Duties.....	43
6. Training.....	43
7. Paging.....	43
8. How to Fill Out an Incident Report.....	43
9. Responses for Specific Emergencies	44
A. Accident/Medical Emergency	44
B. Active Shooter	45

C. Bomb Scare	47
D. Elevator	48
E. Emergency Closing	48
F. Fire Emergency	49
G. Flooding/Water Leaks	49
H. Hazardous Material Spill Emergency Procedures	50
I. Lost Child Alert.....	50
J. Power Outage	53
K. Suspicious Object.....	54
L. Tornado.....	54
M. Unattended Children and Young Adults.....	55
VII. Appendices	56
A. Accident/Illness Report	56
B. Emergency Phone Numbers	58
C. Location of Fire Extinguishers and Emergency Exits	59
D. Locations of Emergency Systems.....	64
E. Safety Inspection Checklist	65
F. Accident Investigation.....	68
G. Training Acknowledgement Form.....	70
H. Post Disaster and Recovery	71

I. Purpose of This Manual

This manual and the policies and procedures therein apply to all Patchogue-Medford Library employees, in all buildings, and must be followed as outlined. Supervisors must enforce policies as necessary, fairly and consistently.

The purpose of this employee manual is:

1. To introduce employees of the Patchogue-Medford Library to the Library's mission and values.
2. To state expectations for employee conduct.
3. To make employees aware of key policies and procedures.
4. To outline our comprehensive safety program and define the responsibilities of management and staff in maintaining workplace safety standards.

This handbook supplements the union contract, which supersedes this handbook in cases of overlap. The Library Board reserves the right to revise, supplement, or rescind any policies as needed while observing all federal, state, and local regulations. This manual is reviewed with employees annually.

This Employee Manual and Safety Management Plan can be found in the Emergency Binder at all service points, custodian desks (Medford and Main) and on the staff blog. Contact your supervisor with questions.

Danielle Paisley
DIRECTOR

II. Mission and Philosophy of Service

A. Welcome

We are happy to have you join our team. At the Patchogue-Medford Library, we're building something special—a positive, collaborative environment where every employee and community member feels welcomed, valued, supported, and included. You're now part of a team that makes a real difference in people's lives every day. Whether helping a child discover their love of reading, connecting someone to vital resources, or creating spaces where our community gathers and grows, your work matters.

We hope you'll take pride in being part of our mission and find your experience here both enjoyable and rewarding. Together, we're shaping the future of our Library and the community we serve. Your unique talents, perspective, and dedication contribute to our collective success. We are excited to see the impact you'll make.

B. About

Patchogue-Medford Library is chartered to serve the residents of the Patchogue-Medford School District, which encompasses the Incorporated Village of Patchogue, and the hamlets of North Patchogue, Medford and a portion of East Patchogue. The Library has served the community for over 120 years. The Library also has the unique distinction of being the Central Library for the Suffolk Cooperative Library System. This distinction has contributed to the Library's role as a leader in new trends and services.

C. Mission and Philosophy of Service

The mission of the Patchogue-Medford Library is to provide resources and opportunities to ***educate, empower and entertain*** the community.

The Patchogue-Medford Library embraces the following philosophies and recognizes that working consistently towards them is necessary to achieving our mission:

- The Patchogue-Medford Library is committed to intellectual freedom. Individuals are responsible for making their own choices regarding appropriateness of materials, and parents/guardians are responsible for the choices they make for their children.
- The Patchogue-Medford Library is committed to fostering a community center in which all community members can realize their full potential. To this end, we respect diversity, equity and inclusion and seek to represent these values in our collections, programs, services and staff.
- The Patchogue-Medford Library is committed to providing library services at no charge.
- The Patchogue-Medford Library is committed to supporting formal education and fostering lifelong learning.
- The Patchogue-Medford Library views technology as a means to achieving greater accessibility to information and providing effective service. The Library is committed to providing training and educational opportunities in the use of these new technologies.

- The Patchogue-Medford Library is committed to maintaining and developing cooperative relationships and partnerships with community organizations.
- The Patchogue-Medford Library is committed to its role as the Central Library for Suffolk County and to facilitating quality library service for all the member libraries of the Suffolk Cooperative Library system.

Empower

We provide what people need to improve their lives and communities, which extends beyond books and reference services. Lower-income families need internet access—we offer public computers and hotspots. Our immigrant community needs English language skills—we offer classes. Strong libraries adapt to diverse community needs through new services and agency partnerships, responsibly and equitably fulfilling our mission.

Educate

We help community members learn skills to achieve their goals—from fostering children's love of reading and kindergarten readiness to assisting adults with job applications. As a democratic institution, we serve people of every age, income, location, ethnicity, and ability, providing books and educational opportunities necessary for civic participation.

Literacy is central to our mission. Today's literacy includes traditional reading and writing plus digital and information literacy. Many patron requests reveal literacy gaps—whether help buying items online, navigating government websites, or completing job applications. Without these skills, patrons cannot fully participate in modern society.

Entertain

We bring all ages together to socialize, explore, and play, ensuring everyone has access to cultural and creative opportunities that enrich lives, build community, and contribute to wellness and happiness.

D. Serving the Community

Community service is the heart of our work—it takes priority over all other responsibilities. These standards apply to every interaction with customers and colleagues. When staffing service points, focus entirely on patron needs. If you need uninterrupted time for other projects, coordinate off-desk coverage with your supervisor in advance. PML thrives on collaboration across departments and teams. No single person has all the answers—our strength lies in working together. By sharing knowledge and resources, we consistently exceed expectations and ensure every visitor leaves feeling valued and supported.

Be Courteous and Respectful

- Welcome everyone with warmth and genuine hospitality
- Arrive promptly for all scheduled desk shifts
- Greet and acknowledge every person who approaches

- Save coworker conversations for breaks or off-desk time
- Practice active listening with empathy and patience
- Honor people's time by making interactions smooth and pleasant
- Take messages rather than asking patrons to call back later
- Minimize unnecessary transfers—resolve needs directly whenever possible

Be Knowledgeable

- Stay current on library programs, services, and community resources
- Engage with patrons to understand evolving needs and interests
- Welcome feedback as an opportunity to improve and serve more equitably
- Seek diverse perspectives to maintain consistent, excellent service
- Learn your colleagues' expertise and pursue professional development opportunities

Be Helpful

- Treat every customer need as worthy of your full attention
- Never conclude an interaction with "I don't know"—investigate, refer, or find someone who can help
- Always ask yourself: "How can I help?" or "What can I do for this person?"
- Respond willingly when asked to assist customers or cover colleagues' breaks
- Reply to all emails and messages within one business day
- Remember that helping patrons—whether with information requests or social service referrals—is essential work; complex transactions deserve whatever time they require.

E. Setting Limits with Patrons

While we aim to be helpful, you must also not allow yourself to be put in the position with helping with things that you are not qualified to such as providing a legal or medical opinion, answering questions on how to fill out a tax form and helping fill out legal forms/documents, including immigration forms. Boundary setting is an important skill for you to develop. Appropriate boundaries prevent burnout and help you enjoy your work. Some patrons have poor boundaries; therefore, it is up to you to set and model them. Be sure that you 1) Understand what they need/want and then 2) Clearly state what you can and cannot do for them. Setting expectations early prevents misunderstandings. Remember your role is to provide information and education to help patrons improve their lives, not to solve their problems for them.

Developing boundary-setting confidence takes practice but is essential for your wellbeing. Use these phrases:

- "I'm sorry, that's not possible, but I can help with..."
- "I can't purchase items for you, but I can help you create an online account and show you how"
- "I'm not qualified to give legal or medical advice, but I can provide information on those topics"
- "This conversation is taking a turn I'm not comfortable with"
- "It's inappropriate for me to discuss other customers"
- "Our relationship is professional; please don't buy me gifts"

Public Behavior

Provide compassionate service, but don't tolerate abuse or inappropriate behavior. All patrons are expected to observe rules of common courtesy and comply with the Library's rules of conduct as outlined in our Public Behavior Policy. Here is a selective list of what patrons may not do the following on Library premises:

1. Commit or attempt to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance.
2. Smoke, vape or other use of tobacco or marijuana.
3. Engage in loud, abusive, or threatening language or gestures.
4. Be intoxicated.
5. Loiter.
6. Consume food or drink outside of downstairs gallery.
7. Argue, propagandize, proselytize or preach.
8. Soliciting, petitioning, canvassing, distributing materials, selling merchandise, or using the library for business purposes.
9. Be without footwear or clothing.
10. Photograph, film or record other customers or staff without their consent.
11. Carry weapons or weapon-like items.
12. Lie down or sleep in the Library or at Library entrances.
13. Use Library restrooms for bathing, shaving, washing hair, or other matters of personal hygiene.
14. Use another person's library card.
15. Having an odor so strong that it interferes with others use of the Library.

Patrons engaged in any conduct that disrupts or interferes with the normal operation of the Library, or that disturbs Library visitors or staff may be asked by security to leave the Library. The complete Public Behavior Policy can be found on the staff blog or public website.

F. Patron Confidentiality

The Patchogue-Medford Library adheres to the following guidelines concerning the disclosure of information about Library users. No information will be disclosed regarding or including:

- 1) Patron's name
- 2) Patron's address
- 3) Patron's telephone number, fax number or email address
- 4) Library circulation records
- 5) Borrower's records
- 6) Number or character of questions asked by a patron
- 7) Frequency or content of a patron's visits to the Library

Any other information may be requested with a valid process order or subpoena, however the Library Director or designee is the only person authorized to release such information. The Patchogue-Medford Library reserves the right to utilize its collected records while in the course of its operations and in cooperation with other public libraries in Suffolk County. The Director may authorize the release of certain records to the parent or legal guardian of a

Library patron seventeen years of age or younger in order to facilitate the collection of fees or other appropriate reasons as determined by the Library Director. All Library employees (and any volunteers who work on its behalf) will be informed of this policy and instructed to comply with it).

III. Employment Policies and Practices

A. Equal Employment Opportunity Policy Statement

The Patchogue-Medford Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws. The Patchogue-Medford Library complies with applicable state and local laws governing non-discrimination in employment in every location in which the Library has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

The Patchogue-Medford Library expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status or veteran status. Improper behavior which interferes with the ability of Patchogue-Medford Library employees to perform their expected job duties is not tolerated.

Complaint Procedure

Each member of administration is responsible for creating an atmosphere free of discrimination. Furthermore, employees are responsible for respecting the rights of their co-workers. If you experience any job-related discrimination or harassment based on your race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a Vietnam-era or special disabled veteran, or if you believe you have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, report it directly to the Library Director or Assistant Director. Once made aware of your complaint, The Patchogue-Medford Library is committed to commence an immediate, thorough investigation of the allegations. Your complaint will be kept confidential to the maximum extent possible.

The Patchogue-Medford Library prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination The Patchogue-Medford Library determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information. If, at the completion of the investigation, The Patchogue-Medford Library determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee

B. Civil Service

The Patchogue-Medford Library operates under New York State and Suffolk County Civil Service Commission laws and rules. All positions and personnel policies comply with these regulations. For positions established after August 21, 1995, duties, departments, schedules, and locations may vary, and evening/Saturday hours may be required. Staff selection is merit-based, considering qualifications, education, training, and aptitude.

Positions are typically filled at minimum pay scale. The Board may approve higher starting steps when deemed necessary to fill specific positions.

C. Employment Categories

- **Regular Full-Time** employees are those who are regularly scheduled to work 35 hours a week and have been appointed following applicable Civil Service laws and regulations. Full-time employees may be required to work Saturdays and evenings as part of their regular workweek. Generally, Regular Full-Time employees are eligible for the Patchogue-Medford Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.
- **Regular Part-Time** employees are those who are regularly scheduled to work less than the full-time work schedule, but at least 17 hours per week and up to 28 hours per week, and are appointed following applicable Civil Service laws and regulations. Regular Part-Time employees are eligible for some benefits sponsored by the Patchogue-Medford Library, subject to the terms, conditions, and limitations of each benefit program.
- **Part-Time 10-16** hour employees are those who are regularly scheduled to work at least 10 hours per week and up to 16 and who are not assigned to a temporary or introductory status. Part-time 10-16 hour employees are eligible for some benefits sponsored by the Patchogue-Medford Library, subject to the terms, conditions, and limitations of each benefit program.
- **Pages** are not subject to Civil Service hour restrictions and can work the hours as designated on their Personnel Action Form. Pages are eligible for some benefits sponsored by the Library.
- **Guards** are not subject to Civil Service hour restrictions and can work the hours as designated on their Personnel Action Form. They are not part of the CSEA Union and therefore are not eligible for benefits sponsored by the Library.
- **Temporary** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are not eligible for any of the Patchogue-Medford Library's other benefit programs.

D. New Hire Paperwork

New hires are required to complete the following employment paperwork:

1. Suffolk County Department of Civil Service Application for Employment
2. Federal I-9 Form
3. Federal W-4 Form
4. Retirement System Information Distribution Confirmation
5. NYS IT-2104

In addition, new employees must provide the Library with copies of the following documents:

- 1) New York State Driver License (or Permit) or Identification card
- 2) Social Security card or documentation authorizing an employee to work in the United States
- 3) Original New York State issued working papers (if under 18 years of age)

In addition:

- *Librarians* will need their Public Librarian's Certificate.
- *Librarian Trainees* will need a copy of their transcript.
- *Employees under 18* will need their working papers.
- *Guards* will need their Security License.
- If proof of residency is required, employees will need to provide a copy of your license and 2 bills with due date at least 90 days old.
- If official transcripts from another country are required by Civil Service, it is the employee's responsibility to obtain and provide them.

E. Probation and Review

Every permanent competitive appointment shall be for a probationary period of twenty-six weeks. If a position is classified under Civil Service, the probationary period will start when the employee has been certified by Civil Service. All new Employees should receive an evaluation between months three and six. Otherwise, formal written reviews are conducted annually. If the performance of the probationer is not satisfactory, employment may be terminated at any time on or before the completion of the probationary period of employment, consistent with the law and governing regulations.

F. Promotions

Promotions are based on ability, past performance, aptitude, and relevant experience. Seniority alone will not determine promotions. The Board expects the Director to provide in-service training and encourage staff development and advancement and professional staff are expected to participate in continuing education annually, but all employees are encouraged to take part in continuing education opportunities to further their growth. Talk to your supervisor if you are interested.

G. Employment of Relatives Policy

The Board of Trustees, recognizing the need to maintain objectivity in the hiring, evaluation and supervision of staff has determined that it will be in the best interest of the Patchogue-Medford Library. Members of the Board of Trustees and relatives of the Board and of Administrative Officers are prohibited from being employed by the Patchogue-Medford Library. Family members may not work in the same department. See the staff blog for complete policy.

H. Employment of Minors Policy

It is the policy of the Patchogue-Medford Library to comply with the rules and regulations of both the State of New York and the United States Department of Labor concerning the employment of minors. No one under the age of 15 may be employed. See the staff blog for complete policy.

I. Work Schedules & Breaks

Employees must establish a set schedule with their supervisor and work those scheduled hours. Any schedule changes must be arranged in advance and approved by your supervisor. Due to Civil Service standards, all Librarians, Clerks and Library assistants must not be over or under hours more than 3 payrolls in the payroll year. Supervisors are responsible for scheduling/arranging for breaks and coverage. Lunch and break schedules are as follows:

- Staff, who work at least three and a half hours in a day, but less than seven, are entitled to one fifteen minute break (paid).
- Staff working seven hours or more are entitled to two fifteen-minute breaks (paid).
- Lunch break is one hour (unpaid) for employees working 7 hours or more. Note that employees who work more than 6 hours are legally required to take at least a half-hour lunch (unpaid).

With permission of immediate supervisor more or less than the usual time may be taken for lunch or dinner, if so scheduled in advance.

The staff rooms in Main and Medford are equipped with refrigerator, microwave, and coffee machines. All employees are expected to clean up after themselves. Beverage and snack-vending machines are available in Main as is a roof deck. Enjoy the roof deck off the Staff Room during nice weather for breaks, meals or small meetings. Ask the Business Office how to use the door to avoid being locked out. Please remain on the deck and do not walk around the roof. No smoking, photography or social media while using the roof deck.

J. Payroll and Payday

The workweek begins on Monday and runs through Saturday. Sundays are additional but must not exceed total hours for Regular PT and 10-16 staff maximums. Payday is the Thursday following the end of a two-week pay period. Payroll direct deposit is requested of all employees. Please complete an Employee Direct Deposit Enrollment Form and return it to the Business Office. Check stubs can be accessed in Accudata. In the event that a payday falls on a holiday or on a day the Library is closed, checks will be issued on the day following payday, but every effort will be made to issue checks earlier. Federal, State, and Social Security taxes will be deducted from the employee's check and paid to the appropriate agencies. The amount of your check is your wages, less such tax deductions and any other sums the Library is authorized to deduct including any of the benefit programs the employee chooses to participate in.

Payroll Changes/Corrections

The Patchogue-Medford Library takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and those employees are paid promptly on the scheduled payday. The Library ensures employees receive correct, timely payment. If a pay error occurs, promptly notify the Business Office for correction. If there is an error in the Library's favor, the Library will reimburse you. If there is an error in your favor, you will be asked to reimburse the Library.

Submit payroll changes (annuity deductions, direct deposit, etc.) in writing to the Business Office with two weeks' notice. Keep personal information current (address, phone, dependents, emergency contacts, education) It is your responsibility to notify the Business Office of any changes.

K. Access to Buildings

All employees receive an access card for the Staff Entrance at the building's rear. The door remains locked—wave your card at the terminal until it clicks, then open within 5 seconds. Cards also work at the Medford Branch.

Never prop doors open. Staff taking breaks or custodians must close doors and re-enter with their card. Report tampering to security immediately. If you forget your card, ring the bell or use public entrances during business hours. Report lost cards to the Business Office immediately. Replacement costs: \$5 (first), \$10 (second), \$20 plus Director approval (third). Unreturned cards upon resignation incur a \$10 charge.

Employees access the Teen Center (Carnegie Library) via back entrance key code.

L. Calling In

If you are going to be late or need to call in sick, notify the Library as early as possible. Speak to someone in your department, preferably your supervisor, AND leave a message with the Business Office. Texting or emailing the Business Office is not acceptable.

If you are going to be late or are calling in sick, you should notify your supervisor AND leave a message with the Business Office at x302

M. When You Are Sick

Per our Public Health Policy, identifying and isolating potentially infectious individuals protects Library workers and visitors. Employees with flu-like or acute respiratory symptoms (coughing, sneezing, sore throat) must stay home. Those with fevers should remain home until fever-free (under 100.4 °F) for at least 24 hours without medication. Employees are highly encouraged to wear masks at work until symptoms fully subside.

When a full-time employee is absent more than five (5) consecutively scheduled workdays or a part-time employee is absent more than three (3) consecutively scheduled workdays, a doctor's note is required. A physician's bill is acceptable. Supervisors are required to put in sick time for employees when they call in.

Employees feeling sick at work must notify their supervisor immediately. Supervisors must send home anyone showing flu or respiratory symptoms and ensure shared surfaces are cleaned and disinfected. Supervisors will attempt to make up lost hours for part-time employees when possible.

N. Requesting Time Off

Time-off requests should be submitted by the employee through Accudata:

1. Go to your Time Card
2. Click on the black bar: Request Time Off
3. Select the type of time used: if you do not accrue time then select 'Unpaid Time Off '
4. Put in the day the request is made for- Time should be put in with advance notice unless it is for a sick day. If it is for a sick day, in the comments note that it was a sick day (regardless of the type of time used)
5. Put in the start time (accuracy to your schedule is preferred)
6. Put in the hours requested
7. Optional: Write a comment
8. Save the Request
9. The request will appear on your timecard as pending
10. Approved: When approved you will receive two approval emails. One from your supervisor and another from the Assistant Director. In addition, your request will show as approved and not pending.
11. Rejected: If your request is rejected, you will receive an email about the rejection and the request will no longer appear on your time card

Please provide the Business office with at least 24-hour notice when requesting time off. Vacation time exceeding over two consecutive days should be requested at least 2 weeks in advance. All part-timers are required to enter time off in Accudata. If you do not accrue time, or are a part-timer who does not have time, please put your request in as 'unpaid time off' with the appropriate amount of hours, which you would have been scheduled to work. Employees should check their timecards to ensure all is in order before the end of the pay period.

O. FMLA

The Family and Medical Leave Act affords employees, who have been employed for a total of at least twelve (12) months and who have provided at least 1250 hours of service during the twelve (12) months prior, twelve (12) work weeks of unpaid leave during any twelve (12) month period for any of the following reasons:

1. The birth of a child to an employee or the placement for adoption or foster care of a child with the employee. The FMLA requires that employees who take such leave must do so within 12 months of the arrival of the child.
2. For the care of a son or daughter, spouse or parent who has a serious health condition.
3. For an employee where a serious health condition renders the employee unable to perform the functions of his/her position.
4. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty or called to covered active duty status as a member of the National Guard, Reserve or regular Armed Forces.

Medical leave may be taken on a reduced leave schedule for an employee with a serious health condition or when an employee is needed to care for a covered relation with a serious health condition. See staff blog for complete policy.

P. Staff Blog

We have many employees and it will take a while to know everyone. A staff directory with photos can be found on the staff blog. The staff blog is an important way that we communicate with each other. This information is to be read only by employees. Employees are expected to read the staff blog at the start of their shift (staff.pmlib.org) and may opt for posts to be automatically sent to their email.

The staff blog is our key communication tool. Information posted here is for employees only. Employees are expected to read the blog at the start of all shifts. You can opt for automatic email delivery of posts. The staff blog also includes a directory all staff members

Q. Union

Employees may choose to join the CSEA unit; non-members are not required to pay union dues. The Library will notify the union of your employment and you may meet with a union representative to address any questions.

R. Employee Assistance Program (EAP)

[REDACTED]

S. Wellness Time

Regular exercise improves physical health and reduces risks of heart disease, diabetes, and high cholesterol. We encourage employees to take short walks throughout the day. As an incentive, you can earn up to 30 minutes of wellness time each week.

Wellness time can be earned by:

1. Walking during breaks 3 days a week for 15 minutes.
2. Walking or biking to and from work 3 days a week.
3. Parking behind the theater, in the Bravo lot, or in the lot at the corner of Terry and Rider and walking to and from your car 3 days a week.

Rules

- Wellness time can be used to leave early, come in late or extend lunch, but must be pre-approved by your supervisor.

- Wellness time should be used during the current pay period but may be moved to a pay period in the near future at the discretion of the supervisor.
- Part time employees can accumulate up to 3 hours.
- Full time employees cannot accrue, combine or sell back wellness time.

Admin holds the right to revoke/adjust this privilege at any time

T. Cancer Screening Policy

Employees will be allowed time to undertake screening for cancer, not to exceed four hours on an annual basis. This time will be excused leave with pay and shall not be charged against any other leave entitlements the employee may have. See staff blog for complete policy and form.

U. Borrowing Privileges

Employee may obtain a PML library card; however, staff members who do not live in the district must return their Library card if they cease working at the Library. Employees are not permitted to bring home items not checked out to you and must return items on time. All borrowing rules of the Library must be followed or borrowing privileges may be suspended.

V. Parking

Parking in Patchogue can be crowded. Staff are encouraged to park in the lot behind the theater, in the Bravo lot, or in the lot at the corner of Terry and Rider. Security is available to escort you to your car. Please do not hesitate to ask. Metered parking is in effect on Main Street Monday-Saturday between 10 a.m.-2 a.m. with a 90-minute limit. Street parking is free on Sundays and major holidays. Metered parking is in effect for the numbered spots in the lot behind the Library after 6:00 p.m. Rates for the meters are 25 cents for 30 minutes and nighttime rates are 50 cents for 30 minutes or \$5 to park all night from 6 p.m.-2 a.m.

W. Lockers

Employees may request lockers from the Business Office. Any edible items stored in lockers need to be kept in a sealed plastic or metal container. Perishables should be stored in a refrigerator.

X. Employee Privacy

Lockers, as well as desks and electronic equipment including computers and other storage devices, are provided for the convenience of employees, but remain the sole property of the Patchogue-Medford Library. Employees are responsible for securing personal property and have no reasonable expectation of privacy in any storage devices provided by the Library. Accordingly, any agent or representative of the Patchogue-Medford Public Library can inspect them, as well as any articles found within them, at any time, either with or without prior notice.

The Library is obligated by the Freedom of Information Act to release the names of employees to the public. However, unless required by law, the Library will not release home

addresses, telephone numbers or social security numbers to the public without the consent of the employee.

Y. Progressive Discipline

The Library is committed to administering equitable and consistent progressive discipline for unsatisfactory conduct in the workplace. Employees who do not follow safety procedures and protocols may also be subject to progressive discipline. The Library follows the disciplinary and termination procedures established by New York State Civil Service Law when addressing staff incompetence or misconduct. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. By using progressive discipline, we hope to ensure fair treatment of all employees and in making certain that, disciplinary actions are prompt, uniform, and impartial. With respect to most disciplinary problems, these steps will normally be followed – verbal counseling, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. However, there may be certain types of employee problems that are serious enough to justify a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. The Library reserves the right to utilize disciplinary action provided under New York State law.

Z. Resigning

The Patchogue-Medford Library requires at least 20 working days written notice of resignation from full-time personnel and 10 working days written notice from part-time personnel. Longer notice is requested when at all possible. Holidays or annual leave may not be taken into consideration when submitting a resignation; the above requirements refer to actual working time. Resignation forms are available on the staff blog or in the Business Office. An employee will be granted a lump-sum payment upon his or her termination for accrued vacation and sick leave earned to that date according to the specifications of the contract. An exit interview may be conducted in order to continually improve the Library's work environment.

IV. Rules of Conduct

A. Conduct

The Library expects employees to follow conduct rules protecting everyone's interests and safety. Infractions may result in disciplinary action up to termination, including:

- Theft, destruction, or inappropriate possession of Library property
- Falsifying timekeeping records
- Working under the influence of alcohol or illegal drugs
- Fighting or threatening violence
- Insubordination or disrespectful conduct
- Sexual or unlawful harassment
- Excessive absenteeism or absence without notice
- Unauthorized use of Library equipment (phones, mail, computers)
- Disregarding Library Rules of Behavior
- Violating personnel policies
- Conducting personal commercial business with patrons
- Selling personal goods/services to patrons or using Library equipment for personal/commercial business

B. Attendance

Poor attendance and excessive lateness disrupts operations, burdens coworkers, and affects service, potentially leading to termination. Be reliable, punctual, and ready to work at your desk/service point when shifts start. Remain working until shift end before preparing to leave. Lateness under 15 minutes may be made up that day or within the pay period at shift beginning/end. If tardiness becomes persistent, supervisors may require advance approval each time. Public service desk lateness requires supervisor approval to make up time. Sunday lateness cannot be made up.

C. Professional Communication

Our behaviors, manners and communications are a reflection, not only of ourselves, but also of the professionalism of the Patchogue-Medford Library. Respect coworkers' work/life balance and privacy. Social media is not appropriate for business communications—supervisors should not use it for schedules or work matters. Conversations in front of patrons must be work-related and support the Library's mission.

D. Dress Code

Employees represent the Library and must present a professional appearance while on duty. Consider your position, duties, customer contact, and safety standards when choosing work attire. Your clothing should complement Library services and convey respect for customers.

General Requirements:

- All clothing must be clean, wrinkle-free, and without holes, tears, or stains.
- No non-PML graphics, phrases, or large logos are permitted.

- Undergarments must not be visible.
- Public-facing/desk staff may not wear baseball caps.

Tops:

- Guards must wear PML-issued shirts; custodians may be required to wear them.
- All shirts must cover the midsection—no cropped tops, backless shirts, tube tops, tank tops, or halter tops.

Bottoms:

- Dresses, skirts, and shorts must be no higher than 4" above the knee.

Footwear:

- No thong sandals or flip-flops.
- Pages, security, maintenance staff, and anyone handling book carts must wear closed-toe shoes.

Unacceptable Attire (includes but is not limited to):

- Pajama pants
- Cutoff shorts
- Workout clothes, including sweatpants
- Evening wear
- Revealing or excessively tight clothing
- Beachwear

Exceptions and Enforcement:

Management may grant exceptions during extreme weather or special occasions with advance notice. Your immediate supervisor is responsible for ensuring dress code compliance. Consult your supervisor if you have questions about appropriate attire.

Employees not meeting dress code standards may be instructed to leave and change clothes on their own time. Non-exempt employees will not be compensated for missed work due to non-compliance. Reasonable accommodations will be made for disabilities. Failure to comply may result in disciplinary action.

E. Drugs & Alcohol Use

The Library maintains a drug and alcohol free workplace. Employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Using, possessing, distributing, selling or being under the influence of alcohol, marijuana or illegal drugs on Library premises is prohibited. Prescription drugs are permitted only if they do not impair job performance. Violations may result in disciplinary and legal action. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action, may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Employees with questions or

concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program (EAP).

F. Weapons

It is the Patchogue-Medford Library's desire to provide a work environment that is free of firearms, explosives, or other improper materials. Weapons of any kind are prohibited from being on Library property or grounds. A weapon is defined as a gun, bb gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electric dart gun, shuriken, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other material or substance that can cause physical injury or death when used to cause physical injury or death.

G. Advertising/Marketing

Only Library-related materials (services, partners, programs) may be distributed publicly. Soliciting or working on behalf of other organizations during working hours are prohibited without Director or Assistant Director approval.

H. Friends at Work

While work friendships can help create a happy and enjoyable workplace, they can also be emotionally draining and distract us from our work. Employees are responsible for managing friendships properly, prioritizing professionalism and establishing reasonable boundaries. Relationships should not impinge on your ability to get your work done. Some reasonable boundaries include keeping non-work related discussions to break times, avoiding constant chatting/texting and refraining from gossiping. Staff are expected to maintain a positive attitude and refrain from idle complaints.

- Staff are expected to maintain a professional attitude with their relatives and friends who may be reading, using Library services, etc. in a public area in which they themselves are working.
- A working staff member may not act as supervisory caregiver for children in the Library. Former staff members may be permitted in staff areas for a very brief period on an occasional basis at the Department Head's discretion and approval.
- Romantic relationships between an employee, paid or unpaid intern, or non-employee and someone in a supervisory relationship are strongly discouraged as such relationships may create a conflict of interest. Supervisors choosing to enter into a relationship with someone they directly supervise are required to promptly disclose it to the Director or Assistant Director to enable the Library to determine whether any conflict of interest exists or whether any further steps should be taken in order to ensure a positive work environment.

I. Code of Ethics and Conflict of Interest Policy

Pursuant to the provisions of Sections 805a and 806 of the General Municipal Law, the Board of Trustees recognizes that there are rules of ethical conduct for public officers and employees, which must be observed if a high degree of ethical conduct is to be obtained

and if public confidence is to be maintained. It is the purpose of this resolution to promulgate rules of ethical conduct for the officers and employees of the Board of Trustees. These rules shall serve as a guide for official conduct of the officers and employees of the Board of Trustees. The rules of ethical conduct of this resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct.

Every officer and employee of the district shall be subject to and abide by the following standards of conduct:

1. Gifts: An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, nothing herein should be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to ensure that gifts of value are not accepted by Trustees. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.
2. Confidential information: An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest.
3. Representation before the Board: An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board.
4. Representation before the Board for a contingent fee: An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
5. Disclosure of interest in matters before the Board: To the extent that he or she knows thereof, an officer or employee, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest that he or she has in such matter.
6. Investments in conflict with official duties: An officer shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.
7. Private employment: An officer or employee shall not engage in, solicit, negotiate for or promise to accept private interests when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
8. Future employment: An officer or employee shall not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of

Employees may not accept any gift having a value of \$75 or more.

the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by an officer or employee of any claim, account, demand or suit against the Board on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

9. The Director of the Patchogue-Medford Library shall distribute a copy of this Code of Ethics to each officer and employee of the Library within thirty (30) days after its effective date. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of their office or employment.
10. Penalties. In addition to any penalty contained in any other provision of law, any person who knowingly and intentionally violates provisions of this Code may be fined, suspended or removed from office or employment in the manner provided by law.

J. Email, Computer Usage and Social Networking Policy

Library email accounts are granted to users who are employed by the Library and are to be used for Library purposes only. The email accounts and the emails contained therein are property of the Library. Personal communication, photographs, documents, and other non-library-related email should not be sent from or stored in this account. It is prohibited to use Library email accounts for the creation or distribution of chain letters, jokes, or disruptive or offensive messages and/or images, including offensive comments and/or images about race, ancestry, gender, disability, age, sexual orientation, pornography, religious beliefs and practices, political beliefs, or national origin. Access to the Patchogue-Medford Library email account will be terminated upon the separation of service of the employee.

Computer hardware and peripherals, as well as all data that is created, saved, stored, transmitted or received is the property of the Library. Data may be accessed or intercepted by the Library at any time and in any manner and may be subject to disclosure to law enforcement officials. Employees shall have no expectation of privacy in connection with any use of email, documents, cache or computers in the Library. Employees have no reasonable expectation of privacy with regard to postings or comments on social networking sites, regardless of the employee's personally set "privacy" settings. Employees have a duty to protect and conserve library property.

Prohibited activities include but are not limited to:

- Unlawful, malicious, or harassing conduct
- Copyright infringement or unauthorized downloading
- Pornographic, sexually explicit, discriminatory, threatening, abusive, or vulgar content
- Unsolicited religious or political content (except for patron research)
- Misrepresenting oneself or the Library
- Network disruption, soliciting, petitioning, or gambling
- Commercial, religious, or political business activities
- Unauthorized password creation, use, or disclosure
- Altering configurations, system settings, or Library software

- Loading personal software or maintaining personal files on the Library network
- Unauthorized system access or hacking attempts
- Physical abuse of hardware or intentional virus transmission

Social media is defined as any form of online publication or presence that allow interactive communication, including, but not limited to social networks, blogs, websites, Internet forums and wikis. The primary goals of PML's participation in social media are:

- To connect, share, and listen to our users
- To interconnect the library with other community agencies, happenings and organizations
- To increase awareness and use of library services, materials and programs

Individual participation by PML employees in official social media sites must be approved in advance by the Director. Employees may not distribute personal communications via Patchogue-Medford social media outlets or disclose any confidential or proprietary information on or about the Library, its patrons, its affiliates, vendors, or suppliers, including, but not limited to business and financial information. Employee speech and conduct, even when it occurs outside the workplace, can have an effect on the Library's reputation. This includes both email and internet postings. Employees may not use social media to harass, threaten, intimidate, retaliate, discriminate or disparage against the Library, employees, or anyone doing business with the Library, including patrons. Individuals should use care to separate professional and personal uses of social media. When an employee's connection to PML is apparent, it should be clear that they are speaking for themselves and not on behalf of the Library. In those circumstances, employees should include a disclaimer such as

"The views expressed on this (page, website etc) are my own and do not reflect the views of the Patchogue-Medford Library." Alternately, this disclaimer can be included in the "About me" section of your profile.

Employees who fail to comply with the Library's policy may be subject to disciplinary action and may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just the Library. The Library requests that employees report all suspected violations of this policy to the Director. Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors. See staff blog for complete policy.

K. Whistleblower Policy

Patchogue-Medford Library requires administrators and staff to observe high standards of business and personal ethics in the conduct of their duties. As representatives of the Library, staff must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations. The Library's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. Even the best systems of control, however, cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies and procedures may

occur and may constitute improper activities. The Library encourages its staff members to report suspected or actual, illegal or improper activity, financial or otherwise. See staff blog for complete policy.

L. Workplace Violence Prevention Policy

Nothing is more important to the Patchogue-Medford Library than the safety and security of our employees. Abusive or threatening language, threatening behavior or acts of violence against employees, visitors, guests or other individuals by anyone on Library property will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Library property will be removed from the premises as quickly as safety permits and shall remain off Library property pending the outcome of an investigation. The Library's response to incidents of violence may include suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, permanent exclusion from the premises and criminal prosecution of those involved. All personnel are responsible for notifying the Head of Security, the Director or Assistant Director of any threats they have witnessed, received, or have been told that another person has witnessed or received. See staff blog for complete policy.

M. Sexual Harassment Policy

The Board of Trustees affirms its commitment to non-discrimination and recognizes its responsibility to provide for all Patchogue-Medford Library employees an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to Library policy. Therefore, the Board prohibits all forms of sexual harassment by employees paid or unpaid interns, or non-employees. Generally, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Supervisors that choose to enter into a relationship with someone they supervise must disclose the relationship to the Director.

- a) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is not limited to explicit demands for sexual favors. It includes the following:

- a) VERBAL – Sexual innuendos, suggestive comments, teasing and jokes of a sexual nature, sexual advances or propositions, repeated offensive sexual flirtations, sexually degrading words about an individual, graphic verbal commentary about an individual's body, sexually oriented language and threats.
- b) NON-VERBAL – displaying or circulating in the workplace obscene or sexually suggestive objects, pictures, or graphic commentaries, leering, whistling and obscene gestures.

- c) PHYSICAL – Unwelcomed physical contact, including touching, pinching, brushing the body, and any other type of coerced or offensive sexual activity or physical contact.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

Romantic relationships between an employee, paid or unpaid intern, or non-employee and someone in a supervisory or evaluating relationship are strongly discouraged as such relationships may create a conflict of interest. Furthermore, factors such as real or perceived power of one person over another within the Library may override claims of consent at a later date. Supervisors choosing to enter into such a relationship are required to promptly disclose it to the Director or Assistant Director to enable the Library to determine whether any conflict of interest exists or whether any further steps should be taken in order to ensure a positive work environment.

Sexual harassment by Library staff toward members of the public and/or members of the public toward other members of the public or Library staff is also prohibited. Any such complaints should be brought to the Director or the Board and the matter will be addressed in a manner which is consistent with this policy and related guidelines to the extent possible.

Complaint and Investigation of Sexual Harassment

The Library encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome as well as to notify his/her supervisor of any claimed harassment. If the complaint involves the supervisor, the employee may go to the Director or Assistant Director with the complaint. Additionally, any employee of the Library who has witnessed or experienced any conduct which he or she believes to be inconsistent with this policy has a responsibility and an obligation to report that conduct promptly to his/her supervisor. Supervisors informed of any such allegation shall report it immediately to the Director, or, if the allegation concerns the Director, to the Assistant Director. All such complaints will be investigated promptly and thoroughly.

Supervisors informed of any incident must report it immediately.

Upon receipt of an informal/formal complaint, the Library will conduct a thorough investigation of the charges. In addition, if the Library has knowledge of or has reason to know of any alleged sexual harassment, the Library is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, and should be completed within 30 days. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged perpetrators will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who participate in any investigation will not be retaliated against.

Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the “Complaint Form” in writing. If he or she refuses, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in the Library’s records.
- Promptly notify the individual who complained and the individual(s) who responded of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Based upon the results of the Library's investigation, immediate corrective action will be taken, up to and including termination of the offender's employment in accordance with policy and legal guidelines. The Library will endeavor to keep all matters related to investigations conducted under this policy confidential, including statements given by employees. However, no employee can be guaranteed that his or her statement will never be disclosed, as part of the investigation. Moreover, in the event of a lawsuit or an administrative proceeding, records maintained by the Library and the complainant may be subject to disclosure. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to in accordance with this policy. In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue. Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Retaliation Prohibited

No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Library has a zero-tolerance policy for such retaliation against anyone who, in

good faith, complains or provides information about suspected sexual harassment. Any employee of the Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee, working in the workplace who believes they have been subject to such retaliation should inform a supervisor, manager, or the Library Director. Any employee, paid or unpaid intern, or non-employee who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections. Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- complained that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Training of Staff

The Director/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees, express the Library's condemnation of such conduct and explain the sanctions for harassment. The Board of Trustees of the Patchogue-Medford Library recognizes that sexual harassment is an unacceptable form of conduct which undermines the integrity of the employment relationship. It undermines morale and interferes with the productivity of its victims. While it is not the Board of Trustees' intent to regulate employee's social interaction where relationships are freely entered into, conduct constituting harassment will not be tolerated.

All employees of the Library shall receive training on an annual basis which is interactive, and which includes:

1. an explanation of sexual harassment;
2. examples of conduct that would constitute unlawful sexual harassment;
3. information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment; and
4. information concerning employees' rights of redress and all available forums for adjudicating complaints.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Library but is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at the Library, employees may also choose to pursue legal remedies with the following governmental entities at any time.

New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies

to employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged discrimination. An individual may not file with DHR if they have already filed a HRL complaint in state court. Complaining internally to the Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment. You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that discrimination has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If discrimination is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, attorney's fees and civil fines. DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400, www.dhr.ny.gov

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. If an employee believes that they has been discriminated against at work, they can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Dissemination of Policy

A copy of this policy shall be available upon request to all employees and may be posted at various locations throughout the Library.

Adopted by the Board of Trustees: September 26, 2018

PATCHOGUE-MEDFORD LIBRARY

54-60 East Main Street, Patchogue, NY 11772 • Phone (631) 654-4700 fax: (631) 289-3999 • www.pmlib.org

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, report it directly to the Library Director or Assistant Director. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, the Library will still follow its sexual harassment prevention policy by investigating the claims. It is strongly encouraged that you complete this form, however, in order to provide the Library with sufficient information in order to conduct a thorough investigation.

COMPLAINT INFORMATION

Name:

Home Address:

Home Phone:

Job Title:

Specify Preferred Communication Method:

Work Address:

Work Phone:

Email:

SUPERVISORY INFORMATION

Immediate Supervisor's Name:

Title:

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name:

Title:

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. (Please use additional sheets of paper if necessary and attach any relevant documents or evidence.)

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing: Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint.

I request that the Patchogue-Medford Library investigate this complaint of sexual harassment in a timely and, to the extent feasible, confidential manner and advise me of the results of the investigation.

Signature: _____

Date: _____

V. Safety Management Plan

This policy reflects our commitment to the health, safety, and well-being of every member of the Patchogue-Medford Library team. We are committed to providing a safe and healthy work environment for all employees and in providing the leadership, resources, and support necessary to achieve our safety goals.

A. Management's Responsibility

The Patchogue-Medford Library is responsible for implementing provisions of New York State's Public Employee Safety and Health Bureau (PESH), which provides occupational safety and health protection to all public sector employees by enforcing standards promulgated under the United States Occupational Safety and Health Act (OSHA).

Our safety and loss prevention program aims to eliminate on-the-job injuries and illnesses by integrating safety into all operations. Supervisors must incorporate this program into daily activities. Accidents create significant costs through lost productivity, material waste, equipment damage, and higher insurance premiums. Accident prevention is a core business responsibility at the Patchogue-Medford Library and receives equal priority with other organizational goals.

Our Safety Objectives:

- Engage all supervisors and staff in developing, implementing, and maintaining our safety program.
- Establish a Safety & Wellness Committee with management and staff representatives.
- Develop systems and programs tailored to our specific safety and health needs.
- Provide ongoing safety and health training for all personnel.
- Ensure all employees understand their safety responsibilities.
- Conduct comprehensive safety audits of all Library facilities.

B. Safety Director Responsibilities

Library Administration is responsible for preventing workplace accidents and losses. To fulfill this obligation, Administration has appointed a Safety Director who reports directly to Administration and maintains liaison between top management and supervision. Debbie Bacon, Business Manager, currently serves as Safety Director and reports directly to Administration.

The Safety Director coordinates loss control activities and integrates safety principles throughout all library operations, including supervisor accountability, employee selection and training, first aid and medical care, facility inspections, accident investigation, emergency preparedness, preventive maintenance, and safety equipment usage.

Key Duties:

1. Minimize costs through accident prevention by distributing the safety program to all personnel and ensuring clear communication and consistent enforcement of regulations

2. Track incidents by maintaining records of accident nature, type, and cost by department to evaluate program effectiveness and identify problem areas
3. Work with insurers to develop and assess safety programs
4. Report regularly to executive management on accomplishments, challenges, and deficiencies with corrective action recommendations
5. Monitor compliance with changing federal and state labor laws
6. Ensure safety inspections of facilities are conducted (see Appendix E)
7. Investigate all accidents to determine root causes, document findings, and implement corrective measures (see Appendix F)

C. Supervisor Responsibilities

Successful accident prevention requires commitment from three key groups:

1. **Management** – Establish policies and allocate resources
2. **Supervisors** – Implement and enforce safety standards daily
3. **Employees** – Follow protocols and maintain awareness

Supervisors play a critical role in our safety program. A supervisor's attitude toward safety directly shapes the safety culture of their team. Supervisors are expected to demonstrate that safety is as important as meeting production goals and quality standards. Each supervisor should be made accountable for controlling accidents in their respective departments. Supervisors who integrate safety into daily operations create efficient, productive teams while protecting their most valuable resource—their people.

Supervisors are responsible for:

- Correcting unsafe conditions and practices promptly.
- Assessing training needs.
- Reporting all injuries immediately.
- Conducting frequent work area inspections for hazards.
- Facilitating safety meetings and departmental participation.
- Reporting safety concerns and recommending necessary training to safetywellnesscommittee@pmlib.org.
- Assisting with accident reporting and investigation as needed.
- Ensuring that the red safety binder containing all contents of this Employee Manual and Safety Management Plan are easily located at their service points.
- Ensuring the Training Acknowledgement Form (Appendix G) is filed with the Business Office for any trainings given outside of the online training portal.

D. Employee Responsibilities

All employees must understand and comply with OSHA rules and Library safety policies.

Requirements:

- Follow safety regulations, procedures, and equipment operating instructions
- Practice safety awareness and report unsafe conditions immediately
- Participate in safety training and initiatives
- Report all accidents, near misses, and hazards without fear of reprisal

- Report damaged, defective, or malfunctioning equipment immediately to prevent further deterioration and potential injury

How to Report Safety Concerns:

- Email the Safety and Wellness Committee: safetywellnesscommittee@pmlib.org
- Use the anonymous suggestion box in the Staff Lounge (Main Building)
- Review or post concerns on the Safety Bulletin Board in the second-floor stairwell (Main Building)

Together, we are working toward an accident-free, healthy work environment. Employees must comply with all safety protocols and training outlined in this plan. Non-compliance may result in progressive discipline according to Civil Service Law

E. Safety and Wellness Committee

The Library believes safety requires involvement from all management levels, supervisors, and employees. The Safety & Wellness Committee includes the Safety Director, one Administrator (Director or Assistant Director), the Custodial Supervisor, and representatives from other departments.

Committee Functions:

- Develop safety policies for management adoption
- Identify unsafe practices and conditions and recommend solutions
- Develop and implement safety training programs
- Encourage employee feedback on safety problems, ideas, and solutions
- Recommend specific safety programs (housekeeping, fire prevention, protective equipment, etc.)
- Communicate new safety policies, training programs, accident causes, and related matters
- Identify recurring safety problems and develop prevention measures
- Meet quarterly or more frequently as needed

Safety Committee Meetings

The Safety Director ensures productive Safety and Wellness meetings. Meetings should balance formality—too formal stifles creativity and participation; too informal becomes unproductive complaint sessions. Meetings should last approximately one hour. To maintain focus, use a structured agenda. Members must submit discussion topics in advance for agenda inclusion. Distribute the agenda one to two days before meetings to remind members and prepare them for discussion topics

Sample Agenda

Committee chair should call group to order, request a member to take minutes, and proceed with business in following suggested order:

- 1. OLD BUSINESS**
 - a.** Discuss status of previously submitted recommendations.

- b.** Request status report on any other pending old business.
- c.** Set target dates for completion of recommendations and other pending items.

2. ACCIDENTS

- a.** Brief summary of number and type reported since last meeting.
- b.** Discuss severe or potentially severe cases, including action taken or suggested to minimize exposure.
- c.** Brief summary of number and type accidents for the year to date. Discuss any problem trend.

3. INSPECTION REPORTS

- a.** Report findings of safety inspections made by committee members or others.
- b.** Discuss and decide on action to be recommended as result of reports.

4. NEW BUSINESS

- a.** Request committee members to submit safety suggestions.
- b.** Comment on new safety procedures, equipment, etc., of interest to the committee.
- c.** Other new business or special subject matter.

5. RECOMMENDATIONS

List each new recommendation submitted at meeting.

Minutes

Someone should be assigned to take minutes at every meeting and then distributing the minutes to all employees through the staff blog.

F. Hazard Communication Program

1. Purpose

This part of the Safety Management Plan ensures compliance with OSHA's Hazard Communication Standard (29 CFR 1910.1200) by informing employees about hazardous chemicals they may encounter and providing training on safe handling.

2. Scope

This program applies to all library employees who may be exposed to hazardous chemicals during:

- Cleaning and janitorial tasks.

- Maintenance activities.
- Emergency spill response.

3. Responsibilities

Library Administration and the Safety Director oversee program implementation and compliance. Supervisors ensure staff follow procedures and receive necessary training. All must follow safety guidelines and report hazards.

4. Chemical Inventory

The Custodial Supervisor will maintain a current list of all hazardous chemicals used in the library facilities, including:

- Cleaning agents (bleach, disinfectants)
- Adhesives and solvents
- Printer toner and maintenance chemicals

This inventory will be updated annually and whenever new chemicals are introduced.

5. Hazardous Material Spill Emergency Procedures

- See letter H in VI. Emergency Action Plan, p. 47.










6. Safety Data Sheets (SDS)

SDS for each hazardous chemical will be kept in the Emergency Binders found at service points in all buildings and at the custodial desks in Main and Medford.

7. Labeling

All original containers must retain manufacturer labels. Secondary containers (e.g., spray bottles) must have workplace labels with:

- Product name
- Reference to SDS
- Any of the following applicable hazard warnings:

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gasses Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

8. Program Review

- This program will be reviewed annually and updated as needed.

9. Haz Mat Training

Custodians and other employee who will works with or be exposed to hazardous chemicals will receive initial training on the HCS and the safe use of those hazardous chemicals during onboarding. In addition, refresher training will be provided annually. Employees performing non-routine tasks (e.g., deep cleaning, maintenance) will receive additional hazard information before starting work. Hazmat training will cover:

- Haz Com standard requirements
- How to read labels and SDS
- Safe handling and storage of chemicals
- Emergency procedures for spills or exposure

G. Employee Training Requirements

All new employees are required to be trained according to the job they will hold as listed below. Most trainings are assigned in the online training portal annually. Onboarding trainings should be completed no later than one month after hire date. In addition, all staff are expected to attend the annual safety review in October.

The online portal keeps track of completed trainings. If required trainings are given outside of the training portal, employees and their supervisor must complete the Training Acknowledgement Form (Appendix G) and submit to the Business Office for addition to the employee's file. The employee's immediate supervisor is responsible for ensuring proof of training is filed with the Business Office.

All Library Staff:

- A. Sexual harassment prevention
- B. Bias and microaggressions
- C. Office ergonomics
- D. How to use a fire extinguisher
- E. Slip, Trip and Fall Prevention
- F. Back safety
- G. Basic fire safety and evacuation

Custodians are also required to take the following trainings:

- H. Blood Borne Pathogens
- I. Ladder Safety
- J. Hazardous Materials

VI. Emergency Action Plan

1. Objective

The objective of this Emergency Action Plan is to comply with the Occupational Safety and Health Administration’s (OSHA) Emergency Action Plans Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury and loss of human life and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at the Patchogue-Medford Library.

2. Responsibility and Chain of Command

The chain of command below will be used to establish who will function as the Emergency Coordinator in the event of an emergency. The Emergency Coordinator is responsible for managing the Emergency Action Plan for Patchogue-Medford Library by working closely with Library security and the custodian. Chain of command is as follows:

1. Director
2. Assistant Director
3. Business Manager
4. Department Head with seniority (Librarian-in-Charge)
5. Full-time employee with seniority or director designate

The following employees can be contacted for more information about the Emergency Action plan:

Name	Position	Phone Number
Danielle Paisley	Director	██████████
Jennifer Bollerman	Assistant Director	██████████
Debbie Bacon	Safety Director	██████████

3. Emergency Reporting

Our program requires that employees notify their supervisor, security or the librarian-in-charge when an emergency exits. If you witness an emergency in or near the Library, you should:

1. Make sure you are safe before acting.
2. Elicit help from a co-worker or another person in the area.
3. Notify your supervisor, security or the librarian-in-charge of the incident immediately.

Attached with this program is an emergency phone number list (Appendix B). This phone list can be found in the Emergency Binder found at service points in all buildings. If for any reason you cannot locate the phone numbers, employees should call 911 and give the details of the emergency clearly.

All staff are signed up for the Rave Panic Button App, our emergency alert system. *It is up to staff members to complete registration by downloading the app to their phone.*

Administration will use the app to notify employees of snow closings and other emergencies. The app also provides everyone with an alternative means to report specific types of emergencies to the authorities while at the same time automatically notifying their coworkers that an emergency is underway.

4. Evacuation Procedure

A. Employees must evacuate:

1. Anytime the fire alarm sounds.
2. If instructed to do so by PML staff or local first responders/emergency personnel.
3. If you perceive an immediate threat to safety, where staying in place will put you in a potentially more harmful situation than leaving.

Emergency evacuation escape route plans are posted in key areas throughout the buildings and can be found in [Appendix C](#).

Employees should evacuate in the following manner:

1. Leave the building immediately by the *nearest exit*.
2. Walk, do not run.
3. Use stairwells; do not use elevators.
4. Encourage patrons to leave, but prioritize your safety.
5. If someone on the lower level cannot be evacuated, they should be directed to the area adjacent to the staircase, by the elevator. This area is identified as the Designated Rescue Area (DRA).
6. Report any missing persons or any individuals with disabilities stuck on the Lower Level to Security or the Librarian-in-Charge who will notify emergency personnel.
7. Once out of the building, go directly to the designated assembly area for your building:

Main	Carnegie	Medford
Capital One Plaza.	Far side of the courthouse parking lot next to the horse statue.	On the grass by the entrance to the Athletic Complex.

At the Assembly Areas

1. Once in the assembly area, employees should group up with their department for a headcount.
2. Stay in the Assembly Area until you receive further instructions.
3. Under no circumstances should employees reenter the building until the all clear signal has been given.

B. Departmental Supervisors (Highest-Ranking Employee from Each Department)

The highest-ranking person physically present in each department is responsible for:

1. Ensuring all department members evacuate the building
2. Taking a headcount at the Assembly Area
3. Determining if anyone was left in the Designated Rescue Area (DRA)
4. Reporting missing employees or persons left in the DRA to the Adult Care Department's highest-ranking employee

C. Assembly Area Coordinator (Highest-Ranking Employee from Adult Care Department)

The highest-ranking person from Adult Care serves as Assembly Area Coordinator and liaison between Assembly Area staff and Security/Librarian-in-Charge. They are responsible for:

1. Checking with all departmental supervisors for missing employees or persons left in the DRA
2. Reporting missing persons to the Librarian-in-Charge when they check in at the Assembly Area
3. Ensuring everyone remains in the Assembly Area awaiting further instructions

D. Security Personnel:

- Work closely with the Librarian-in-Charge during emergencies
- Ensure staff and patrons evacuate through the nearest exit
- Remain outside until first responders arrive

E. Librarian-in-Charge:

- Work closely with Security during emergencies
- Ensure staff and patrons evacuate through the nearest exit
- Ensure Security remains outside until first responders arrive
- Check in with all departments at the Assembly Area to confirm everyone is accounted for
- Return to the building to meet first responders
- Notify responders of anyone left in the DRA or missing
- Notify all employees at the Assembly Area when it's safe to return or provide further instructions

5. Rescue or Medical Duties

Patchogue-Medford Library offers employees AED/CPR training and Narcan training annually, but does not require that certain employees administer first aid and CPR. If the employee chooses to administer aid, then they will be acting as a "Good Samaritan."

6. Training

Evacuation training is provided to employees:

- After a significant revision/change to the plan.
- During onboarding for new employees.
- At annual refresher training in October.

Items reviewed during trainings include:

- Evacuation Plan.
- Using a fire extinguisher.
- Means of reporting fire and other emergencies.
- Other emergency procedures needed for this facility (bomb threat, workplace violence, etc).

7. Paging

To page via Phones in Main or Medford:



8. How to Fill Out an Incident Report

Security or a Supervisor must complete an incident report for all emergencies and accidents (including those in Section 11) using the Savannah Orangeboy portal. If the portal is unavailable or inaccessible, use the report in Appendix A.

Required Information:

1. **Nature of injury:** Body part(s) affected and severity
2. **Narrative description:** Location; complete sequence of events; objects or substances involved; conditions (temperature, light, noise, weather); how injury occurred; whether preventive measures were in place; post-incident actions
3. **Causal factors:** Specific events and conditions contributing to the incident
4. **Action taken**

9. Responses for Specific Emergencies

The purpose of this section is to provide employees with information and instructions for effectively dealing with a variety of emergencies that may threaten the Library. Our hope is that these procedures will help employees deal with emergency and security -related incidents within the Library in a safe and effective manner. Please remember that in all cases, human safety is more important than that of objects or property.

A. Accident/Medical Emergency

For Conscious Injured Person:

1. Check if they're OK and ask what they need
2. Offer basic first aid (ice pack, bandage, water, etc.)

First Aid Kit Locations:

- Main Building: Public Services and Youth Services Dept
 - Medford Building: Public Services Desk
 - Carnegie Building: Loft
3. Notify Security or the Librarian-in-Charge and help complete an incident report in Savannah Orangeboy (or use Appendix A if unavailable)

For Serious Injury or Unconscious Person:

1. Notify Security or the Librarian-in-Charge immediately to call emergency responders
2. If time-critical, all staff may call 911 or use the Rave Panic Button app without supervisor permission, then alert Security or the Librarian-in-Charge

When Calling 911:

- Provide requested information to the dispatcher
- Confirm correct building address:
 - Main: 54-60 East Main St, Patchogue, NY 11772
 - Teen Center (Carnegie): 160 W Main St, Patchogue, NY 11772
 - Medford Branch: 2151 Horseblock Rd, Medford, NY 11763
- Follow dispatcher instructions
- Notify Security or the Librarian-in-Charge ASAP

Emergency Equipment Locations:

AEDs, Narcan, Lifevac (for choking), and Stop the Bleed Kits:

- Main: Two AEDs—outside main floor restrooms and outside Head of Children's office (Lower Level)
- Medford: By elevator in lobby
- Carnegie: By side entrance

Note: Alarms sound when cases open. Narcan-trained staff may administer during suspected overdoses until 911 arrives.

3. Complete incident report with Security or Librarian-in-Charge in Savannah Orangeboy (or Appendix A)

Off-Site Injury or Car Accident:

1. Notify Supervisor or Librarian-in-Charge immediately with location, nature of accident, injury type, and medical facility destination if applicable. Use judgment for transportation to medical facility
2. For car accidents, also file a report with local law enforcement
3. Report incident to Business Office ASAP

DO:

- Clear area around injured person(s) and keep onlookers away
- Call parents if minor is involved
- Call coworker's emergency contacts
- Avoid unnecessary conversation about the injured person
- Provide first aid assistance you're qualified to give

DO NOT:

- Administer medication to patrons (medication is for staff use ONLY)
- Move someone who has fallen and appears in pain unless necessary to avoid danger
- Discuss possible accident causes or contributing conditions
- Discuss insurance information with the public

B. Active Shooter

While statistically improbable to happen, active shooter events have increased in frequency. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms, but other weapons are possible. Active shooter events are unpredictable and evolve quickly. They are usually over within 10 to 15 minutes, before law enforcement arrives on the scene.

Types of Mass Attacks:

- Individuals using firearms to cause mass casualties (active shooter).
- Individuals using a vehicle to cause mass casualties.
- Individuals using homemade bombs to cause mass casualties.
- Other methods used in mass attacks may include knives, fires, drones or other weapons.

Department of Homeland Security recommends the following steps to prepare and protect yourself and help others in the event of a mass attack.

BEFORE

- Stay alert. Always be aware of your environment and any possible dangers.
- If you see something, say something to local authorities. That includes suspicious packages, people behaving strangely or someone using strange communications.
- Observe warning signs. Signs might include unusual or violent communications, substance abuse, expressed anger or intent to cause harm. These warning signs may increase over time.
- Have an exit plan. Identify exits and areas to hide wherever you go, including work, school and special events.
- Learn lifesaving skills. Take trainings such as You Are the Help Until Help Arrives, Stop the Bleed, and first aid to assist the wounded before help arrives.

During

1. Run to Safety

- Seek safety. Getting away from the attacker is the top priority.
- Leave your belongings behind and get away.
- Call 911 when you are safe and describe the attacker, location and weapons.

2. Cover and Hide

- Cover and hide if you can't evacuate. Find a place to hide out of view of the attacker and put a solid barrier between yourself and the threat if possible.
- Lock and block doors, close blinds and turn off lights.
- Keep silent

3. Defend, Disrupt, Fight

- Fight only as a last resort. When you can't run or cover, attempt to disrupt the attack or disable the attacker.
- Be aggressive and commit to your actions.
- Recruit others to ambush the attacker with makeshift weapons such as chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the attacker.

4. Help the Wounded

- Take care of yourself first and then, if you are able, help the wounded get to safety and provide immediate care. Call 911 when it is safe for you to do so.

Be Safe AFTER

When Law Enforcement Arrives:

- Remain calm and follow instructions.
- Keep hands visible and empty.
- Report to designated areas to provide information and get help.
- Follow law enforcement's instructions and evacuate in the direction they tell you to

go. Listen to law enforcement for information about the situation. Share updates as you can with family and friends.

C. Bomb Scare

Most bomb threats are received by phone and should be taken seriously. Act quickly, but remain calm and obtain as much information as possible.

If a bomb threat is received by phone:

1. Keep the caller on the line for as long as possible.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn as much information as you can.
 - Where is the bomb located?
 - When will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - What will make it explode?
 - Did you place the bomb? Yes No
 - Why?
 - What is your name?
4. If possible, write a note to a colleague. Notify the Librarian-in-Charge or Security as soon as possible who should call 911 immediately.
5. If your phone has a display or caller identification, copy the caller's number.
6. Upon termination of the call, DO NOT HANG UP, as the call may be traceable.
7. Write down as much detail as you can remember:
 - Time call received
 - Time caller hung up
 - Phone number
 - Exact working of the threat

If a bomb threat is received by handwritten note:

- Do not handle the note unless absolutely necessary.

If a bomb threat is received by e-mail:

- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Poorly handwritten
- Misspelled words
- Stains

- Incorrect titles

DO NOT:

- Touch or move a suspicious package.
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Activate the fire alarm.
- Evacuate the building until police arrive and evaluate the threat.

D. Elevator

If someone is stuck in the elevator at Main:

1. Assure them that help is on the way.
2. Ask if they used the emergency call button to notify the elevator company.
3. If they did, call Island Elevator to ask for their estimated time of arrival (phone numbers are listed in Appendix B).
4. If Island Elevator is not coming immediately, call the Patchogue Fire Department and tell them someone is stuck in the elevator. They will come over and get the person out.
5. Have the custodian put out of order signs on the elevators and remove them after the elevator company assesses the situation and resolves the issue.

If someone gets stuck in the elevator at Medford, protocol is the same, but call Otis Elevator and the Medford Fire Department.

E. Emergency Closing

If Administration or the Librarian-in-Charge (in consultation with Administration) decides to close the Library early, they should:

1. Call and notify all departments and buildings.
2. Administration should send out a text notification via the Rave Panic Button App.
3. Make sure signs are placed on the front and side doors to notify the public that the library is closing early.
4. Ask Evan to put a notice on the computers.
Make sure announcements through the phones and over the overhead PA (Main) are made.
“Due to ... the Library will be closing in xx minutes.”
5. Make sure outside groups with room reservations are called.
6. Make sure the phone system and website are updated.

Supervisors in each department should:

1. Notify their department staff, including those scheduled to come in after the closing.
2. Begin telling patrons, checking bathrooms, etc.
3. Teens and children who are unaccompanied by parents should be asked to call for a ride and remain in the Library until a parent or responsible adult comes to escort

them home.

4. Those who walked should be encouraged to walk home.
5. Make sure all program instructors and patrons registered for programs are called.

Security should walk around the building checking bathrooms, book aisles, etc. and tell people that the library is closing.

F. Fire Emergency

If a small/contained fire is discovered:

- Attempt to put it out with a fire extinguisher if you have been trained to use one.
- All fires, no matter how small, must then be reported to a Supervisor, Security, Librarian-in-Charge.

If you are unable to put out the fire:

1. Activate the nearest fire alarm.
2. If the fire alarm is not available, make an announcement.

There is an emergency and everyone needs to evacuate.

If there is time and it is safe to do so, page through the phones and the overhead (Main).

3. Follow the Evacuation Plan.

Do not:

- Open hot doors.
- Use elevators.
- Attempt to save possessions at the risk of personal injury.
- Return to the area until cleared by emergency personnel.

G. Flooding/Water Leaks

- Notify Security or Librarian-in-Charge who will notify others about the emergency.
- Do not walk in standing water until you are sure there is no risk of electrocution.
- Be ready to evacuate as directed by Security, Librarian-in-Charge or emergency personnel.
- The Librarian-in-Charge should call 911 and, if necessary, evacuate the building.
- Custodians should turn off the water and electricity as the situation dictates.

All employees should be prepared to help as directed in protecting items that are in jeopardy when it is safe to do so.

This may involve:

- Covering shelf ranges, computers, copies and furniture with plastic sheeting which can be found in custodial closets/desk areas.
- Placing buckets under leaks.
- Carefully moving materials out of the emergency area.

See **Post Recovery** procedures for dealing with damage (Appendix H).

H. Hazardous Material Spill Emergency Procedures

Safety of personnel during chemical exposure is of paramount importance.

- Report all material spills including extent and location of the spill. to the Librarian-in-Charge, supervisor or security.
- Isolate it—don't handle it. Only those trained in emergency operations shall perform clean-up operations
- If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. If you need to take an emergency shower, use the slop sinks located in the Custodial Closet on the Main Floor of the Main Building, the Custodial Closets by the bathroom at the Medford Building or the slop sink you could stand in, in the Boiler Room at Carnegie.
- Security or the Librarian-in-Charge will Call Police and Fire Departments, giving location of spill and Call Postal Inspectors at 877-876-2455 if the item was received in the mail.
- If there is any possible danger, evacuate the area.
- Wait for instructions from trained personnel.

I. Lost Child Alert

Time is critical when a child is lost. The staff member receiving the report must obtain a detailed description immediately.

1. Take Description of the Child

Ask the parent/guardian:

- How old? Race? Hair color?
- What are they wearing (including shoes)?
- Where and when were they last seen?

2. Initiate the Lost Child Alert

A. Alert nearby staff loudly:

"Attention, attention please. This is a Lost Child Alert – I repeat – There is a Lost Child: age _____, with _____ hair, wearing _____"

B. Page through phones:





C. Main Building only: Page meeting rooms by pressing "8 00"

Repeat at least once

3. Parent/Guardian to Public Services Desk

Bring the parent/guardian to Public Services. Security or the Librarian-in-Charge takes over, obtains detailed description, and monitors time. **If child not found within 10 minutes, notify authorities.**

4. Monitor Building Exits

Main Building:

- Senior staff at Public Services: Monitor Main Entrance
- Senior staff at Adult Care desks: Monitor Side Entrance

Medford:

- Clerk: Monitor Main Entrance
- One staff: Remain at desk and watch back door

Carnegie:

- Librarian-in-Charge: Watch front and side entrances, keep time
- Security guard: Monitor back entrance

5. Search Building

All employees except those monitoring entrances stop working immediately and search assigned areas.

Search Assignments Main Building

Public Services Desk Staff	Public Services Pages
<ul style="list-style-type: none"> • Public Services Office • Audiovisual Area • Seating area at front of building • Reading Room • Custodial Closet • Restrooms 	<ul style="list-style-type: none"> • Copy Center • Offices: Tech Services, Adult, Promotions, Community Engagement, Youth Services • Staircase to Warehouse • Warehouse

<p>Adult Desk</p> <ul style="list-style-type: none"> • Genealogy • Side entrance <ul style="list-style-type: none"> ○ (If security is not at post at the side entrance, one person should remain there until they arrive) • Book Stacks • Quiet Study Area • Long Island History Room • Freight Elevator (down) • Staff Entrance <p>(The first person to get to the Staff Entrance should remain on guard there)</p>	<p>Youth Services Desk Staff Elevator Hallway</p> <ul style="list-style-type: none"> • Cleveland • Children’s Room • Children’s Program Room • Dept Head Office • Old CAPS Office • Meeting Rooms C and D • Custodial closet • Bathrooms • Kitchen • Back Meeting Room • Back to desk
<p>Custodians</p> <ul style="list-style-type: none"> • Administrative Offices • Board Room • Staff Room • Roof • Staff Restrooms • Staff Staircase • Book Drop Room 	<p>Youth Services Pages</p> <ul style="list-style-type: none"> • Gallery • Meeting Rooms A,B • Toy Closet • Meeting Room E • Makerspace • Tech Support Hallway • Graphics Makerspace Office Area • Freight Elevator • Warehouse

Search Assignments Medford Building

All employees, but the staff monitoring the entrances should stop working immediately and check the assigned areas for their department as outlined below.

- Other desk staff searches:
 - Library
 - Conference Room
 - Staff Office
- Custodian/Security should search:
 - Basement
 - Bathrooms
 - Meeting Rooms
 - Closets

Search Assignments Carnegie Building

All employees, but the staff monitoring the entrances should stop working immediately and check the assigned areas for their department as outlined below.

- Other staff should search:
 - Main Floor
 - Restrooms
 - Upstairs Storage Area
 - Closet under the stairs
 - Downstairs
 - Historical Society Room

6. Found Child

If you find the child, bring them to Public Services' Desk to be reunited with their parent/guardian and make sure the Librarian-in-Charge or Security is aware that the child has been found.

7. Call off Alert

Librarian-in-Charge or Security should make sure the Lost Child Alert is officially called off and announced.

J. Power Outage

In the event of a power outage, all employees should:

- Remain calm.
- Provide assistance to visitors and staff in their immediate area.
- If you are in an unlit area, locate your department's flashlight or use the flashlight on your phone and proceed cautiously to an area that has emergency lights.
- Wait until Librarian-in-Charge/Custodian have determined the extent of the outage.

Librarian-in-Charge and Custodian should:

1. Determine the type/extent of failure by calling PSEG (phone numbers are in Appendix B)
2. Check for persons stuck in the elevator. Assure them that you are working to remedy the situation and follow directives in Section D Elevator.
3. If it is determined that the power will remain out longer than 15 minutes, all patrons should be evacuated from the building. Teens and children who are unaccompanied by parents should be asked to remain in the Library until a parent or responsible

adult can be contacted to escort them home. At least two staff members should remain with those waiting for a ride

4. Follow the protocol for Emergency Closing.

Good to Know

- Flashlights are located in all departments.
- Emergency lighting stays on for 15 minutes.
- During a power outage the main telephone system does not work. Please use your cell phone or the red emergency telephone located at the rear of the main building near the staff entrance.
- Circuit breakers are located throughout the building (in the Roe Reading Room, by the Local History Room, and back wall of first floor staff space, just inside the doorway).

K. Suspicious Object

If you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it. Ensure that all persons who have touched the mail piece wash their hands with soap and water. If you need to take an emergency shower, stand in the sink of the Custodial Closet on the Main Floor of the main building or use the slop sink in the Custodial Closet in Children's. There is also a slop sink you could stand in, in the Boiler Room at Carnegie.
2. Notify Security or Librarian-in-Charge immediately who will notify authorities immediately via 911.
3. Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by security and police interviewers.
4. Remain calm. Do not discuss the threat with other staff members.
5. Follow authorities' instructions.

L. Tornado

Tornado Watches and Warnings are issued by the National Weather Service.

- *Tornado Watch* means that conditions are favorable for tornadoes to form. You should be alert to weather conditions and announcements.
- *Tornado Warning* is more serious and means that a tornado has been sighted in the area.

If a tornado **warning** is issued, i.e. there is tornado sighted in the area:

- When a warning is issued by sirens or other means, seek inside shelter in the Lower Levels of Main, Medford and Carnegie.
- Notify the site personnel about the emergency via voice, megaphone, phone paging,

- overheads (Main) or using Staff Alert in the Rave app.
- Librarian-in-Charge will monitor the weather conditions.
- Remain sheltered until the tornado threat is announced to be over.

M. Unattended Children and Young Adults

All children below the age of 10 must be accompanied and supervised by a parent or responsible caregiver (age twelve or over) while using the Library.

If you encounter an unattended child under age 10:

Report the unattended child to the Librarian-in-Charge who will attempt to contact parents or a responsible caregiver. If parents or responsible caregivers are unavailable, proper authorities should be contacted.

If a young adult is left at closing:

While the Library staff is not responsible for the supervision of young adults, on a case-by-case basis, at least two staff members may elect to:

- Call parents or other caregiver
- Wait with the young adult until he or she is picked up or
- If a ride is not forthcoming, the Suffolk County Police Department can be called.
- If you elect to summon the Suffolk County Police Department, both staff members should wait with the young adult until the Police Department arrives

An incident report should be filed in both situations. **Do not drive the child/teen home!**

VII. Appendices

A. Accident/Illness Report

INJURED PERSON INFORMATION

Patron/Public Staff

Name: _____

Address: _____ Telephone: _____

If minor, name of parent/guardian: _____

ACCIDENT INFORMATION

Date of Accident: _____ Time of Accident: _____

Location: Main Medford Carnegie Offsite: _____

List name(s) of witnesses:

Witness _____ Telephone _____

Witness _____ Telephone _____

Specific injury/illness and part(s) of body affected:

Explain fully how accident occurred. (Tell what happened and how it happened)

Describe any conditions that appeared to contribute to the accident or exposure to body fluids/chemicals (i.e., wet floor, horseplay, equipment)?

Was another person involved in the accident or exposure to body fluids/chemicals? Yes No If yes, explain

MEDICAL INFORMATION

Accident Report Only-No First Aid required

First Aid given:_____

Accident Report Only-First Aid required, but declined.

Ambulance Called:

Injured taken to hospital (staff member only). Name of hospital/urgent care:_____

Name of person who escorted staff member to hospital:

Signature of injured/guardian:_____ Date_____

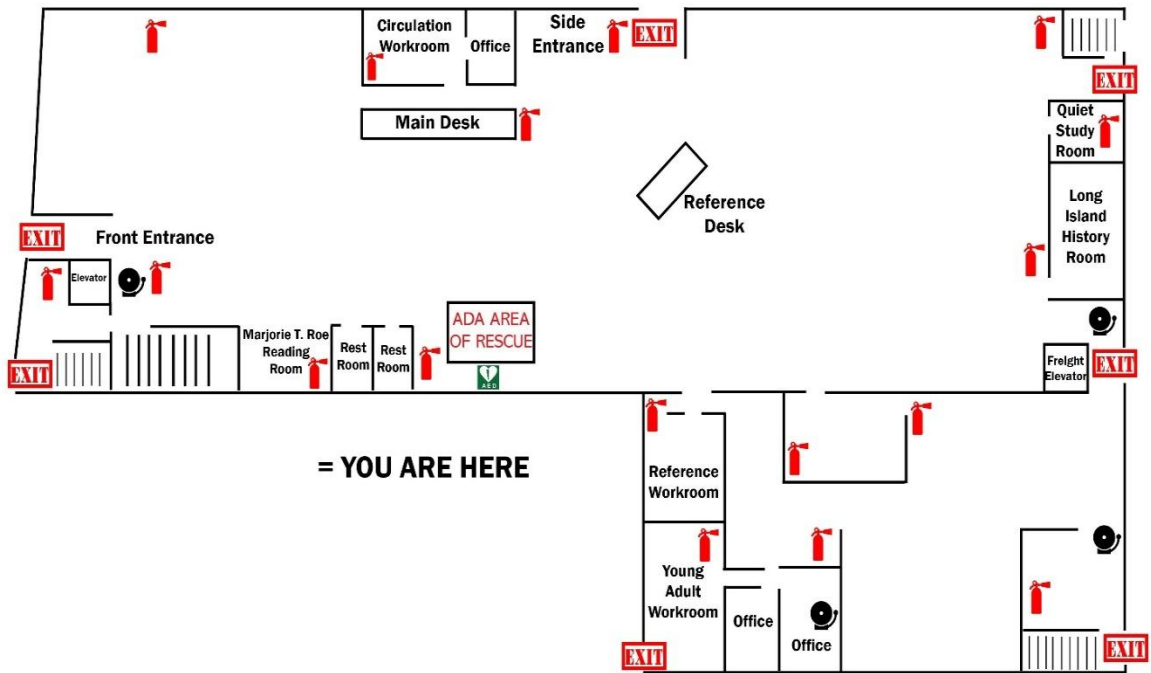
Signature of person making this report _____ Date _____

Name of person making report:_____

C. Location of Fire Extinguishers and Emergency Exits

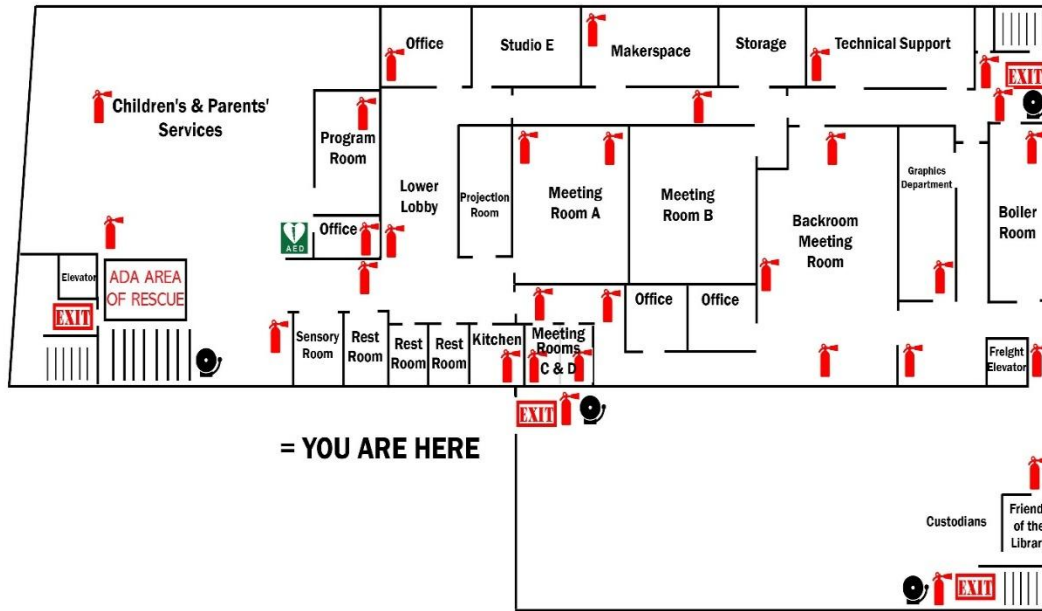
Main Building-First Floor

Main Floor

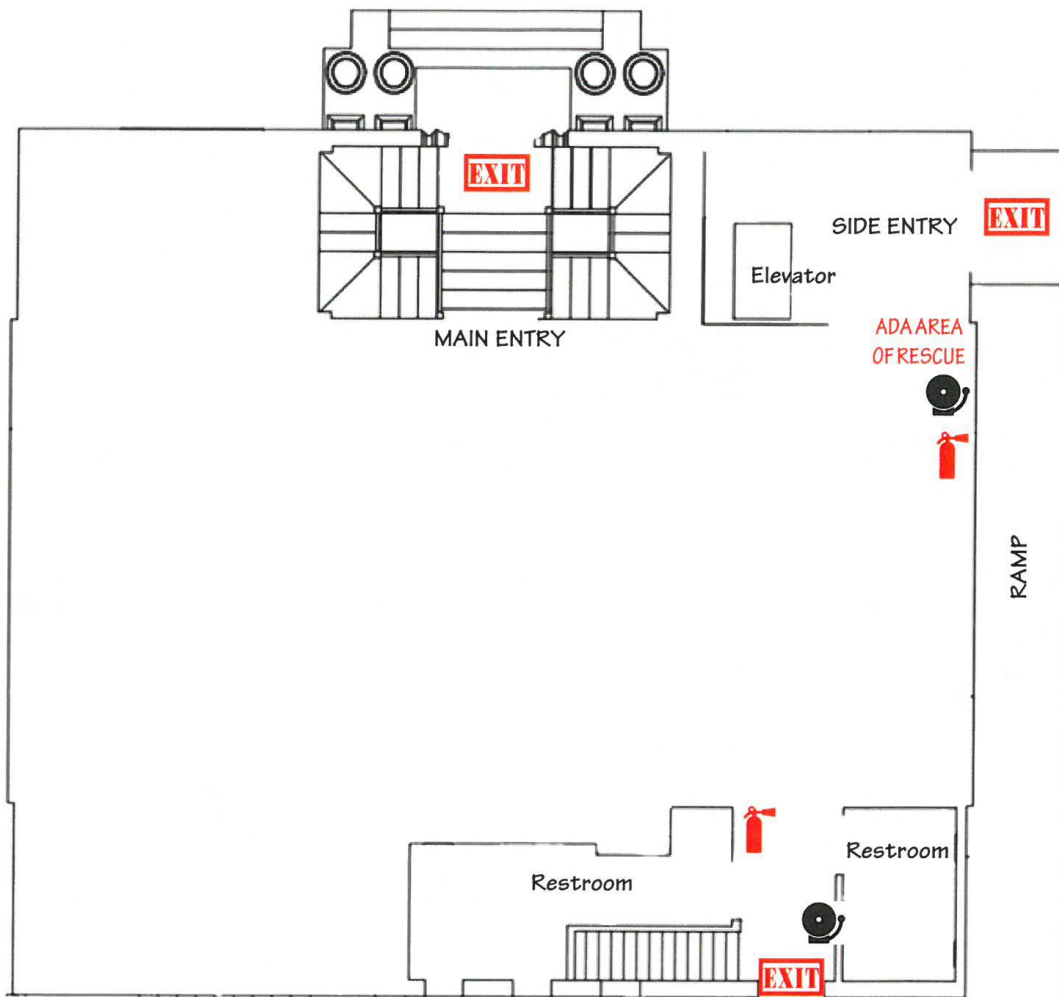


Main Building-Lower Level

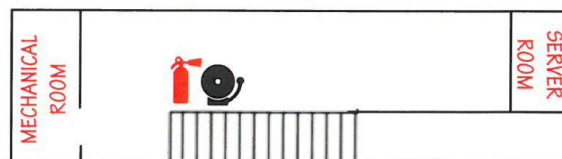
Lower Level



CARNEGIE LIBRARY MAIN FLOOR



CARNEGIE LIBRARY - LOFT



MEDFORD BRANCH

FIRST LEVEL

KEY



Elevators



Stairs



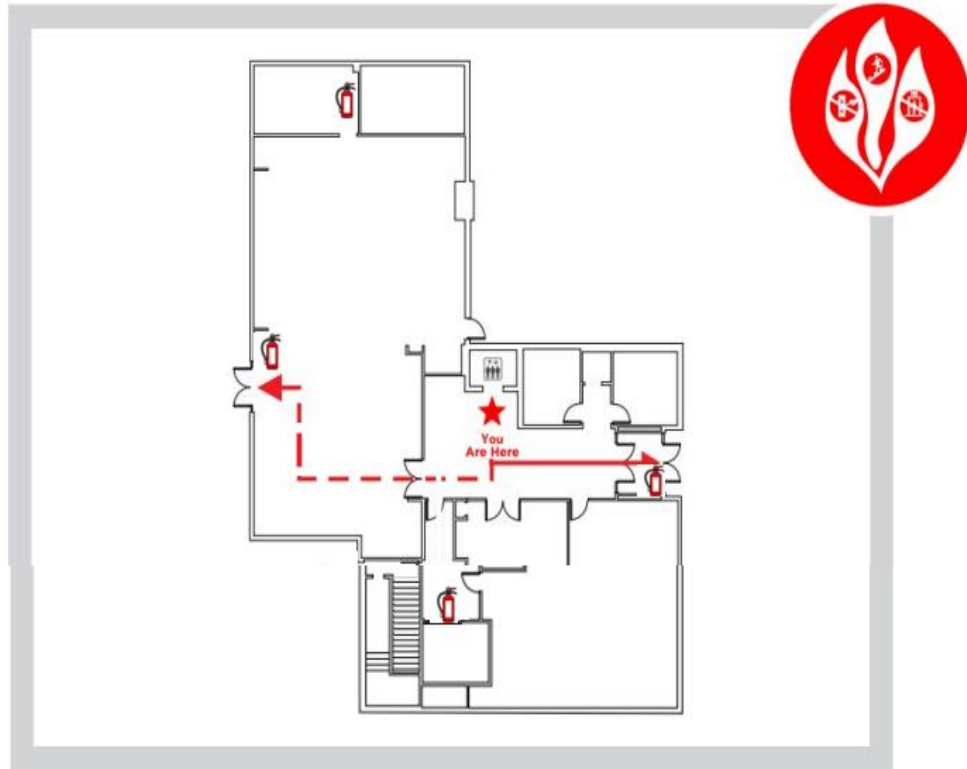
Primary Exit Route



Secondary Exit Route



You Are Here

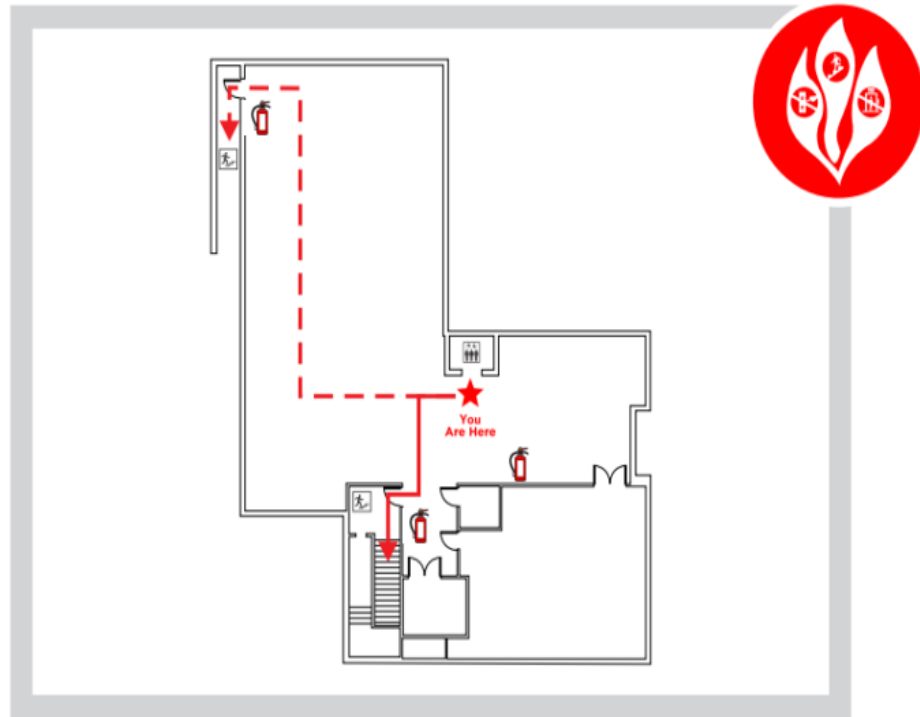


**IN CASE OF FIRE, USE STAIRS
UNLESS OTHERWISE INSTRUCTED.**

MEDFORD BRANCH

LOWER LEVEL
FLOOR

KEY



**IN CASE OF FIRE, USE STAIRS
UNLESS OTHERWISE INSTRUCTED.**

D. Locations of Emergency Systems

E. Safety Inspection Checklist

The Safety Director will ensure monthly inspections are carried out and reported to the Safety Committee using the checklist.

Names of Inspectors _____ Location Inspected _____ Date _____

Item to Check	Y, N or NA	Corrective Actions Taken
Floors are clean, dry (or marked if wet), free of trip hazards		
Lighting is bright, no burned-out bulbs or dim areas		
Signs are posted where required (near certain equipment, on bulletin boards, etc.) Workers are wearing required PPE		
Entrances, stairwells and stairs, and doorways are clear and well lit		
Air quality is safe		
Noise levels are low, or employees are wearing PPE		
Temperature (not too hot or too cold)		
Restrooms functioning and clean, free of hazards Waste containers are emptied regularly		
Furniture and office equipment are secure from tipping and cabinet doors are closed to prevent injuries/blocking of walkways		
Electrical cords are in good condition, kept away from walkways and other areas where they could become a tripping hazard; extension cords are used safely		
Electrical tools are stored safely and in good condition Electrical panels are accessible, and panels, breakers and junction boxes are completely enclosed		
High voltage rooms and closets are locked		

Item to Check	Y, N or NA	Corrective Actions Taken
GFCIs are located in wet areas and are functioning correctly		
Materials are safely stored Storage areas are not crowded; shelves, racks and platforms not overloaded; heavier and awkward items are stored low enough to be safely moved from shelving		
Ladders have non-slip surfaces; are stored, positioned and used correctly Hazardous substances (chemicals, cleaning products, flammables, etc.) are stored safely, properly labeled, used according to guidelines and disposed of properly		
Tools are in good condition and stored properly between uses		
Machines have guards and safety devices, start/stop switches are clearly labeled and lockout procedures are clearly marked		
Procedures are clearly marked Manufacturers' manuals are available for tools and machines and users have had safety training on equipment use		
Fire extinguishers are functioning, accessible, tagged with an inspection date and are of sufficient number and correct type Sprinkler heads have proper clearance beneath them		
Working fire alarms and other communication systems are functioning Fire doors are clear of debris		
First aid kits are complete and stored in a known, accessible location		
Emergency procedures are posted (fire evacuation procedures and other emergencies such as tornado warnings)		
Eyewash or showers are in working order		

Item to Check	Y, N or NA	Corrective Actions Taken
Emergency exits are labeled, clear and accessible		
Walkways, parking lots, building steps and entrances are clear and safe from snow/ice/water and other debris		
Walkways, curbs and parking lots are free of cracks and heaving that might be a slip/trip/fall hazard All areas are well lit; signage indicates entrances and exits		
Emergency contact numbers (internal and external) are available		
Safety measures are in place for anyone working alone Visitor and contractor rules are clear; procedures are followed		
Safety procedures are in place for anyone handling money		
IT procedures for safety and security are clear to all employees; training and updates provided regularly		
Training is in place for workplace violence and harassment		

F. Accident Investigation

Many workplace accidents are related to breakdowns in policies and procedures. The purpose of accident investigation is to identify the root cause of the incident and implement changes to prevent repeat accidents. It is the Safety Director's responsibility to ensure that investigation of all accidents occur, regardless of injury, to identify their root causes, document findings and recommendations, and implement corrective measures.

Investigation Steps

The National Safety Council recommends the following steps to ensure a best-practice investigation:

1. Identify potential witnesses.

Find out whether any employees saw, heard, or smelled anything that may explain the incident.

2. Collect evidence and record data.

Be thorough and factual. Take photos and review camera footage as necessary.

3. Conduct interviews.

Talk to each employee separately, focusing on the who, what, when, where, why, and how of the incident. Ask open-ended questions and write down each response. Have the employee read the notes before leaving so they can either accept them or provide additional information.

4. Review all data.

Study all relevant reports involving equipment maintenance, housekeeping, work permits, and similar incidents. For example, an incident may have been caused by equipment acting up on a previous shift.

5. Prepare the investigation report.

Record only facts, not your opinions.

6. Implement corrective action.

Make necessary changes to prevent future incidents.

7. Follow up.

Check back to make sure that appropriate remedies are in place and working as intended.

Corrective and Preventive Actions (CAPAs)

Investigation findings should help prevent future incidents, and should not be ignored. Once the root cause has been identified, corrective and preventive actions (CAPAs) need to be determined. Here is a breakdown of the hierarchy of hazard controls, from most effective to least effective. These should be used to determine appropriate corrective actions:

1. **Elimination** consists of physically removing the safety hazards. For instance, if employees are working high above the ground, move the piece they are working on to ground level.
2. **Substitution** replaces something that produces a hazard with something that does not. A common example is the use of titanium dioxide instead of lead-based paint.
3. **Engineering controls** isolate people from hazardous conditions in the work area but do not eliminate the hazards themselves, such as adding guard rails rather than investing in fall arrest systems.
4. **Administrative controls** change how people work to limit exposure to hazards. This ranges from installing warning signs throughout the work area to implementing procedural changes.
5. **Personal protective equipment (PPE)** reduces exposure to hazards when engineering and administrative controls are not feasible or effective. PPE is needed whenever there are safety hazards present.

G. Training Acknowledgement Form

Employee Name:

Training Module/Class:

Date of Attendance:

I confirm that I attended the training class listed above. I listened, read, and understood the training, and I understand that as an employee, it is my responsibility to abide by the policy and procedures of the Patchogue-Medford Library, in accordance with the training.

If I have questions about the training, materials presented or Library policy and procedures, I understand it is my responsibility to seek clarification from my supervisor.

Employee Signature:

Date:

Supervisor Signature:

Date:

H. Post Disaster and Recovery

Following a disaster the Library will undertake recovery activities to restore services and repair damages caused by the event.

Contacting Staff

Once safety measures are underway, Administration will update Custodians and Department Heads who will be responsible for contacting their departmental staff members. Once contact and wellbeing of all staff members has been established, determine who is able to safely travel from their homes to the library. The library director will contact all board members to ensure their safety/wellbeing and keep them up-to-date on which actions below are being taking during the disaster recovery process.

News Media and Public Inquiries

The Library Director, Library Board President, or Director's designate at the time and emergency occurs is the only person authorized to release information on behalf of the Library. The Librarian-in-Charge at the time will immediately contact the Library Director. Spokesperson will coordinate information and release of information with the Library's Public Relations Officer, law enforcement personnel, emergency medical personnel and Town and village officials as required.

During and after an emergency, library employees:

- Should not respond to media or public information requests.
- Should refer all inquiries and information requests to the Library Director, Library Board President or Director's Designate.
- If no Library personnel are available, refer all public and media inquiries to the Police or Fire Department as appropriate.
- Should not discuss or speculate on the cause, consequences, events, impacts or personnel involved with the situation. This includes social media communication.

If Library is Intact

In the event that there is a disaster that affects a large number of area residents but has not affected the library, the Library will coordinate with Village officials and follow Suffolk County directives in deciding on which procedure(s) to follow. Some possibilities include, but are not limited to:

- Using the Library for emergency crews or being a temporary shelter location.
- Becoming a drop off and pick up location for needed community items e.g. water, food, toiletry, blankets, etc.
- Offering temporary extended hours such as being opened on Fridays, Sundays, every evening, and earlier morning hours.

If Library Has Damage

If a disaster has damaged the library facility, the following guidelines should be followed.

Document the Damage

It is important that all damage to libraries and materials that results from disaster is fully documented. The Library Director will conduct a preliminary assessment of the extent of the damage prior to enacting further response efforts. The Library Director is responsible for

gathering photo and/or video evidence with pertinent identifying information, such as date and time and in contacting the insurance company.

Stabilize the Environment

Custodians should work with emergency response workers to stabilize the area after initial photographic evidence is gathered. This could include cleaning up standing water, using plastic sheeting to protect the collection from further damage, providing electricity through the use of generators, removing wet furnishings and stabilizing temperature and humidity levels by using fans or dehumidifiers.

Continuity of Service

The library will do its best to ensure continuity of service to the community and may employ the following measures:

Finding an Alternate Location

In the event that all library branches are affected, the library director and board will look for temporary housing. If space in the new facility is limited, staff may recommend that patrons not return any items already checked out until the library facility is reopened. Suffolk Cooperative Library System will be notified that we can no longer send ILLs. Patrons will be asked to keep their items until the library instructs them otherwise.

Enacting Remote Work Protocols

Staff may be assigned to working remotely from home at the discretion of Administration. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - Note that phone lines may need to be forwarded to off-site staff

The Director, Assistant Director, and Department Heads will collaborate to identify staff/positions that can effectively work remotely. Final approval to work remotely will be given by the Director. Department Heads will be responsible for assignment and review of remote work. The Assistant Director, Network Manager and Department Heads will evaluate the equipment and software needed and available for those staff/positions approved for remote work by the Director. The Network Manager will provide software access and maintain a list of all equipment being used by staff for remote work.

Neighboring Library Support

Patrons may be encouraged to use neighboring libraries after permission has been obtained from the neighboring libraries. The library director may also ask supporting libraries to post updates on their social media pages about recovery process.

Updates

Website, social media, the library's newsletter and phone message will be used to help inform patrons of the library's status.

Salvaging Water Damaged Collections

Collection Priorities

Mold can grow within 48 hours making it is essential to work to salvage collections as quickly as possible. Collections listed below are those portions of the collection to which salvage priorities have been assigned:

- Local History (rare books, manuscripts, photographs etc.)-located in the local history room on the south side of the main floor.
- Administrative Records (personnel files, financial records, insurance records, etc)- located in the Business Office on the 2nd floor and in the basement.

Staging Recovery Area

In the event of water damage, the environment must be stabilized to prevent the growth of mold. Custodians should employ pumps, to remove large quantities of standing water, fans, for air circulation, and dehumidifiers to help lower the humidity. Prior to moving any items, staff should work with custodians to gather materials and set up work areas for sorting items.

Collection Assessment

Designated library staff will assess the condition of damaged materials starting with priority items and then moving on to general collections. Generally items need to be air dried or frozen within 48 hours. If many items require treatment for water damage or if any mold is detected, the library will consider using an outside company to freeze irreplaceable materials. Whether recovered materials are treated in-house or sent to an outside vendor, the library is aware that not all techniques are appropriate for all library materials. Assessment will decide what items to treat or replace. Employees should handle objects with rubber gloves and wear a mask as contaminated objects may pose a health hazard. Do not move items until a place has been prepared to receive them.

Books

To air dry books: remove two or three books from each wet or partly wet shelf (to relieve pressure). Completely remove wet books but leave damp books on shelves, if space can be kept cool and dry. Wet books should be stood upright and gently fanned open to dry. Use fans to keep air moving at all times. Direct fans into the air and away from the drying volumes. Use dehumidifiers as needed to maintain humidity at or below 50 percent RH. Oversize volumes must lay flat on un-inked newsprint or blotting paper. Pages should be interleaved with sheets of un-inked newsprint or blotting paper that is changed as it becomes saturated. Rare books with Leather or Vellum Cover should be frozen until arrangement can be made to bring them to a freezing facility for conservation.

Paper Documents

Single sheets or small groups of records are to be laid out on un-inked newsprint or blotting paper. Replace the blotting paper as it becomes wet. If an item exhibits water-soluble media, allow it to dry face up. Do not attempt to blot the item since blotting may result in offsetting water-soluble components. If small clumps of records are fanned out to

dry, they should be turned at regular intervals to encourage evaporation from both sides. As a last resort to maximize space utilization, smaller sheets may be strung from a hung clothesline.

Microfilm

Wipe outside of film cans or boxes before opening. Dry film in damp or wet boxes should be removed from but kept together with its box. Leave wet microfilm in their boxes. Wet film must be kept wet until it can be reprocessed. Pack wet motion picture film in a container lined with plastic garbage bags. Contact a microfilm lab or film processor to rewash. Film should be rewashed and dried within 72 hours.

Photographs

- Damaged photographs for which there are no negatives should receive attention first. Carefully remove negatives from their enclosures. If the enclosure has identifying information, keep it near the negatives.
- Hold photos by the edges or margins. Always lay with emulsion side up.
- Wet photos may be rinsed in clean water (if needed) and sealed in a plastic garbage bag with a tie or a ziploc type plastic bag until the drying process can take place.
- If a freezer is available, freeze the photos immediately. Interleave photographs with wax paper prior to freezing. If no freezer or refrigerator is available,
- Air dry photos face up, in a single layer on a clean surface (a table, window screen, or clean plastic laid out on the ground. Avoid drying the photos in direct sunlight. Photos will curl as they dry but a photo expert can be contacted later about flattening them.
- If an image appears stuck to glass/glazing, leave in frame and dry glass-side down.

Scrapbooks and Photo Albums

Place sheets of blotter between each leaf. Change the blotter paper as it becomes damp or wet. If the album can be dismantled, separate the leaves and air dry on clean blotters. If drying cannot proceed immediately, wrap the volume in plastic and freeze. The volume can then be thawed and air dried at a later date. Care must be taken to maintain page order.

Unsalvageable Materials

Materials soaked, burned, contaminated, or otherwise damaged beyond repair must be discarded and assessed for possible replacement. Each library staff will need to determine what needs to be replaced in their assigned section based on our Materials Selection Policy and circulation statistics. It will be necessary to note title pages or other available identifying matter in order to search for availability, replacement or withdrawal in the online catalog.