



COLLECTION DEVELOPMENT POLICY

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library (B&ECPL) collection (collection) consists of physical and electronic materials, including downloadables and streaming content, at its 37 locations and Mobile Services

The responsibility for the collection rests with the B&ECPL Board of Trustees. The responsibility for selection of materials and collection maintenance rests with the System Director, who delegates this task to qualified professional staff throughout the System.

This Policy is intended to set forth the principles for selection, evaluation, and maintenance of the collection, and supporting tenets of the B&ECPL. It shall also provide guidance for the selection of materials to the general collection to meet the needs of the geographically and demographically diverse communities served by the B&ECPL within budgetary and space limitations.

II. COLLECTION DEVELOPMENT

A. Selection and Acquisition

1. The goal of collection development is to create and maintain a collection of relevant, popular, and useful library materials for the residents of Erie County.
2. The selection of library materials is based on a comprehensive knowledge of the nature and special characteristics of the various communities of Erie County.
3. The collection will include subjects of lasting value as well as subjects of current interest.
4. Materials may be acquired on the basis of their artistic, historical, literary, or scientific merit, and/or to satisfy the cultural, educational, informational, or recreational interests of the community.

5. Materials are acquired for individuals of all abilities, ages, backgrounds, and educational levels.
6. Materials are acquired in accordance with the principles of the freedom to read, view, or hear.
7. The B&ECPL acquires a wide range of materials in a variety of formats and languages.
8. Each type of material is considered in terms of its own merit and its intended audience. General criteria for selection may include, but are not limited to the following:
 - a. Accuracy of content;
 - b. Authoritative reviews;
 - c. Availability;
 - d. Community demand/interest;
 - e. Contribution to subject balance of the entire collection;
 - f. Cost;
 - g. Current and/or anticipated demand;
 - h. Diversity and balance of viewpoint;
 - i. Patterns of use for existing materials;
 - j. Physical quality, durability, and suitability;
 - k. Qualifications and/or reputation of the author, publisher, or producer; and/or
 - l. Relevance and timeliness.

B. Maintenance/Deaccession

The collection is maintained by retaining or replacing essential materials and removing, on a routine basis, those works that are worn, outdated, or no longer in demand.

C. Requests for Addition or Reconsideration

1. Patrons may request to add specific items to the collection using the Purchase Suggestions form.
2. Patron requests to reconsider specific items already in the B&ECPL's collection may be made using the [Request for Reconsideration of Library Materials](#) form.
3. No material shall be removed from the collection, except for routine

collection maintenance or for conditions as determined by the staff and/or System Board of Trustees, pursuant to [Request for Reconsideration of Library Materials Procedures](#).

D. Supporting Tenets

1. The B&ECPL does not stand *in loco parentis*. Parents and/or legal guardians, not library staff, are responsible for monitoring their children's use of reading, viewing, and listening material.
2. The B&ECPL does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author or content of the item.
3. The B&ECPL Board of Trustees has adopted and declared that it shall adhere to and support the B&ECPL Mission Statement and the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements.
4. The B&ECPL supports the individual's freedom to read and the individual's freedom to choose.

III. SPECIAL COLLECTIONS

- A. Policies related to management and ownership of special collections at the Central Library and/or Buffalo Branches shall be contained in a separate policy which does not apply system-wide (See [Special Collections Development Policy](#).)
- B. Contract Libraries within the B&ECPL System that maintain ownership of special collections shall establish policies as their Boards of Trustees deem appropriate.

Adopted January 18, 2001.

Amended June 17, 2010 Resolution 2010-23.

Amended September 19, 2013 Resolution 2013-31.

Amended July 21, 2016 Resolution 2016-28.

Amended September 19, 2019 Resolution 2019-32.

Amended July 20, 2023 Resolution 2023-19.



Internet Safety and Acceptable Use Policy

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

I. GENERAL STATEMENT OF POLICY

1. As part of its mission, the Buffalo & Erie County Public Library (B&ECPL) System provides internet access and computing resources for public use.
2. All internet access and computing resources provided by the B&ECPL are subject to the terms of this policy.
3. The B&ECPL provides wireless access at all locations, enabling patrons who visit local libraries to use their privately owned computer equipment or Wi-Fi-enabled devices to access the internet. Wireless access does require user acceptance of the B&ECPL's *Internet Safety and Acceptable Use Policy*. All wireless access at any B&ECPL location or on a library-owned computing device is filtered.
4. Consistent with B&ECPL Circulation Policy, with the exception of the United States Government Publishing Office (GPO), parental permission for internet access using Library equipment is required for individuals who have not attained the age of 17. Individuals who have not attained the age of 17 may access the GPO website, and materials available on this site, from all B&ECPL public access computers. Restrictions have been put in place to prevent further access to the internet.
5. The B&ECPL assumes no responsibility for any loss or damages, direct, indirect, incidental, or consequential, arising from patron use of the B&ECPL's internet connections or any other use of its computing resources.
6. The B&ECPL does not monitor and has no control over the information on the internet and does not warrant or guarantee the reliability or truthfulness of information obtained from the internet. As with all B&ECPL resources, patrons are advised to exercise their own critical judgment when evaluating the validity and appropriateness of information found on the internet. Certain information may be inaccurate, misleading or offensive to some individuals.
7. As a limited public forum under the First Amendment of the United States Constitution, the B&ECPL enforces reasonable "time, place and manner" restrictions on the public display of content, to ensure constitutionally protected access to information (including images) by users, while limiting unwanted exposure of that information to others.

8. Unauthorized access to B&ECPL's computer resources, including hacking and all other unlawful computer activity, is strictly prohibited.
9. To comply with the Children's Internet Protection Act (CIPA) and restrict access to online content that may be considered harmful to minors or offensive to adults, the B&ECPL employs technology protection measures (including filters) on all Library-owned computing devices offering internet access. As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed to be obscene, child pornography, or harmful to minors. Users are cautioned that filters are not foolproof and due to technological limitations cannot obstruct access to all potentially harmful or offensive content. In addition, filters may block access to some legitimate or constitutionally protected material found on the internet. By law, individuals who have attained the age of 17 have the right to unfiltered internet access for bona fide research or other lawful purposes.

II. CHILDREN, PARENTS AND THE INTERNET

1. Parents/guardians have the sole right and responsibility to decide what is appropriate for their child. The B&ECPL does not act *in loco parentis* (i.e., in the place or role of the parent). Parents/guardians are responsible for the supervision of their child's internet activity. Children who use the internet unsupervised may be exposed to inappropriate or disturbing information and images.
2. The B&ECPL has taken the following measures designed to assist in the safe and effective use of these resources by all minors (individuals who have not attained the age of 17). The B&ECPL:
 - a. Employs technology protection measures (including filters) on all Library-owned computing devices offering internet access;
 - b. Develops and maintains special web pages for children and teens;
 - c. Develops and provides training programs on safe and effective internet use; and
 - d. Provides online and printed information about child safety and information on educational or recreational uses of the internet.
3. To address the issue of the safety and security of minors when using email, social networking sites, or other forms of direct electronic communications, the B&ECPL advises parents and guardians to encourage minors to:
 - a. Never give out identifying information such as their full name, address, telephone number, or school name;
 - b. Let parents/guardians decide if personal information such as first name or age should be revealed;

- c. Always tell their parents or another adult they trust if they see something online that is frightening or that they do not understand, or if they observe or experience something that might be cyberbullying;
- d. Never respond to messages that make them feel uncomfortable or uneasy;
- e. Never arrange to meet in person someone they have met online unless they discuss it with their parents/guardians and an adult accompanies them;
- f. Have parents/guardians report an incident to the National Center for Missing & Exploited Children at 1-800-843-5678 or CyberTipline.org if one becomes aware of the transmission of child pornography;
- g. Remember that people online may not be who they say they are; and
- h. Remember some things they read on the internet may not be true.

III. USER RESPONSIBILITIES

1. All patrons must abide by the Rules of Conduct in effect at the library they are visiting and are expected to use internet and/or computing resources in a responsible and orderly manner. Failure to comply with the policies and regulations that govern the use of the B&ECPL's internet access and personal computing resources may result in immediate suspension of library privileges including but not limited to eviction from library buildings and notification of disciplinary process and, where necessary, civil liability and/or criminal prosecution. The following are prohibited:
 - a. Damaging equipment, software, or data;
 - b. Violating system security;
 - c. Violating any legal agreement (e.g., software licenses);
 - d. Using the internet for any illegal activity, criminal purposes or violating any federal, state or local law (e.g., copyright, child pornography);
 - e. Using or installing personal software on B&ECPL equipment;
 - f. Engaging in any activity that is cyberbullying, harassing or defamatory; and
 - g. Engaging in activities that may be judged as disruptive by library staff or patrons.

User responsibilities are not limited to the above and may be subject to change.

Adopted by the B&ECPL Board of Trustees at a public meeting, following normal public notice, on June 20, 2002.

Amended, July 18, 2002, December 18, 2003, February 16, 2006, September 28, 2006, July 19, 2012, May 21, 2015 and December 17, 2015.

Reviewed by Policy Committee September 22, 2016 – no changes.
Amended September 21, 2017.
Amended October 18, 2018.
Amended November 21, 2019.
Reviewed by Policy Committee November 19, 2020 – no changes.
Amended July 15, 2021.

Contract Library Clarence				
2025 Schedule of Public Service Hours				
Winter Hours				
Total hours		55		
Sunday Hours start on:				
Sunday Hours end on:				
	Open	Close	Re-Open	Close
Sunday				
Monday	10	9		
Tuesday	10	9		
Wednesday	10	6		
Thursday	10	9		
Friday	10	5		
Saturday	10	5		
Summer Hours				
Total hours		55		
Summer Hours start on:				
Summer Hours end on:				
	Open	Close	Re-Open	Close
Sunday				
Monday	10	9		
Tuesday	10	9		
Wednesday	10	6		
Thursday	10	9		
Friday	10	5		
Saturday	10	5		

Exhibit E

1. [Accessibility of Library Services Policy](#)
2. [Circulation Policy](#)
3. [Collection Development Policy](#)
4. [Confidentiality of Library Records](#)
5. [EEO & Anti-Harassment Policy](#)
6. [Free Direct Access Plan](#)
7. [Internet Safety and Acceptable Use Policy](#)
8. [New Construction/Library Expansion Policy](#)
9. [Personnel Policies and Procedures Manual](#)
10. [Sexual Harassment Prevention Policy](#)
11. [Trustee Education Policy](#)
12. [Volunteer Program Policy](#)

Appendix A-1

Librarians Association Pay Scale
Effective 1/1/2025

Exhibit F

	1	2	3	4	5	A	B	C	D	E	F
Grp 7	44,778	47,114	49,435	51,755	54,078	55,340	56,613	57,864	59,136	60,399	61,670
	1,722.24	1,812.08	1,901.36	1,990.56	2,079.92	2,128.48	2,177.44	2,225.52	2,274.48	2,323.04	2,371.92
	21.528	22.651	23.767	24.882	25.999	26.606	27.218	27.819	28.431	29.038	29.649
Grp 9	51,671	54,719	57,755	60,790	63,831	65,343	66,878	68,378	69,898	71,413	72,929
	1,987.36	2,104.56	2,221.36	2,338.08	2,455.04	2,513.20	2,572.24	2,629.92	2,688.40	2,746.64	2,804.96
	24.842	26.307	27.767	29.226	30.688	31.415	32.153	32.874	33.605	34.333	35.062
Grp 10	55,467	58,781	62,092	65,395	68,719	70,381	72,022	73,682	75,340	76,991	78,643
	2,133.36	2,260.80	2,388.16	2,515.20	2,643.04	2,706.96	2,770.08	2,833.92	2,897.68	2,961.20	3,024.72
	26.667	28.260	29.852	31.440	33.038	33.837	34.626	35.424	36.221	37.015	37.809
Grp 11	63,299	66,862	70,458	74,031	77,617	79,408	81,201	82,982	84,772	86,559	88,350
	2,434.56	2,571.60	2,709.92	2,847.36	2,985.28	3,054.16	3,123.12	3,191.60	3,260.48	3,329.20	3,398.08
	30.432	32.145	33.874	35.592	37.316	38.177	39.039	39.895	40.756	41.615	42.476
Grp 12	67,696	71,660	75,643	79,589	83,560	85,550	87,518	89,517	91,510	93,492	95,478
	2,603.68	2,756.16	2,909.36	3,061.12	3,213.84	3,290.40	3,366.08	3,442.96	3,519.60	3,595.84	3,672.24
	32.546	34.452	36.367	38.264	40.173	41.130	42.076	43.037	43.995	44.948	45.903
Grp 13	73,900	78,231	82,599	86,954	91,279	93,471	95,643	97,839	100,027	102,222	104,408
	2,842.32	3,008.88	3,176.88	3,344.40	3,510.72	3,595.04	3,678.56	3,763.04	3,847.20	3,931.60	4,015.68
	35.529	37.611	39.711	41.805	43.884	44.938	45.982	47.038	48.090	49.145	50.196
Grp 14	82,370	87,283	92,140	97,026	101,912	104,356	106,820	109,283	111,733	114,184	116,636
	3,168.08	3,357.04	3,543.84	3,731.76	3,919.68	4,013.68	4,108.48	4,203.20	4,297.44	4,391.68	4,486.00
	39.601	41.963	44.298	46.647	48.996	50.171	51.356	52.540	53.718	54.896	56.075
Sunday in Charge	42.390		Sunday Reference	37.263		PT in Charge	28.260				

As of 01012025

Report: ZTMR_PAYSCALE_REPORT
System: PRD/100/ZHR_PAYSCALES
User: SCHLOSSK

Payscale Type: CMU White

Erie County
Pay Scale Report
Pay Area: 30: CMU

For: 01/01/2025

Page: 1
Date: 06/30/2024
Time: 10:44:24

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
GRP 01	39017 1500.64 18.758	40941 1574.64 19.683	42130 1620.40 20.255	43347 1667.20 20.840	44554 1713.60 21.420	45748 1759.52 21.994	46347 1782.56 22.282	46950 1805.76 22.572	47543 1828.56 22.857	48152 1852.00 23.150	48745 1874.80 23.435
GRP 02	39605 1523.28 19.041	41556 1598.32 19.979	42821 1646.96 20.587	44061 1694.64 21.183	45317 1742.96 21.787	46557 1790.64 22.383	47179 1814.56 22.682	47823 1839.36 22.992	48431 1862.72 23.284	49053 1886.64 23.583	49677 1910.64 23.883
GRP 03	40745 1567.12 19.589	42767 1644.88 20.561	44081 1695.44 21.193	45398 1746.08 21.826	46702 1796.24 22.453	48044 1847.84 23.098	48699 1873.04 23.413	49375 1899.04 23.738	50026 1924.08 24.051	50688 1949.52 24.369	51343 1974.72 24.684
GRP 04	42108 1619.52 20.244	44227 1701.04 21.263	45612 1754.32 21.929	47006 1807.92 22.599	48422 1862.40 23.280	49833 1916.64 23.958	50540 1943.84 24.298	51218 1969.92 24.624	51929 1997.28 24.966	52626 2024.08 25.301	53323 2050.88 25.636
GRP 05	44023 1693.20 21.165	46261 1779.28 22.241	47813 1838.96 22.987	49329 1897.28 23.716	50883 1957.04 24.463	52420 2016.16 25.202	53254 2048.24 25.603	54090 2080.40 26.005	54937 2112.96 26.412	55773 2145.12 26.814	56616 2177.52 27.219
GRP 06	46627 1793.36 22.417	49021 1885.44 23.568	50856 1956.00 24.450	52674 2025.92 25.324	54486 2095.60 26.195	56328 2166.48 27.081	57396 2207.52 27.594	58460 2248.48 28.106	59500 2288.48 28.606	60568 2329.52 29.119	61628 2370.32 29.629
GRP 07	49379 1899.20 23.740	51960 1998.48 24.981	54192 2084.32 26.054	56428 2170.32 27.129	58658 2256.08 28.201	60884 2341.68 29.271	62096 2388.32 29.854	63305 2434.80 30.435	64524 2481.68 31.021	65728 2528.00 31.600	66947 2574.88 32.186
GRP 08	52364 2014.00 25.175	55132 2120.48 26.506	57745 2220.96 27.762	60360 2321.52 29.019	62955 2421.36 30.267	65547 2521.04 31.513	66893 2572.80 32.160	68220 2623.84 32.798	69557 2675.28 33.441	70903 2727.04 34.088	72245 2778.64 34.733

Report: ZTMR_PAYSCALE_REPORT
System: PRD/100/ZHR_PAYSCALES
User: SCHLOSSK

Payscale Type: CMU Blue

Erie County
Pay Scale Report
Pay Area: 33: AFSCME CMU

For: 01/01/2025

Page: 1
Date: 06/30/2024
Time: 10:43:34

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
GRP 01	37972 1460.48 18.256	40005 1538.64 19.233	41533 1597.44 19.968	43054 1655.92 20.699	44075 1695.20 21.190	45090 1734.24 21.678	45727 1758.72 21.984	46355 1782.88 22.286	46987 1807.20 22.590	47620 1831.52 22.894	48252 1855.84 23.198
GRP 02	38594 1484.40 18.555	40689 1564.96 19.562	42264 1625.52 20.319	43836 1686.00 21.075	44880 1726.16 21.577	45933 1766.64 22.083	46594 1792.08 22.401	47272 1818.16 22.727	47919 1843.04 23.038	48587 1868.72 23.359	49250 1894.24 23.678
GRP 03	39790 1530.40 19.130	41997 1615.28 20.191	43651 1678.88 20.986	45304 1742.48 21.781	46407 1784.88 22.311	47509 1827.28 22.841	48204 1854.00 23.175	48926 1881.76 23.522	49612 1908.16 23.852	50309 1934.96 24.187	51006 1961.76 24.522
GRP 04	40805 1569.44 19.618	43141 1659.28 20.741	44897 1726.80 21.585	46648 1794.16 22.427	47817 1839.12 22.989	48982 1883.92 23.549	49720 1912.32 23.904	50446 1940.24 24.253	51197 1969.12 24.614	51936 1997.52 24.969	52672 2025.84 25.323
GRP 05	42836 1647.52 20.594	45371 1745.04 21.813	47276 1818.32 22.729	49180 1891.52 23.644	50446 1940.24 24.253	51715 1989.04 24.863	52603 2023.20 25.290	53489 2057.28 25.716	54380 2091.52 26.144	55266 2125.60 26.570	56148 2159.52 26.994
GRP 06	45587 1753.36 21.917	48518 1866.08 23.326	50715 1950.56 24.382	52911 2035.04 25.438	54380 2091.52 26.144	55846 2147.92 26.849	56982 2191.60 27.395	58109 2234.96 27.937	59216 2277.52 28.469	60332 2320.48 29.006	61454 2363.60 29.545
GRP 07	48499 1865.36 23.317	51981 1999.28 24.991	54588 2099.52 26.244	57204 2200.16 27.502	58941 2266.96 28.337	60682 2333.92 29.174	61967 2383.36 29.792	63247 2432.56 30.407	64524 2481.68 31.021	65811 2531.20 31.640	67101 2580.80 32.260
GRP 08	51661 1986.96 24.837	55646 2140.24 26.753	58631 2255.04 28.188	61620 2370.00 29.625	63613 2446.64 30.583	65605 2523.28 31.541	67028 2578.00 32.225	68440 2632.32 32.904	69861 2686.96 33.587	71271 2741.20 34.265	72700 2796.16 34.952

BUFFALO & ERIE COUNTY PUBLIC LIBRARY

PAGE & SR. PAGE HOURLY WAGE RATES

EFFECTIVE DATE: DECEMBER 31, 2024

PAGE and SENIOR PAGE WAGE SCALES

December 31, 2024 - December 30, 2025

PAGE

Step 1

\$15.50

SENIOR PAGE

Step 1

\$16.00

NOTES:

Wage scales reflect rates approved as part of the 2025 Adopted Budget:

Page rates are consistent with mandated increases in the New York State Minimum Wage Law and Sr.

Page rates are budgeted at \$0.50 above the minimum wage.



Benefits Package – Unrepresented Part-Time Staff

Part-time employees not covered by a collective bargaining agreement are not eligible for most benefits. The B&ECPL will follow all applicable federal, state and local laws and statutes as they apply to employment.

Benefits	
Work Week	Part-time employees will be scheduled for not more than 19 hours per week.
Pay Period	Employees shall be paid every 2 weeks.
Lunch	Employees scheduled to work more than 6 hours in a single shift will be provided with a 1/2 hour unpaid lunch.
Breaks	Employees are eligible to receive a 15 minute paid break per 4 hours worked.
Retirement	Part-time employees are eligible to join the New York State & Local Retirement System (NYSLRS), the statewide pension plan for public employees in NYS.

Optional Benefits	
Supplemental Retirement	<p>Employees may opt to participate in the Erie County Deferred Compensation Plan (457(b)). This is a tax-deferred retirement account administered by VALIC (member company of AIG).</p> <p>Representatives from VALIC are made available to staff throughout the year or can be contacted directly; contact information is on the intranet.</p>
Flexible Spending Accounts (FSAs)	<p>Employees are able to enroll in pre-tax deduction FSAs for medical, dependent care, adoption, and parking expenses through P&A Group. Forms for such accounts must be submitted for each calendar year. More information can be found on the intranet.</p>

Benefits are at the discretion of the B&ECPL Board of Trustees. Content is subject to change. Please direct any specific questions about wages and benefits to Human Resources.



Equal Employment Opportunity and Anti-Harassment Policy

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

This policy is also part of the *Buffalo & Erie County Public Library Personnel Policies and Procedures Manual*.

I. Statement of Policy

The Buffalo & Erie County Public Library (B&ECPL) is committed to maintaining an environment free of discrimination and unlawful harassment.

A. Equal Employment Opportunity

It is the policy of the B&ECPL to provide Equal Employment Opportunity in every aspect of employment to all applicants and employees without regard to gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law.

The B&ECPL will take affirmative action as called for by all applicable federal, state and local laws and executive orders to ensure that underrepresented groups are introduced into the workforce and provided promotional opportunities. Employment decisions will be made without regard to unlawful considerations.

B. Unlawful Harassment

The B&ECPL will not tolerate unlawful harassment of its employees by any supervisor, coworker, volunteer, patron, or any other person with whom employees may come into contact during work. Similarly, the B&ECPL will not tolerate its employees engaging in unlawful harassment of co-workers or of non-employees with whom they come into contact during work, including but not limited to job applicants, vendors, contractors, patrons and volunteers.

1. The B&ECPL prohibits all forms of unlawful harassment. Generally, unlawful harassment includes any unwelcome conduct, whether verbal, written, physical or visual, that is based upon a person's gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law.

C. Examples of Harassment

1. Offensive comments such as racial or ethnic slurs, jokes, epithets and innuendo;
2. Verbal or physical kidding, teasing or practical jokes based on a person's gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law;
3. Harassing conduct based on gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment; or
4. Any action taken because of an individual's gender, race, color, national origin, citizenship or immigration status, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, or any other basis protected by federal, state or local law that alters the terms, conditions and/or privileges of employment.

D. Sexual Harassment – See Sexual Harassment Prevention Policy.

E. Applicability of Policy

1. The prohibition against discrimination and unlawful harassment applies to everyone: managers, supervisors, salaried and hourly employees, temporary employees, volunteers, contractors, trustees,

public officials, appointed administrative officers, patrons or any other non-employee.

2. The B&ECPL will not allow unlawful harassment of any kind by anyone. This policy will be reviewed with all staff. It is the responsibility of each supervisor to ensure affirmative implementation of this policy to avoid discrimination, unlawful harassment or retaliation in employment and to report all violations they may become aware of. All employees are expected to be cognizant of this policy and cooperate with its implementation.
3. The B&ECPL has zero tolerance for the types of conduct described in this policy. The B&ECPL may treat instances of inappropriate conduct as a violation of this policy, regardless of the specific wording of this policy or technical definitions in the applicable laws; and the B&ECPL may deal with such conduct with disciplinary action or other forms of corrective action as deemed appropriate. Such conduct may also be treated as a violation of the applicable library's Rules of Conduct.
4. Any harassment based on a protected class violates this policy regardless of whether such harassment would be considered severe or pervasive under legal precedent applied to harassment claims.

II. Procedure

A. Reporting Discrimination, Harassment or Other Violations of This Policy

All employees, volunteers, patrons and other persons utilizing or working in B&ECPL facilities and services are encouraged to promptly report any conduct that they are subject to, or that they witness, which may violate this policy. If the B&ECPL does not know about the discriminatory or harassing conduct, it cannot act.

Prior to making a report, individuals who believe they have been discriminated against or harassed may choose to firmly and promptly notify the offender that their behavior is unwelcome. However, the B&ECPL recognizes that such a confrontation may be uncomfortable or even impossible. Therefore, notifying the offender is not required.

To make a report, individuals should follow the steps set forth below:

1. Notify Appropriate Staff
 - a. Employees, supervisors and managers must report any incident of discrimination, retaliation, sexual harassment or other harassment.
 - b. Employees who believe they have been subject to or witnessed conduct which violates this policy should immediately report the incident to their direct supervisor.

- c. If the supervisor is the alleged offender or the employee is uncomfortable reporting the incident of discrimination, harassment or retaliation to the supervisor, the incident should be reported directly to the Department Head or contract Library Director.
- d. In the event that the circumstances of the situation make it inappropriate to report the incident to the individual's supervisor, Department Head or contract Library Director, the incident should be reported directly to Human Resources.
- e. Supervisors and managers must immediately report any incident or report of discrimination, retaliation, sexual harassment or unlawful harassment even if they are not the target or victim of such harassment to Human Resources.
- f. If the circumstances of the situation make it inappropriate to report the incident to Human Resources or in the event the individual is not an employee, the incident should be reported to the System Library Director.
- g. In the event that the complaint is against a contract Library Director, the applicable Board President will be notified.

2. Promptly Report Complaint

- a. B&ECPL encourages the prompt reporting of complaints so that a rapid response and appropriate action may be taken.
- b. Failure to promptly report a complaint can hinder an effective investigation.
- c. A prompt report not only aids the complainant but also helps to maintain an environment free from discrimination for all.
- d. Reports of harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all individuals are encouraged to use this complaint form. Individuals who are reporting harassment on behalf of another person should use the complaint form and note that it is on another person's behalf.

3. Prepare Written Report of Misconduct

- a. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of discrimination, retaliation and/or harassment.
- b. Any and all verbal and written reports must be submitted to Human Resources or the System Library Director for investigation.
- c. Upon receipt of a complaint under this policy, Human Resources or the System Library Director will complete a formal written report of the complaint, if not already done by the complainant or their supervisor.

- d. Individuals who believe they have been or are currently being subjected to discrimination, retaliation or harassment should maintain a record of objectionable conduct in order to prepare effectively for the investigation.

B. Investigating the Complaint

1. Confidentiality

Any allegation of discrimination, retaliation or unlawful harassment will be investigated promptly. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

2. Investigation Process

- a. The B&ECPL will investigate thoroughly and quickly any incident of discrimination, retaliation or harassment and will make every effort to take the wishes of the complainant into consideration, keeping the complainant informed as to the status of the investigation.
- b. Depending on the circumstances of the complaint, Human Resources or the System Library Director will determine if the investigation will be completed internally or if it is more appropriate to forward the complaint to a third party for investigation.

C. Corrective Action

1. Employees

The B&ECPL will impose appropriate discipline or other corrective action, depending on the nature and seriousness of the offense, up to and including termination, against any manager, supervisor or employee found to have violated this policy, regardless of whether such conduct is considered under the law to constitute unlawful discrimination or harassment or retaliation.

2. Non-employees

When a patron, volunteer or other person not employed by the B&ECPL is found to have engaged in unlawful harassment, discrimination or retaliation against a B&ECPL employee, the B&ECPL will advise the person of the B&ECPL's policy against such conduct,

and will take such other actions as are appropriate under the circumstances, up to and including suspension of library privileges.

III. Protection Against Retaliation

The B&ECPL will not, in any way, retaliate against an individual who makes a complaint of discrimination or harassment or against any participant in the investigation; nor will it permit any manager, supervisor or employee to do so. Retaliation is defined as discriminating against an individual because they opposed discrimination and/or harassment; made a charge, testified, assisted or participated in any manner in an investigation, proceeding or hearing related to prohibited conduct under this policy; or exercised any other legal right protected by federal, state or local law requiring equal opportunity.

Retaliation is a serious violation of this policy and should be reported immediately by following the reporting procedure set forth above. Depending on the nature and seriousness of the offense, the B&ECPL will impose appropriate discipline, up to and including termination, against any manager, supervisor or employee found to have retaliated against another individual for reporting discrimination and/or harassment.

A. Examples of Retaliation:

1. Treating someone who has reported an incident of discrimination and/or harassment or participated in an investigation differently from other individuals (e.g. cold shoulder).
2. Making negative comments or unreasonably disciplining, reducing responsibility, denying a transfer, giving unfavorable evaluations, or scrutinizing the work, etc. of an individual because that individual has reported an incident of discrimination and/or harassment or participated in an investigation.
3. Subjecting an individual to any adverse employment action for reporting an incident of discrimination and/or harassment or participating in an investigation.
4. Encouraging or ordering other staff to retaliate against an individual who has reported an incident of discrimination and/or harassment or participated in an investigation.
5. Engaging in other behavior that can reasonably be construed to be retaliatory.
6. Disclosing an employee's personnel files because they have opposed any practices forbidden under the New York State Human Rights Law ("NYS HRL"), filed a complaint, testified or assisted in any proceeding under NYS HRL, except where the disclosure is made in the course of commencing or responding to a complaint in any proceeding under the NYS HRL or any other civil or criminal action or other judicial or administrative proceeding as permitted by applicable law.

IV. Legal Remedies

Individuals who believe they have been discriminated against, harassed or retaliated against in violation of this policy should first file an internal complaint with the B&ECPL, as described above. If an individual is dissatisfied with the response, they may file a complaint with the Equal Employment Opportunity Commission (EEOC) at (716)551-4441 and/or the New York State Division of Human Rights at (716)847-7632, which are authorized to investigate the allegations in the complaint. Individuals also may contact a private attorney or union representative should they believe they have been subjected to any form of discrimination, harassment or retaliation.

Adopted April 20, 2017 per Resolution 2017-11 (supersedes independently adopted EEO Policy contained in the B&ECPL Employee Handbook and Personnel Policies and Procedures Manual on December 18, 2014 and the Anti-Harassment Policy last amended March 17, 2016). (Administration Revised July 2018 - updated phone number Section II.A.1.d).

Amended December 20, 2018 per Resolution 2018-40.

Amended November 21, 2019 per Resolution 2019-43.

Reviewed by Policy Committee November 19, 2020 - no changes.

Reviewed by Policy Committee November 18, 2021 - no changes.

Amended January 19, 2023 per Resolution 2023-1.

Reviewed by Board of Trustees July 18, 2024 - no changes.

Reviewed by Library Administration December 2, 2024 - no changes.

Reviewed by the Policy Committee December 19, 2024.

Amended January 16, 2025 per Resolution 2025-4.



COMPLAINT OF HARASSMENT, DISCRIMINATION, OR RETALIATION

The Buffalo & Erie County Public Library prohibits harassment or discrimination because of gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law. The B&ECPL acknowledges its legal and ethical obligation to protect the right of all persons to an environment free from discrimination, harassment, and retaliation. If you believe you have been harassed, discriminated against, or retaliated against in violation of B&ECPL policy, please complete this complaint form.

General Information:

Date:		
Name:		
Address:		
City:	State:	Zip:
Home Phone No.:	Work Phone No.:	
Department:		
Supervisor's Name:		
Supervisor's Phone No.:		

Specific Information about Your Complaint:

1. WHO IS HARASSING YOU, DISCRIMINATING AGAINST YOU, AND/OR RETALIATING AGAINST YOU? (Include name(s) and job title(s))

2. WHAT HAPPENED TO YOU TO PROMPT THIS COMPLAINT? (Be as specific as possible in describing the harassment/discrimination/retaliation. Include names, dates, and locations. Try to describe the “who, what, where, when, why, and how” of the incident(s).)

3. DID ANYONE WITNESS THE INCIDENT(S) DESCRIBED ABOVE? IF SO, STATE THE NAME OF THE INDIVIDUAL WHO WITNESSED EACH INCIDENT.

4. WITH WHOM (if anyone) HAVE YOU DISCUSSED THE INCIDENT(S)?

5. HAVE YOU PREVIOUSLY BEEN SUBJECTED TO HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE INDIVIDUALS IDENTIFIED IN YOUR RESPONSE TO QUESTION 1? IF SO, PLEASE DESCRIBE EACH PRIOR INCIDENT IN DETAIL. (Include names, dates, and locations. Try to describe the “who, what, where, when, why, and how” of the incident(s).)

6. DO YOU HAVE WRITTEN DOCUMENTATION (e.g. cards, letters, text messages, or journals) RELEVANT TO YOUR COMPLAINT? IF SO, DESCRIBE THE DOCUMENT(S).

7. ARE YOU AWARE OF OTHER PERSONS WHO HAVE EXPERIENCED HARASSMENT, DISCRIMINATION, OR RETALIATION BY THE PERSON HARASSING, DISCRIMINATING, OR RETALIATING AGAINST YOU? IF SO, STATE THE NAME AND THE DETAILS OF THEIR EXPERIENCES, IF KNOWN TO YOU.

8. HOW DO YOU SUGGEST OR PREFER THAT YOUR COMPLAINT BE RESOLVED?



VOLUNTEER PROGRAM POLICY

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library System (B&ECPL) is committed to fulfilling its mission through building and strengthening relationships throughout the community, including providing opportunities for direct community participation in library services. Volunteer time, energy and goodwill are invaluable assets to the B&ECPL. Volunteering at a library also offers individuals and groups a way to contribute to their community, fulfill personal goals and achieve a sense of satisfaction. Volunteering for a library in the B&ECPL can be a rewarding and exciting experience for all involved.

The B&ECPL shall accept volunteers without regard to any individual's gender, race, color, national origin, ancestry, religion, creed, age, disability, familial status, marital status, pregnancy, sexual orientation, gender identity or expression, military status, genetic predisposition, arrest or conviction status, domestic violence victim status, known relationship or association with member of a protected class, or any other basis protected by federal, state or local law.

II. USE OF VOLUNTEERS

- A. The B&ECPL will support the effective utilization of volunteers to:
 - 1. Welcome talented and dedicated community members who wish to serve the B&ECPL;
 - 2. Add value to new and existing programs;
 - 3. Promote public awareness of library services;
 - 4. Increase involvement in and support of the B&ECPL by the public; and
 - 5. Connect with the community.
- B. The B&ECPL will not use volunteers to replace or augment its paid staff.
- C. Volunteers shall not be permitted to perform activities that could reveal confidential patron information; including but not limited to use of the B&ECPL circulation/borrower services database (Integrated Library System).

- D. The B&ECPL does not provide volunteers with compensation, medical or health benefits, accident or worker's compensation.

III. VOLUNTEER PROGRAM

A. Becoming a Volunteer

1. Individuals interested in volunteering at the B&ECPL must fill out a [Volunteer Application](#) and a [Volunteer Liability Waiver and Release form](#).
2. Volunteers under the age of 17 must have guardian approval to volunteer. Volunteers under the age of 17 must be overseen by a staff member or an adult volunteer who has successfully completed the volunteer application process.
3. Volunteers will be accepted based on the library's needs. Submitting an application does not guarantee acceptance into a library's volunteer program.

B. Volunteer Expectations

1. Volunteers are expected to adhere to any applicable policies and practices regarding schedules, attendance, conduct, performance, safety procedures, proper attire, etc.
 - a. Each volunteer will have a staff member assigned as an on-site supervisor and is required to follow the procedures established by the library where they volunteer.
 - b. The supervisor and/or supervisor's designee is available for guidance and assistance of volunteer activities and is responsible for establishing the volunteer's schedule and tracking volunteer hours.
 - c. Volunteers are expected to keep their supervisor and/or supervisor's designee informed of their projects and service status, and of any schedule changes.
2. Volunteers can be released from volunteer duties at any time at the discretion of the B&ECPL.
3. Volunteers are expected to maintain the confidentiality of all patrons' use and records.

Adopted October 20, 2005.

Amended May 18, 2006.

Reviewed by Policy Committee April 23, 2009 – no changes.

Amended September 17, 2015 per Resolution 2015-27.

Amended March 17, 2016 per Resolution 2016-8.

Amended November 21, 2019 per Resolution 2019-45.

Reviewed by Library Administration December 2, 2024 – changes.

Reviewed by the Policy Committee December 19, 2024.

Amended January 16, 2025 per Resolution 2025-7.



NEW CONSTRUCTION/LIBRARY EXPANSION POLICY

This policy is a system-wide policy for application to all libraries within the Buffalo & Erie County Public Library System.

I. Introduction

This policy provides direction for the approval and planning of new construction and/or expansion projects for all libraries within the Buffalo & Erie County Public Library (B&ECPL) System, including the Central Library, Buffalo Branches and Contract Libraries.

II. Criteria for Approval

B&ECPL libraries (Central Library, Buffalo Branches and Contract Libraries) and/or municipal government(s) must obtain approval from the B&ECPL System Board of Trustees for all new construction and/or expansion projects.

Approval for new construction and/or expansion must be obtained prior to introducing local referenda, presenting bond issues to the electorate or submitting applications for publicly funded grants.

Final approval for any project rests with the B&ECPL System Board of Trustees.

All projects must meet the following conditions and criteria:

- A. The library must be a member of the B&ECPL System by virtue of a signed annual contract or a local library subject to the governmental authority of the B&ECPL System Board of Trustees;
- B. The library must meet the minimum standards for hours of service established by the New York State Commissioner of Education (Commissioner's Regulation §90.2) and additional standards as may be established by the B&ECPL;
- C. The library must meet the staffing requirements established by the New York State Commissioner of Education (Commissioner's Regulation §90.8), the New York State Civil Service Commission (where applicable) and the County of Erie;
- D. The library must meet other minimum standards of service as established by the New York State Commissioner of Education;

- E. Operational cost neutrality. Any new construction and/or expansion project must be expenditure neutral (when adjusted for inflation) in the context of the B&ECPL's overall operating budget. If operating cost neutrality is not obtainable, a New Construction/Library Expansion Waiver/Partial Waiver of Operating Cost Neutrality Request Form is required. SEE Section III (F);
- F. New facilities must be strategically located, in areas frequently trafficked/recognized by local/regional residents, and designed to serve regions;
- G. Proposed new facilities and/or expansions must clearly identify the unmet service needs to be addressed and how the new facility and/or expansion will allow the library to meet those needs and provide j higher levels of service;
- H. New facilities and/or expanded facilities must include cost saving initiatives such as energy efficiencies, utility savings and green processes, if available;
- I. The B&ECPL System Board of Trustees will not consider any project unless it is submitted at least 60 days prior to the deadline for applicants to file with the Library System a request for State Aid for Library Construction funds;
- J. The B&ECPL System Board of Trustees will not consider and/or approve any proposed project that might enhance the quality of library service in one area at the expense of service in another.

III. REQUIRED: Application for Approval of New Construction/Expansion Projects

Using the [Request for New Construction/Library Expansion Approval Form](#), the Contract Library Board of Trustees and/or municipal government must provide the following information to the B&ECPL System Board of Trustees:

- A. Complete description of the expansion/new construction project incorporating required criteria/conditions as indicated in Section II of this policy;
- B. Estimated cost of project;
- C. Resolutions of support from municipality, or for association libraries, letters of support from association members;
- D. List of project funders, including committed funding amounts;
- E. Fundraising plan (where applicable);
- F. Written statement estimating operational costs. Include recognition that cost neutrality is optimal. NOTE: If cost neutrality is not obtainable, provide a completed [New Construction/Library Expansion Waiver/Partial Waiver of Operating Cost Neutrality Request Form](#). The Waiver/Partial Waiver Request of Operating Cost Neutrality Form should be submitted

with the completed New Construction/Library Expansion Approval Form. The Waiver/Partial Waiver Request of Operating Cost Neutrality shall not apply to any other provision of this Policy nor any other provision of the Request for New Construction/Library Expansion Approval Form, the terms of which shall remain in full force and effect;

- G. For new library construction, a written statement demonstrating the strategic placement of the facility including how/why the new location will better serve the community;
- H. Written statement of commitment to meet/exceed all New York State Education laws and regulations;
- I. Written statement of commitment to meet all New York State Civil Service laws and regulations (where applicable);
- J. Written statement of understanding that construction of a new library facility and/or expansion of a library facility, and equipping the same, is the responsibility of local or regional authorities or association members (for association libraries);
- K. Conceptual drawings and/or architectural renderings providing visual support specific to the project.

IV. Review

Within 45 days of receipt of a completed Request for New Construction/Library Expansion Approval Form, the B&ECPL Board of Trustees Building Oversight Committee (Building Oversight Committee) will meet and determine:

- A. If all required criteria have been met;
- B. If a presentation of the project to the System Board of Trustees is needed. In that case:
 - 1. Contract Library Board and Contract Library Director, or in the case for the Central Library or Buffalo Branches, members of B&ECPL's Administration, will be asked to present the project to the B&ECPL System Board of Trustees;
 - 2. All presentations will be made during a regularly scheduled meeting of the System Board of Trustees;
 - 3. All presentations will include conceptual drawings or architectural renderings providing visual support specific to the project;
 - 4. The Building Oversight Committee or designee will notify the Contract Library Board of Trustees/Director or B&ECPL Administration of presentation date.
- C. If/when the project will be recommended to the B&ECPL System Board of Trustees for approval.

V. Approval

Following review by the Building Oversight Committee and within 90 days of receipt of the Request for New Construction/Library Expansion Approval Form, the B&ECPL System Board of Trustees will respond to the Contract Library Board of Trustees and/or municipal government, in writing, on the status of the new construction/library expansion approval request.

- A. All approvals will be made via resolution by the B&ECPL System Board of Trustees;
- B. Projects that are not approved will receive no financial, technical or professional support from the B&ECPL as stated in the current annual contract between the B&ECPL and the Contract Library.

VI. Appeal

Any/all appeals must be submitted to the B&ECPL Board of Trustees, in writing, within 90 days of declination of support determination.

The B&ECPL Building Oversight Committee will review any/all appeals and make a recommendation to the B&ECPL System Board of Trustees within 90 days of receipt of said appeal. The B&ECPL System Board of Trustees will respond to the Contract Library Board of Trustees and/or municipal government, in writing, on the determination of the appeal within 60 days of receipt of the Committee's recommendation.

VII. Priority Ranking of Projects

The Building Oversight Committee will give preference to projects that:

- A. Serve a region rather than a single municipality, resulting in improved levels of service. Such improvements may include: increased hours of service, enhanced technology, meeting room and storage space, parking, etc.;
- B. Show evidence of sufficient capitalization to furnish the new facility;
- C. Demonstrate operational cost neutrality including a comprehensive funding analysis that determines long-term operational needs OR have received approval of a New Construction/Library Expansion Waiver/Partial Waiver of Operating Cost Neutrality Request.

Adopted December 15, 2016. Supersedes the *Guidelines and Procedures for Approval of New Library Construction*, April 18, 2002.

Amended December 20, 2018.

Amended July 20, 2023 Resolution 2023-20.