

LIBRARY USE
Adopted Jan. 2004
Revised Feb. 2007

A. WHO MAY USE THE LIBRARY

1. Residents

- a. The Reading Room Association of Gouverneur will serve all residents of the community. Service will not be denied or abridged because of religious, racial, social, economic or political status.
- b. The Reading Room Association of Gouverneur will serve all residents within the area included in the Gouverneur School District.
- c. Persons residing outside this geographical area, but owning property, renting property for one month, or attending an educational institution in this area shall be considered residents.
- d. Children 14 years old or younger must have the signature of a responsible parent or guardian on their library card application before they will be allowed to borrow materials.

2. Non-Residents

- a. The Reading Room Association of Gouverneur will serve registered borrowers from other member libraries of the North Country Library System.
- b. Library cards from other North Country Library System automated libraries and the NCLS Universal card will be accepted.

3. Restrictions

- a. Use of the Reading Room Association of Gouverneur building and grounds may be denied due to such causes as; failure to return books, destruction of Library property or objectionable behavior on Library premises. This would include use of tobacco products, unauthorized or unusual use of Library grounds, loitering, or behaving in a threatening manner either verbally or physically to either library staff or other patrons.

RULES OF CONDUCT

Under Article 5, Section 262 of New York State Education Law, the Board of Trustees of the Reading Room Association of Gouverneur has adopted the following rules to ensure an atmosphere conducive to the appropriate use of the services and facilities of library. Library users are required to comply with these rules and regulations.

The use of the library may be denied for due cause. Such cause may be:

1. Failure to maintain reasonable quiet, especially in the library loft which is a designated study and reading room.
2. Disturbance of other patrons due to the use of objectionable language, odor or behavior.
3. Illegal, disruptive, or objectionable conduct on library premises including tobacco, alcohol or drug use, sexually inappropriate behavior, or violent behavior.

Other unacceptable library behavior includes stalking, soliciting, loitering, littering and damaging property.

Eating and drinking must be done outside the library, unless prior permission has been obtained.

Only animals assisting the handicapped are permitted in the building.

Patrons shall not be permitted to enter the building without footwear or without a shirt or other covering of their upper bodies.

A library patron who vandalizes, steals, or destroys any library material, equipment, or building components will forfeit all library privileges and will be subject to financial liability for damages.

Distributing or posting materials or literature that has not been approved by the library is not permitted.

The elevator is available for use by handicapped persons or those with physical limitations. All others should use the stairs to get to the loft.

Under Article 65, Section 3205 of New York State Education Law, “In each school district of the state, each minor from six to sixteen years of age shall attend upon full time instruction.” Accordingly, access to the library during regular school hours (without special permit or previous arrangement with school officials is denied for minors between the ages of six and sixteen. No children under six years of age may be left unattended in the library at any time. Library staff will not be responsible for children who have been

left without adult supervision. The library staff reserves the right to seek intervention of the appropriate law enforcement or social service agency as required by individual circumstances.

Persons whose actions violate these rules will be advised of their infractions. Failure to comply with the library's established rules and regulations or violations of law may result in immediate suspension of library privileges and, where necessary, civil liability or criminal prosecution.

Adopted March 11, 2010

MEETING ROOM USE

The meeting room can be reserved under the conditions listed in the next section regarding use of the main floor of the Reading Room Association.

USE OF LIBRARY FACILITIES WHEN THE LIBRARY IS OPEN TO THE PUBLIC

1. Qualifications for use:

- a. The library may be reserved for use by educational, civic, cultural, and government groups when no admission charge is made.
- b. Preference is given to Library sponsored and Friends of the Library sponsored programs.
- c. Profit making organizations sponsoring an educational program of a non-profit nature will be permitted to use the Library provided the meetings are open to the general public.
- d. Reservations must be made with the Library Manager by filling out an application form and questionnaire and will be honored on a first come, first serve basis.
- e. Meeting room rules will be posted in the room and also be a part of the application form.
- f. In order to ensure proper use of the room, we will charge a deposit to be repaid upon inspection of the room immediately after its use.
- g. The bathroom will be available for use.
- h. Repeat visits will be denied to any group that violates the meeting room rules.
- i. The Library will be responsible for keeping the meeting room in proper condition which allows for public use of the room.

USE OF LIBRARY FACILITIES WHEN THE LIBRARY IS NOT OPEN TO THE PUBLIC

This practice will not be encouraged, however if the situation arises;

1. All of the above qualifications will apply.
2. An employee of the Reading Room must be present in the building.
3. A non-refundable fee will be charged equal to the hourly pay rate of the employee on duty for the time the meeting room is in use.

LIBRARY OPERATING POLICIES

1. Confidentiality of Library Records

- a. Circulation records and other records of identifying the names of library users are confidential in nature. This includes but is not limited to, records related to circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, films, tapes, compact disks or records.
- b. All librarians, library managers and library employees are advised that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
- c. Upon receipt of such process, order, or subpoena, the library's trustees will consult with their legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, the trustees will insist that such defects be cured before proceeding further with the request.
- d. As per New York State Law 5953-C Cal. No. 120
- e. Under the USA Patriot Act provisions of the new anti-terrorism law a search warrant and not a subpoena is required for access to patron's records. A search warrant can be executed immediately.
- f. The library staff is entitled to ask the officer serving the warrant to allow them to consult with legal counsel and to ask that the library's counsel be present for the search.
- g. Other than legal counsel no one should be informed of the existence of the warrant.

2. Security

- a. Backpacks, book bags and large carry-alls may be checked, upon request, at the circulation desk.
- b. In the event of a bomb threat, the building will be evacuated immediately and the police will be called from a safe location.

3. Circulation Policy

- a. Users must have a library card and present it to check out materials. Library card privileges expire after 1 year unless extended.
- b. New patrons must complete a registration form and provide identification. Primary identification to be used is identification with a picture (preferably a Driver's License), which has the individual's current address. If the address information on the picture ID is not current, another form of identification must be presented which verifies the individual's current address (ie; a piece of non-personal mail). Individuals who do not possess a valid picture ID must present two documents that verify current address.
- c. A new patron will maintain "new patron" status for a period of three months. During that time he/she will be allowed to have a total of only two items checked out on their account, a limit of \$2 in overdue fines and be allowed to place holds on only two items
- d. Individuals will be allowed to sign out only one item until the Library is presented with confirmed current address.
- e. Users must be in good standing to check out materials from the Reading Room Association of Gouverneur. (Their library card must not be on the outstanding overdue list or have fines exceeding \$5).

4. Loan Policy

- a. Books, magazines, newspapers, and puzzles, will circulate for a twenty eight day period. These materials may be renewed twice if there are no reserves for them.
- b. Borrowing by adults, of books on tape, and compact disk will be limited to a maximum of 10 items. They may be borrowed for fourteen days. Items marked as NEW may only be borrowed for seven days. Two renewals are allowed if there are no reserves.
- c. Circulation of music cassettes and compact disks will be for a period of seven days with two renewals allowed if there are no reserves.
- d. Borrowing of DVDs cataloged as NEW will be limited to two days. All other videos and DVDs will be checked out for seven days. Two renewals are allowed if there are no reserves. There will be a limit of two items per family.
- e. Beyond the above restrictions adults may borrow up to 10 items.
- f. Materials listed as NEW may only be renewed one time.
- g. The current issue of a periodical or newspaper does not circulate. Back issues of magazines in storage do not circulate. Reference material does not circulate.
- h. Renewals can be made by telephone (287-0191), for items not on reserve.

5. Reserve Policy

- a. Reserves may be made for any materials the library circulates. Users will be called or notified by mail, telephone or e-mail when the materials become available.
- b. Materials will be available for pickup for one week after they are processed.
- c. There is a limit of ten holds per patron.

6. Overdue Policy

- a. Library users who have five items that are overdue or a fine of \$5 or more, may not borrow anything further or use the computers until the materials are returned.

- b. Children and adult materials are fined at .10 per day for all materials except videos which incur a fine of .50 per day.
- c. When the maximum fine of \$5 per item is reached no more items can be charged out on that card until the fine is paid.
- d. The village police will be given the names of any patrons who have materials valued at \$25 or more and who have not responded to any of the notices as per New York State Education Law Section 265.
- e. Fines of \$5 or more incurred at another library will be forwarded to that library.

7. Lost and Looking Materials

When a patron states he/she cannot locate an item:

- a. Ask the patron to keep looking.
- b. Mark the item as “assumed lost”. Check occasionally to remind the patron of the lost item.
- c. After two or three months a bill for replacement costs of library materials will be sent.

8. Damaged Materials Policy

If a book or other material is damaged beyond repair:

- a. The borrower is required to pay the cost of the item as recorded in the computer database.
- b. Mark bibliographic record as “withdrawn”.
- c. Issued a receipt..
- d. Damaged items must be returned to the library. The borrower may keep the damaged items. The Library Manager will decide on a case –by- case basis.
- e. Replacement cost of a damaged magazine will be the price of the current issue.
- f. Continued use of library materials is at the discretion of the Library Manager.

9. TV & VCR Use

- a. Users may reserve a time by signing up at the desk.
- b. The TV, VCR and DVD may be used only for the length of one video.
- c. Patrons must finish fifteen minutes prior to closing.

10. Copy Machine Policy

- a. We will not publicize that we have a copier.
- b. The public will not be allowed to operate the machine.
- c. The copying of library materials will be free of charge for up to ten copies.
- d. A charge for copying non-library materials will be set.
- e. Copies will be made at the convenience of the library staff.
- f. The number of copies that can be made will be limited to between five to ten copies. This will be at the discretion of the Library Manager.

11. Telephone and Fax Policy

- a. The purpose of the phone is to conduct library business.
- b. Patrons may use the phone for emergencies or library business, but if the call is of a personnel or frivolous nature the staff has the option to terminate the call.
- c. The first call is free, after that there will be a charge.

- d. The Library staff will fax materials for patrons. A charge will be set for this service.

12. Computer Use Policy

- a. Users may reserve a time by signing up at the desk. Reservations will only be held for five minutes beyond the assigned time.
- b. An allotted time on the computers will be set and posted. If no one is waiting to use the computer at the end of the allotted time the patron may continue to use the computer.
- c. Inappropriate use or behavior will terminate use prior to the allotted time.
- d. No more than two people will be allowed on any one computer at a time.
- e. Computer use is only available during regular library hours.
- f. Patrons using the computer must be done five minutes prior to closing.
- g. Use of outside disks and CDs will be at the discretion of the Library Manager.
- h. Storage disks will be available for a minimal charge.
- i. All library software is intended for library use only. No copyright infringements are allowed.
- j. Patrons unfamiliar with computers will be given instruction at the convenience of the staff.
- k. There will be built into the library calendar an afternoon and evening time to teach the use of Windows and the Internet on an on-going basis.
- l. Printing of materials will be allowed and a charge per page will be set.
- m. Patrons with overdue books will not be allowed to use the computers until the books are returned.

13. Internet Policy

- a. Internet access will be available at no charge to library patrons using the public access computers.
- b. Patrons under the age of sixteen will be required to have a signed parental permission slip on file as well as a Student's Bill of Rights and Responsibilities.
- c. Anyone observed to be viewing an obscene or inappropriate site will lose his/her computer privileges for that day. Repeat infractions will result in permanent loss of privileges.

14. Bathroom Use Policy

- a. The bathroom will be open to the public.
- b. Misuse by an individual will result in loss of privileges.

NORTH COUNTRY LIBRARY SYSTEM MEMBERSHIP POLICY

The Board of Trustees of the Reading Room Association of Gouverneur recognizes that membership in the North Country Library System (NCLS) will increase our library's potential and expand services available to its patrons. This library will take advantage of NCLS services as needed and cooperate with the system to the extent possible.

As a member of NCLS, The Reading Room Association of Gouverneur will:

4. Inform NCLS about any books which it may acquire other than through NCLS and also inform NCLS about any books withdrawn from its collection.
5. Allow patrons from other NCLS automated libraries to use their own library's card. Patrons from non-automated libraries will be issued a card from the Reading Room.
6. Lend books from its collection to other member libraries of NCLS on request transmitted through NCLS headquarters on the same basis as to its own cardholders.
7. Receive from any borrower, materials borrowed from another member library for return by the NCLS delivery facilities to the owning library.
8. Consider promptly (following board meetings) NCLS ideas for improvement of services.
9. Participate in Point-to-Point, a system for directly sending materials to branches requesting materials through the NCLS office.
10. Make every reasonable effort to secure continued support from local funds in an amount to or greater than the amounts presently received.

LIBRARY MATERIALS SELECTION POLICY

A. PURPOSE

- a. The purpose of this collection is to contribute to the improvement and extension of quality library services to all areas.
- b. This policy governs the selection of materials for adults, young adults and children.

B. DEFINITION OF SELECTION

Selection refers to the decision that must be made either to add material to the collection, to retain material already in a collection or to delete material in a collection.

C. LIBRARY BILL OF RIGHTS

The Reading Room Association of Gouverneur supports the Library Bill of Rights.

D. FREEDOM TO READ STATEMENT

The Reading Room Association of Gouverneur supports the American Library Association's Freedom to Read Statement.

E. FREEDOM TO VIEW STATEMENT

The Reading Room Association of Gouverneur supports the American Library Association's Freedom to View Statement.

F. GOALS OF MATERIALS SELECTION

1. To maintain a well balanced broad collection of materials for information, reference and self-study.
2. To support the democratic process by providing materials for the education and enlightenment of the community.
3. To provide recreational reading, listening and viewing resources.

G. RESPONSIBILITY FOR SELECTION

The responsibility for materials selection lies with the Library Manager who operates within the framework of policies determined by the Board of Trustees. The Library Manager may delegate the authority to interpret and define the applications of the policy in making day-to-day decisions. The general public, library staff and Friends of the Library members may recommend materials for selection.

H. GENERAL PRINCIPLES

1. The library will provide materials that help to meet its goals. These materials may include: books, periodicals, pamphlets, newspapers, pictures, maps, audio and video tapes, microfilm, computer software, compact disks and DVDs.
2. The library will not attempt to furnish textbooks or formal study materials needed for courses of study offered by schools or institutions of higher learning. The public library has materials for self-study, but it is not primarily designed to furnish required reading for academic study.
3. All materials (except those which are in demand and cannot be duplicated, including rare and fragile items, and reference materials) will be lent for home use under library regulations and procedures.
4. As a responsibility of library service, materials selected should be chosen for values of interest, information, and the enlightenment of all people in the community. In no case should a book be excluded because of the race, nationality, political or religious views of the writer.
5. Responsibility for the reading of children rests with their parents or legal guardians. Selection should not be inhibited by the possibility that materials may inadvertently come into the possession of a child.
6. There should be the fullest practicable provision of materials presenting all points of view concerning the problems and issues of our times; international, national and local. Materials should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.
7. Materials with an emphasis on sex or containing profane language should not be automatically rejected. Selection should be made on the basis of whether the material has literary value.

I. CRITERIA FOR SELECTION

1. Contemporary significance or permanent value.
2. Accuracy.
3. Authority of the author.
4. Relation of work to the existing collection.
5. Price, format and ease of use.
6. Scarcity of information in the subject area.
7. Availability of material elsewhere in the area – holdings of other libraries in the area are considered in developing the Reading Room Association of Gouverneur's collection. Materials, particularly those of a highly technical nature, may be borrowed on interlibrary loan.
8. Popular demand. The library should make available materials for enlightenment and recreation even if not enduring in value, interest and accuracy.
9. Whenever possible, materials will be selected based on review(s) from a variety of sources common to the Reading Room Association of Gouverneur.

J. MAINTENANCE OF THE COLLECTION

The weeding of the collection is a form of selection and is thus an important policy to define. Weeding is a thorough and conscientious effort to achieve a well balanced collection and should be a continuous, constant process. Factors to be considered in weeding are:

1. The physical condition of the book or material.
2. Slow moving material not listed in standard sources: (Children's catalog, Public Library Catalog, Fiction Catalog).
3. Materials containing subject matter no longer of current interest.
4. Multiple copies of titles no longer in demand.
5. Older editions replaced by newer revisions of non-fiction titles.
6. Accuracy of the information.
7. Retention of local material and books by local authors.
8. For more, see "Specific Weeding Guidelines by Classification of Format" pages.

K. GIFTS

The library will accept gifts under the following conditions.

1. Gifts materials will be judged by the same material selection standards that apply to purchased materials.
2. No gift materials will be accepted for which the donor places restrictions or special conditions.
3. Gift materials will be accepted with the understanding that this library reserves the right to utilize them in accordance with this selection policy. Gift materials may be added to the collection, sold, given to other libraries or discarded.
4. Gifts of money, real property and stocks will be accepted if the conditions attached thereto are acceptable to the Board of Trustees and are in accordance with pertinent laws.
5. Personal property, art objects, portraits, antiques and other objects will be accepted only on the basis that they may be sold, given away or discarded at the discretion of the Trustees and the Library Manager.
6. Donations of Readers Digest condensed books, textbooks, out dated non-fiction books, books that are damaged or dirty and back issues of magazines will not be accepted.

L. RECONSIDERATION OF MATERIALS

Library patrons may request that the Library Manager reconsider retaining certain materials that they find objectionable. The Library Manager will ask the patron to fill out a form designed for this entitled: **CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**. The concern will then be brought to the attention of the Board of Trustees.

M. PROVISIONS FOR REVIEW OF POLICY

This policy book may be revised as time and circumstances require. The current policy book revision is March 14, 2002.

**GOUVERNEUR READING ROOM
LIBRARY PERSONNEL MANUAL
Revised 2007**

A. Organization of the Library

1. Library goals and objectives
2. Organization Chart
 - Board of Trustees
 - Library Director
 - Clerks

B. Salaries and Hours

1. Work Week and Schedule
 - Library Hours
 - a. Monday, Tuesday, and Thursday 12:00 p.m. to 8:00 p.m.
In June, July & Aug Thurs. hours are 9:00 a.m. to 8:00 p.m.
Wednesday 9:00 a.m. to 5:00 p.m.
Friday 12:00 to 5:00 p.m.
Saturday 10:00 a.m. to 12:00 p.m. Closed Saturdays in July & August
 - b. Schedules for part-time clerks will be set by the Library Manager. An effort will be made to make the hours predictable and constant.
 - c. Staff may be asked to work additional hours in the event of illness, vacation, or special projects or programs.
 - d. Clerks may trade times, with the prior knowledge and approval of the Library Manager. A one week prior notice, when possible, is necessary.
2. Payment of Wages
 - a. Paychecks will be issued on the 15th and last day of each month. Checks will include scheduled work for that day. If work is missed and has been paid for in any pay period, necessary adjustments will be made in the following paycheck.
 - b. Hourly staff are required to fill out a time sheet for the treasurer's records.
 - c. Salaries and wages will be reviewed yearly as a part of the budgeting process.

C. Leave Policy

1. Holidays

- a. The Library will not open on the following holidays: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- b. The above holidays will be considered as paid holidays only for the full time staff. Those part time employees with ten or more years of service will be entitled to claim Martin Luther King Day, Presidents Day, Memorial Day, and Labor Day as paid holidays.
- c. A token Christmas gift is given annually to the staff.

2. Sick/Family Leave

- a. Sick time in the current year for clerical staff is based on the hours worked in the previous year, multiplied by .01.
- b. Custodian will receive six hours (being the equivalent of three of his normal working days) of paid sick time per year.
- c. Any sick time not used in the previous year is carried over to the current year with a maximum of forty hours for ten years of service or less. Those with eleven years or more of service will be entitled to five additional sick hours which will increase in increments of five hours for each year served beyond ten with a cap of eighty hours.
- d. Sick time is for individual or family sick time
- e. No payment will be made for unused sick time.
- f. The Library Manager will be allowed ten sick days each year. These will not accumulate.

3. Vacation Time

- a. Vacation time for clerical staff is calculated by multiplying the number of hours worked in the previous year, starting January 1 by .0385.
- b. Vacation time cannot be accumulated.
- c. Custodial staff will receive twenty hours (being the equivalent of 10 of his normal working days) of paid vacation time per year.
- d. Full time staff will receive two weeks paid vacation. These will not accumulate.

4. Bereavement Leave

- a. Staff members will be granted up to 20 hours of paid time off upon the death of an immediate family member. The Library Manager will consider extenuating circumstances.
- b. The Library Manager will be granted one week paid time off upon the death of an immediate family member.

5. Other Leave with Pay
 - a. If the library is closed by the Library Manager due to inclement weather or problems with the power or heating system, hours for the initial day will be paid as if worked. Hours beyond that initial day will have to be approved at the following Board of Trustees meeting.
6. Leave without Pay
 - a. Staff may ask the Board of Trustees for unpaid leave by applying to the Board President at least one month in advance, if such notice is possible. The decision will be at the discretion of the Library Manager. Such leave may not exceed the number of hours worked in an average month.

D. Benefits

1. Health Insurance
 - a. At this time no health insurance policy is carried by the Reading Room Association of Gouverneur for its employees.
2. Disability Insurance
 - a. Carried to the extent required by law.
3. Unemployment Insurance
 - a. Carried to the extent required by law.
4. Social Security
 - a. Paid quarterly as per NY State Law
5. Mileage
 - a. The Library Manager and staff are eligible for payment of mileage at a rate of \$.35 per mile for travel to NCLS meetings, workshops and other job related trips.

E. Recruitment, Training and Development

1. Appointment of Library Manager
2. Appointment of Library Manager substitute.
-Library Manager appoints a clerk to take over.
3. Job description of the Library Manager and substitute
(see attached form)
4. Job description of Library Clerk
(see attached form)
5. Job description of Custodian
(see attached form)
6. Performance Evaluations
 - a. Library manager will be evaluated by a subcommittee of the Board of Trustees on a yearly basis in the month of January. The evaluation will be reviewed with the Library Manager and then shared with the Board.
 - b. The Library Manager will evaluate each clerk during the month of December. The evaluations will then be made available to the Board upon request.

F. Personnel Action

1. Termination of employment
2. Staff privileges

G. Volunteer Policy

1. Recruitment
2. Responsibilities
3. Limitation
4. Liability
5. Termination
6. Expenses

Reading Room Association of Gouverneur
Long Range Planning Document
2009-2012
Background/History/Current Status

The Reading Room Association of Gouverneur (RRAG), heretofore referred to as the Library, is chartered to serve the Village and Town of Gouverneur, but it also serves the surrounding area. Gouverneur is a trading center for a rural area with a weekly farmers' market in the park, directly across the street from the Library, conducted each year from June until October. Included in the village are two military off-post housing projects, Quarry Lane, a 41 unit mixed housing development, Cambray Court, a 101 unit senior citizen/handicapped housing area, Pine Grove, a 48 unit senior citizen age-restricted housing area, Kilkarney Court, a 12 unit senior citizen/handicapped housing area. The village also has a hospital and a nursing home and several group homes operated by ARC for adults with disabilities. The Library serves three public elementary schools, one parochial school and the combined middle school/high school. In 1990 a 1000 bed correctional facility was constructed just north of the village.

According to the 2000 US Census, the Village of Gouverneur experienced a loss of 341 people since the 1990 Census, presumably as a result of declining economic conditions. This Census indicated a population of 4263 in the Village comprising 4024 white, 76 black, 16 Native Americans, 17 Asian, 10 Native Hawaiians, and 120 individuals who identified themselves as being in a multi-ethnic group. The Village of Gouverneur encompasses an area of 2.13 square miles and includes 1,797 housing units.

The RRAG was founded by a local chapter of the Women's Christian Temperance Union (WCTU) with an initial operating budget of \$30. On January 14, 1886, the first "reading room" was established in a rented space over a store on Main Street in the village. Forty books were available, only women could be members. In 1900 the reading room was expanded with the construction of the first section of its present facilities. Three additions were constructed in 1905, 1953 and 1970. Presently the Library boasts an inventory of 15,660 volumes of print items, a comprehensive collection of magazine, and newspapers as well as large print books, audio books and videos, all to lend. Also 10 on-line computers are available for free use by library patrons and the Library on a regular basis provides instruction in computer usage.

Constructed of Gouverneur marble, the first room was occupied in 1900 and represents the original library structure. A second room was added in 1905. The children's room was added in 1953 and in 1970 a two story addition provided more shelf space on the upper floor and a meeting room on the lower floor. In 1995 these different levels were made handicapped accessible with the construction of an access ramp, a mechanical chair lift and handicapped access modification to the public bathroom. In 2008 the attic over the first two rooms of the building was completely renovated into a loft area for reading, studying and meeting purposes.

Library patrons have access to copier, scanner and fax machines, as well as to a microfilm/microfiche reader and the archival collection of local newspapers preserved on microfilm. The Library is connected to the regional North Country Library System (NCLS) and Northern New York Library Network (NNYLN) via computer. Ten individual computer units are available for patron use and three separate units are reserved for staff use. The Library is currently one of 25 libraries in the NCLS tri-county region that has an automated circulation system and access to several current on-line databases.

Executive Summary

The Reading Room Association of Gouverneur has served the public library needs of the Town and Village of Gouverneur as well as the surrounding area since 1886. Over the years the physical plant has grown with additions. The library collection has grown in size and variety of include other than traditional print materials. Modern technological information tools rank high among the current resources the library offers to the community in its commitment to providing a multi-media resource of information both practical and recreational.

A periodic trustee initiated needs assessment survey is conducted to assure that the current needs and interests of the community are being served.

Mission Statement

The Reading Room Association of Gouverneur offers recreational and practical reading materials for patrons of all ages. The Library endeavors to have available as many of the works of popular authors as the budget will allow, taking into consideration the reading tastes of regular patrons.

The Library seeks to capture the interest of their youngest readers by providing colorful and imaginative books by well-known and emerging children's authors and extensive programming for children from infancy through high school.

In partnership with local institutions the Library continues to encourage a commitment to life-long learning in all patrons young and old.

The Library includes among its' objectives:

- To continue to maintain current resources of print and other media
- To continue to update computer equipment and patron access to information technology
- To maximize efficient use of physical space
- To pursue multiple funding opportunities

Goals

- Increase storytime attendance by 10%
- Increase the number of adult and children's programs by 10%
- Increase public relations to inform community of new materials and programs available on a monthly basis.

Vision Statement

The Reading Room Association of Gouverneur is a vital public resource that serves the community as a gateway to an expanding world of knowledge. The library is committed to a welcoming and safe environment for everyone. As a resource center, its professional and dedicated staff offers helpful services and access to technology. As community center, it provides educational and cultural opportunities for lifelong learning.

Rationale for the Mission

As stated, the mission of RRAG reflects input garnered through responses to periodic public and patron surveys, as well as the ongoing solicitation of staff and trustee perceptions of the Library's role as a source of popular materials of recreational and educational nature.

Programs Considered, Selected and Tasked

We will continue to be responsive to patron needs for programs and make the library meeting room and loft area available for children's story times, guest lecturers and other programs organized by our patrons and/or our staff.

Outcomes

If our objectives are met the:

- Current materials will be available to our patrons.
- Up to date computer terminals will be available to our patrons.
- Physical space will be utilized efficiently and effectively for increase number of programs offered.
- Increased positive relations with village, town and county boards and state representatives.