

**MARPLE PUBLIC LIBRARY
GENERAL OPERATING POLICIES**

Our mission: to provide a wide range of timely materials, services and technology to enrich the lives of the Marple Community.

To accomplish our mission, the library has adopted a Collection Development Policy and the General Operating Policy that follows:

I. HOURS OF OPERATION

- A. The Library Board of Directors determines the days and hours the library is open upon the recommendation of the Library Director in order to provide maximum benefits to the community.
- B. The Library Director will decide the need for any planned or emergency closing. The Librarian on duty will make the decision to close in an emergency when the Director is not available.

II. BORROWING PRIVILEGES

- A. Library cards permitting full use of the library are free. Residents of Pennsylvania are entitled to borrowing privileges under the guidelines of the statewide Pennsylvania Access library card program. Residents, employees and business owners of Delaware County are entitled to a library card issued at Marple Public Library. Identification must be presented to verify name and address when applying for a library card. Non Delaware County residents desiring borrowing privileges at Marple Library must have a library card, with an ACCESS PA sticker issued at the library of their residence.
- B. Children of Delaware County residents may obtain their own cards at any age. A parent or guardian must accompany the child to the library and sign the child's registration form, agreeing to be responsible for materials borrowed. In addition, children can check out DVDs and video games if permission is indicated on the registration form. Responsibility for choosing books and other materials for children or for limiting access to materials rests with the parents or guardians.

C. Policy for loan periods, fees and overdue fines are established and reviewed by the Library Director and approved by the Board of Directors.

D. Loan Periods, Fees and Fines

1. LOAN PERIOD

Books- 21 days

Book Club Bags- 8 weeks

DVDS

Adult, including New Releases and TV series– 7 days

Children's – 7 days

Adult Informational – 21 days

Hotspots, Kindles, Music CDS, Books on CD, Playaways, and Magazines – 21 days

Library of Things Items- 7 days

Museum Passes- Printable pass 1 day; Physical pass 3 days

Rokus - 14 days

Videogames - 21 days

2. OVERDUE FINES

Books, Music CDS, Books on CD, Playaways, Hotspots

Adult fines for these times are \$.25 per day with a maximum of \$10.00 or the price of the item.

Juvenile fines for these items are \$.10 per day with a maximum of \$10.00 or the price of the item.

DVDS

Informational videos (Children's and Adults) are \$.10 per day with a maximum of \$10.00

Adult feature and children's DVDS are \$.25 per day with a maximum fine of \$10.00.

Book Club Bags, Kindles and Rokus

\$3.00 per day with a maximum fine of \$10.00 or the price of the item.

Library of Things

\$5.00 per day with a maximum fine of \$10.00 or the price of the item.

Museum Passes

\$10.00 per day with a maximum fine of \$10.00 or the price of the item.

Videogames

Fines are \$1.00 per day with a maximum of \$10.00.

3. RENEWAL

Up to three auto-renewals of the original loan period is applied to all eligible library materials without reserves/holds. Exceptions are interlibrary loan materials, Book Club Bags, new DVDs, Video Games, Museum Passes, Library of Things, and Rokus.

4. REPLACEMENT

Replacement of lost materials shall be the financial responsibility of the borrower. The charge for lost or damaged library materials shall be the replacement cost of the item. A \$5.00 administrative fee will be added to Library of Things items.

5. RESERVATION

Materials may be reserved in person, by telephone, online, or with the DelcoReads app. Borrowers will be notified by email, telephone or text when the item is available. The item will be held for five days.

6. SUSPENSION OF BORROWING

Borrowing privileges may be suspended if any excessive fines or fees are owed. Returning overdue materials and paying outstanding fines and fees will reinstate borrowing privileges.

7. CARD RESPONSIBILITIES

Borrowers must present their own cards to check out materials. They may not use anyone else's card. Patrons are legally responsible for all materials and fines charged on their cards. Library cards, which have been lost or damaged so that the bar

code is no longer readable, may be replaced upon payment of a \$3.00 fee.

III. REGISTRATION AND CIRCULATION RECORDS

- A. Library staff shall not make any registration files or circulation records of library users accessible to any person or agency. (PA_Statutes 24 P.S. 4428)
- B. User records shall be made available pursuant to an order of court of competent jurisdiction. Information on specific titles may be made available to other libraries only if in the opinion of the Library Director the user's right to privacy is not violated.

IV. USER SERVICES

- A. Library users shall be encouraged to help themselves as much as possible in their use of the library. The amount of time spent assisting individual users will be at the discretion of the librarian on duty.
- B. As a member of the Delaware County Library System the Marple Library Board has adopted and abides by the Delaware County Electronic Information Network Policy (see appendix A).
- C. Library users are expected to comply with the Copyright Law of the United States (Title 17 of the U.S. Code). This law governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted materials.
- D. Wireless Internet Access is provided for library users with their own device.
- E. Tutors using the library are expected to comply with our tutor policy. (see appendix B)
- F. Proctoring services are available for a fee to patrons. Professional Librarians are available by appointment to proctor exams and tests. (see appendix C)

V. DONATIONS AND MEMORIALS

- A. The library may choose to accept donations with the understanding that they may or may not be added to the collection. The decision to accept and retain

donations will be based upon whether they meet the library's standards of selection (see Collection Development Policy) and satisfactory physical condition.

- B. The Library Director, who is responsible for the collection of materials, will decide whether or not to accept donations. This responsibility may be delegated to one or more of the professional librarians on the library staff.
- C. If requested, upon receipt of a donation of materials, a letter will be sent to the donor acknowledging the number of materials donated. The library Director will not evaluate nor assign a monetary value to any donation of materials accepted by the library.
- D. The library will accept a monetary donation for the purpose of a memorial or a tribute. The Library Director or a delegated professional librarian shall make the selection of material after consultation with the donor. The Library Director shall set minimum donations for materials.
- E. The Library Director will exercise discretion as to whether or not a donated special collection of materials should be retained as a separate entity or integrated with the library's overall collection.
- F. The library shall not accept storage responsibility for materials or objects owned or controlled by groups or individuals.

VI. DISRUPTIVE/ INAPPROPRIATE BEHAVIOR

Disruptive or inappropriate behavior is broadly defined as behavior that is detrimental to other users, the efficient operation of the library and vandalism or destruction of library property. The librarian on duty, has been empowered, by the Board of Directors, to eject any person from the library and surrounding area who in his/her opinion exhibits disruptive behavior. The Marple Township Police may be called to assist in the enforcement of this policy.

VII. UNACCOMPANIED CHILDREN

- A. Children and adults alike are welcomed and encouraged to use the public library. Parents and guardians are reminded that the library is a public building and good safety practices are important. In order to provide for the general welfare of children and the benefit of all people using the library, children under the age of 11 must be accompanied by a responsible supervising adult at all times. Disruptive or inappropriate behavior may lead to individuals being asked to leave the library.

- B. Children under the age of 11 must be accompanied by a responsible supervising adult when attending a library program unless the program specifically states differently.
- C. As long as their conduct is acceptable in a library setting and general rules are observed, children 11 through 18 years of age may use the library without a parent or guardian. Disruptive or inappropriate behavior may result in one or more of the following actions, as deemed necessary by the librarian on duty: asking the individual to leave the library, notifying a parent or guardian and /or the Marple Township police.
- D. Children are permitted to place free local telephone calls for rides home. The police may be contacted when any child under the age of 14 is left unattended after the library closes.

VIII. ADULTS IN CHILDREN'S AND TEEN AREAS

Marple Library has designated a Children's Area for the use of children ages 12 and under and a Teen Area for those age 12 to 17. The goal is to create safe and welcoming spaces that meets the unique needs of these ages. Adults may be asked by Library staff to leave these areas if their use of these areas does not meet our goal.

IX. PERSONAL PROPERTY

The library is not responsible for lost or stolen personal property of either library patrons or staff.

X. EXHIBITS/COMMUNITY BULLETIN BOARD/COLLECTION BOXES POLICY

- A. Exhibits (display windows and front of library) in the library are maintained for the purpose of providing an educational, informational, and recreational opportunity for all who visit the library. All exhibits should be appropriate for a library setting. Exhibits from cultural, educational, charitable, or civic organizations and individuals are welcome provided they do not contain materials or themes involving political, religious or commercial elements. No exhibit shall offer for sale any goods or services, nor shall prices be affixed to exhibit materials.
- B. Potential exhibitors will receive an application form and a copy of this policy. The application form must be approved by the Library Director. Displayers

are responsible for transporting the exhibit to and from the library and for its set up and removal.

- C. The library assumes no liability for any items that may be damaged, lost or stolen during the exhibition. A release form must be completed and signed prior to the display of the exhibit (See Appendix D).
- D. The Community Bulletin Board and adjacent flyer/brochure display rack is for cultural, educational, charitable, or civic organizations and individuals provided they do not contain materials or themes involving political, religious or commercial elements. No posting shall offer for sale any goods or services, nor shall prices be included. Preference will be given to events sponsored by Marple Township, Delaware County, and our community partners.
- E. Requests for postings and items for the display rack should be submitted to the Reference Desk for approval. Materials posted without authorization will be removed. Library staff will post approved materials and remove materials that become outdated or that have been posted for an excessive amount of time. The Library cannot be responsible for return of any posted materials.
- F. The library reserves the right to cancel or deny a collection box at any time.
- G. Acceptance or removal of exhibits, bulletin board postings, and collection boxes shall be at the discretion of the Library Director. Approval does not indicate library sponsorship or endorsement.

XI. OUTDOOR SIGN POLICY

The library's outdoor, electronic sign is an important informational channel for our patrons. It is to be used primarily to:

- Provide patrons with information regarding hours of operation.
- Promote programming at the library.
- Promote library programming off-site.
- Display open postings for Marple library jobs.
- Acknowledge significant sponsorships from our community business partners.

All other postings are at the discretion of the Library Director, but they will not endorse or advertise for any other entity.

XII. MEETING/CONFERENCE ROOM POLICY

The Board of Directors of the Marple Public Library invites community organizations to make use of the meeting room and conference room (hereby referred to as "rooms") in the library. The rooms may be reserved for use by groups or organizations of an educational, civic, or cultural nature for such purposes. No monetary sales are to take place in the rooms unless authorized by the Library Director. The rooms may be reserved for such time, as they are not needed by the library or the Friends of the Library for library purposes. Meetings may be monitored by a library representative.

A. GOALS:

1. To make the rooms available for public use, with residents of Marple Township having priority.
2. To offset overhead expenses of maintaining the rooms by charging users a fee.

B. RULES AND REGULATIONS

1. If a meeting is canceled, the administrative office must be notified as soon as possible. If paid in advance, the meeting room fee will be refunded or will be credited to a future meeting.
2. The library reserves the right to limit use to those organizations whose activities will in no way interfere with normal library operations.
3. The Library Board of Directors reserves the right to revoke permission to use the rooms and to limit the frequency of use by groups in order to ensure availability for as many groups as possible.
4. Any group holding meetings assumes responsibility for any damage to library property. The library assumes no responsibility for any property placed in the rooms in connection with any meeting or for any bodily injury or property damage arising out of use of the rooms.
5. The Library Board of Directors reserves the right to prohibit the use of the meeting rooms to groups engaged in social/entertainment activities.
6. Attendance at the meetings is limited to the posted fire code limits in the meeting and conference rooms.
7. There is to be no smoking in any part of the building.

8. Continued use of the rooms by any organization is contingent upon the rooms being left in orderly condition.
9. Meetings are expected to end by no later than the library's closing time for that day. Special circumstances for meetings that will extend beyond the normal library hours must be agreed upon at the time the meeting is scheduled.
10. If the library is closed due to an emergency or inclement weather, the organization that has scheduled a meeting for that day will be notified. The library will work with the organization to try to make other arrangements for setting up a new date.
11. Young adult and children's groups must provide adequate adult supervision.
12. In any publicity, it must be made clear that the library is neither the sponsor nor an endorser.
13. The meeting room is not equipped for dramatic presentations requiring stage equipment.
14. Any special circumstances shall be referred to the library administrative office.
15. The library cannot provide storage space for the property of organizations.

C. FEE SCHEDULE

1. MEETING ROOM (occupancy limit: 100)

All organizations, including non-profits \$100.00

2. CONFERENCE ROOM (occupancy limit: 10)

All organizations, including non-profits \$50.00

XIII. EMERGENCY PROCEDURES

A. CRIMINAL BEHAVIOR

1. Library staff will call 911 and remain on the scene until police arrive unless it is unsafe to do so.
2. Names and telephone numbers of victims and any witnesses of this behavior should be taken and an incident report filled out for the library.

B. INJURY TO PATRONS

1. For minor injuries, library staff will provide first aid supplies and fill out an incident report.
2. For serious injuries, call 911 and notify librarian in charge. Stay with victim until ambulance arrives. Obtain the name and circumstances of accident for an incident report. Obtain the names of any witnesses in case further action is needed.

C. ELEVATOR

1. If the elevator stops working while it is occupied, attempt to make contact with trapped individual. Instruct the individual to use the emergency call button. The emergency operator will make appropriate notification. Attempt to keep the individual calm and assure the individual that help is on the way.
2. If the elevator is not occupied, please contact the Administrative Assistant and the Librarian in charge.

D. FIRE PROCEDURES

1. Evacuation of staff and public from the Library shall be the primary focus. Librarian in charge of library staff on duty shall order the immediate evacuation of the building. Library users and staff shall go to the parking lot on Rolling Road.
2. Call 911 to report the fire in the library or pull fire alarm mounted in one of the following locations:
 - a. Across from circulation desk on left brick foyer wall.
 - b. In south stairwell (outside children's room).
 - c. Alongside North stairwell (behind 900's non-fiction).
3. Librarian in charge shall take reasonable measure to insure that all users and staff have evacuated the building. A visual examination of the entire library is necessary, if possible, to accomplish evacuation; including areas

such as the restrooms and stack areas. Inform Fire Department upon arrival location of fire and whether or not Library is completely evacuated.

XIV. SURVEILLANCE POLICY

- A. The purpose of the surveillance system is to heighten the safety and well-being of library patrons, staff, and property. The policy is in force to deter public endangerment, vandalism, and mischief and to identify those individuals involved in such activity for law enforcement purposes, while adhering to the applicable federal, state and local law concerning the confidentiality of library records, the disclosure of public records, and the protection of privacy for all users.
- B. Signage is posted at the library, informing the public that security cameras are in use.
- C. Cameras are installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, including magazines, public seating areas including the meeting room, hallways, public computers and parking areas.
- D. Cameras are not installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms and private offices. Nor are they installed to identify a patron's viewing or listening activities in the Library.
- E. The Library staff does not monitor the cameras in real time. As the cameras are not constantly monitored, patrons and staff should continue to take reasonable precautions for their safety and for the safety of their personal property. The Library is not responsible for the loss of property or personal injury.
- F. Video records and still photographs may be used by authorized individuals to identify those responsible for library policy violations, criminal activity or actions considered disruptive to normal library operations as described in the Library Code of Conduct.
- G. Access to the archival footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Disruptive/Inappropriate Behavior policy is restricted to designated Library staff and the Marple Township Manager. Cameras are not continuously monitored. However, circumstances including reports of policy violations, suspected criminal

activity, and destruction or theft of library resources may require such monitoring to occur. Recorded data is confidential and secured in a controlled area. Recordings will typically be stored for no more than 30 days, unless required as part of an ongoing investigation. As new images are recorded, the oldest images will be automatically deleted.

- H. Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Library's Disruptive/Inappropriate Behavior policy is restricted to designated library staff, Marple Township Manager and surveillance contractor staff.
- I. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena establishing probable cause to review the data. However, in emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order.
- J. In situations involving banned patrons, stored still images may be shared with library staff. Shared images may remain posted in restricted staff areas for the duration of the banning period.
- K. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

REVISIONS TO GENERAL OPERATING POLICIES

Approved 5/24/99 Reviewed, revised and adopted
Approved 5/24/04
Approved 6/23/08

Appendix to Operating Policy – 5/24/99

Revised page 2 – Loan period – 10/23/00
Revised Page 2 –Rental fees-1/25/10
Revised page 9 – Fee schedule – 10/23/00

Adopted XI (pages 10-11) – Emergency Procedures – 1/29/01
Approved Outdoor sign Policy November 20, 2023

Revised page 9 – Fee Schedule – March 26, 2017

Revised and Approved with the exception of IX – Elevator—5/24/21

Revised and Approved- 11/24/25

DELAWARE COUNTY LIBRARY SYSTEM ELECTRONIC INFORMATION NETWORK AND INTERNET SAFETY POLICY

Approved by the Delaware County Library System (DCLS) Board of Library Directors
2/6/97, Rev. 8/7/97, Rev. 11/4/1999

Revisions to include CIPA and County requirements approved by the Board on February 7, 2002

Revisions approved by Board on May 4, 2006 after public hearing on 3/2/06, Rev. 5/1/2008

In formulating our policy with regard to the Electronic Information Network (EIN) access, we have been guided by the following: The idea of free and unrestricted access to information is a fundamental principle of the public library tradition, and the Bill of Rights in the Constitution of the United States. A library, as a public facility, must maintain an atmosphere conducive to enjoyment by all members of the public. Individuals afforded the freedom to use the library have a responsibility not to engage in offensive or disruptive conduct. The duty and obligation to guide the development of children and the discretion to restrict their access to information lies with the parents/legal guardians. A public library should be receptive to parental concerns, and seek means to cooperate with parents exercising their responsibility, consistent with the overall mission of the library. In compliance with County of Delaware network requirements and the Federal Children's Internet Protection Act (CIPA), technology protection measures have been placed on all computers in libraries.

GENERAL POLICIES

1. As specified by the County of Delaware and in the CIPA, the technology protection measure (filter) is intended to block access to adult materials and to visual depictions that are obscene, child pornographic or harmful to minors*. If you feel a web site was blocked or permitted incorrectly, please notify the library staff with the complete URL (web address) of the site.
2. Although the technology protection measure (filter) is in place, it is not infallible and parents/legal guardians should continue to guide their child's use of the Internet. Parents/legal guardians should be aware that the Internet includes online sites that contain or make reference to explicit sexual materials as defined in 18Pa.C.S. 5903 (relating to obscene and other sexual materials and performances.) Parents/legal guardians are expected to supervise their children's Internet sessions. Legal documents are available on the web site of Commonwealth Libraries:
<http://www.statelibrary.state.pa.us/libraries/cwp/view.asp?a=15&Q=50578>
3. The appropriateness of materials viewed by minors that is not covered by the technology protection measure (filter) should be determined by the parents/legal guardians.

* As defined by the Children's Internet Protection Act

4. Parents are expected to guide their child's use of the Internet. DCLS and this library have information available on such guidance.
5. DCLS and this library cannot be held responsible for the Internet's content, or for any misuse of copyright or any other violation.
 - a. The Internet is a global entity with a highly diverse user population, and library patrons use it at their own risk.
 - b. Not all sources on the Internet provide accurate, complete, or current information. Users need to be good information consumers, questioning the validity of the information you find.
6. DCLS and library staff are not obligated to provide computer training.
7. DCLS and this library do not provide e-mail accounts.
8. DCLS and this library shall not be a party to any purchases of services or merchandise between any in-library Internet user and any other Internet user, and shall not be liable for any costs or damages arising out of such a transaction.
9. DCLS and this library are not responsible for any liability or expense users may incur in connection with the use of the Internet.
10. DCLS and this library strongly caution minors that they should not disclose personal identification information either in e-mail, chat rooms, or other direct electronic communication.
11. DCLS and this library advise adults to use extreme caution when disclosing personal identification information.

USER RESPONSIBILITIES

1. To insure that the user has agreed to library policies, a user must have a current Delaware County library card. All other adult non-card holders must agree in writing on behalf of themselves or their children to follow Electronic Information Network policies. Users must also follow the local library's behavior policies.
2. Use of the Electronic Information Network computers is on a first-come, first-serve basis. To make the EIN service available to as many people as possible, library users share access to the EIN.
3. Users are provided a minimum of 40 minutes uninterrupted use, up to two hours each day.
4. Use beyond one hour may be granted at the discretion of the library staff based on demand. Users agree to make the computer available immediately if asked by staff.

5. Maximum of two people allowed at a computer at one time.
6. Users may not use their own software programs on the Electronic Information Network computers. This will help prevent computer viruses that are common on public computers.
7. Users must not download to the computer's hard disk. Files downloaded from the Internet may not be opened on library Internet only computers.

WARNING: Although DCLS uses a virus-scanner on the Electronic Information Network computers, this will not completely protect users from the chance of getting a virus. Software and other data downloaded from the Internet may contain a virus, and users need to have virus-scanning software on their home computer. Neither DCLS nor the local library is responsible for damage to a patron's disk or personal computer or other electronic device, or for any loss of data, damage, or liability that may occur from use of the library's computers.

8. Users will be charged \$.25 per page printed in color, \$.15 for black and white.
9. Computers must not be used to gain access to the library's administrative networks or computer system.
 - a. Users must not make any attempt to damage the library's computer equipment or software.
 - b. Users must not make any attempt to alter software or hardware configurations.
 - c. Users must not make any attempt to cause degradation of system performance.
10. Users shall be considerate of others and use this service in a non-disruptive manner.
 - a. Users must not consume large amounts of system resources or deliberately crash any library system computer.
 - b. Users must at all times comply with the local library code of behavior.
 - c. Users of the Electronic Information Network must be mindful that they are in a public building and must respect the presence of others.
 - d. Users must not view inappropriate images or materials as defined by the Federal Children's Internet Protection Act, including visual depictions that are obscene, child pornographic or harmful to minors.
 - e. DCLS has procedures for implementing this policy for use in libraries.
11. Users must not use any library workstation for any illegal or criminal purpose. Users must not violate copyright laws or licensing agreements in their use of library computers.
12. Violators may be prosecuted under Pennsylvania Law (24 P.S. Section 4427, P.L. 324, Art. IV Section 427, June 14, 1961 - Damaging Library Property). Violation will result in loss of access. Unlawful acts will be dealt with in a serious and appropriate manner, including, but not limited to, all costs to restore equipment and the Electronic Information Network to their proper operating condition. Parents/legal guardians are responsible for minors who violate this policy.

13. Conduct in violation of this policy, or the library's behavior policy, will result in loss of access to the Electronic Information Network.
14. Users may not always be able to access the Internet sites they want to visit due to conditions on the Internet or the host site which are beyond the control of DCLS and this library.

The policy is subject to periodic review and revision as needed.

Appendix B

Tutor Policy

The Marple Public Library recognizes the importance of offering space to tutors and their students.

Guidelines for Tutors

1. The library does not sponsor, recommend or assume liability or responsibility for the work or activities of tutors using the library.
2. Seating in the library is on a first come basis. When possible the large tables in the back of the adult side of the library should be used. Persons using library table space for tutoring may be asked to give up their seats if no table seating is available for other library users.
3. The small conference room is available for Literacy Council, PA Career Links and other tutors of non-profit organizations free of charge. Tutors receiving financial remuneration will be charged the standard business rate of \$50.00. (See Meeting/Conference Room policy Section)
4. Tutors must furnish all supplies and are responsible for removing trash from the tables.
5. The Library cannot relay messages on behalf of students and tutors.
6. All tutors must be considerate of others and abide by existing library policy on behavior. (See Section VI of General Operating Policy)
7. Tutors may not post, publish or distribute advertisements or letters indicating the library as their place of business or imply library sponsorship of their activity.

Appendix C

Marple Public Library Proctoring Services Policy

The Marple Public Library offers proctoring services to its patrons. Reference Desk Staff who are also qualified librarians, are available by appointment to proctor examinations and tests if the demands of the patron and the institution requiring the exam/test fall within the criteria listed below and the procedures outlined are followed.

A copy of this document will be provided at the time of initial inquiry or when the proctoring service is scheduled. It is the responsibility of the student/test taker to read this document prior to making payment for the proctoring service. A signed copy of Marple Public Library Proctoring Services Agreement (page 4) must be submitted with payment and will serve as confirmation that the student/test taker has read, accepts, and will follow the procedures as stated in this document.

1. Proctoring services are scheduled through the staff at the Reference Desk. Visit the Reference Desk in person or call 610-356-1510 to schedule a test date.
2. Proctoring services must be scheduled a minimum of one week prior to the test date. When scheduling proctoring services the student/test taker must allow sufficient time to take the exam before the deadline established by the institution/examining body.
3. **There is a fee for each exam proctored:** \$20 for Marple Township Residents and \$30 for non-residents. The fee is due prior to the day of the exam and may be paid by cash, or check. The scheduled date will be confirmed upon receipt of the fee. If the exam requires more than one day to complete the fee will be charged for each day. If there are several exams to be taken in one day, the fee will be charged for each exam.
4. The Library reserves the right to charge a \$20/\$30 cancellation fee if less than 24 hours' notice is given by the student/test taker or upon multiple cancellations by the student/test taker. Should a decision be made to charge a cancellation fee, the fee will be in the form of a non-returned pre-payment. If a cancellation occurs within the proscribed time the pre-payment fee will be returned.
5. Marple Public Library will provide a public access computer for online exams. The computer will have Microsoft word and Internet access. Tests offered in a computer format must be compatible with the hardware and software available on the Library work station.
6. It is the responsibility of the student/test taker to ensure that the library's computing resources are adequate for their test taking requirements.
7. Online tests which require the installation of software on the library's computers cannot be proctored.
8. The student/test taker may provide their own laptop for online exams.

9. The Library cannot guarantee that technical problems will not occur during online exams. The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, computer hardware or software failures, or loss of Internet connection.
10. The student/test taker must contact the examining institution to ensure that the examination and other required exam materials are sent to the Library proctor. The institution may have specific requirements for proctoring. It is the responsibility of the student/test taker to check with the proctor to make sure the Library can meet all of the requirements.
11. The Library reserves the right to cancel the date of any test scheduled to be proctored due to inclement weather, computer malfunctions and the like. The test will be rescheduled.
12. The examination must be taken during scheduled Library hours and completed 30 minutes prior to the Library closing. The student/test taker must allow adequate time for completion of the exam. Exams will not be scheduled during the last hour that the Library is open.
13. Computers are available for online examinations, or a desk in a quiet room for paper testing.
14. If the exam is written, it will be the responsibility of the student/test taker to arrange for the exam to be delivered to the Library. The student/test taker is responsible for calling the Library to verify that the exam has arrived prior to the exam date. The Library will not alert the student. Please call the Reference Desk (610-356-1510) to confirm. The Library reserves the right to return to the testing institution any exams that are received without prior contact with the student/test taker.
 - a) For closed book exam/test, the test taker will sit at one of the public tables adjacent to the Reference Desk.
 - b) For open book exam/test, the test taker may sit at one of the public tables adjacent to the Reference Desk or at a desk in the Quiet Room.
15. The student/test taker must arrive for the test with a current photo I.D. that matches the name on the testing materials.
16. The student must bring all supplies needed to take the test (i.e. scratch paper, pen, pencil, and calculator).
17. The proctor will not grade exams. Other arrangements will need to be made if this a requirement of the testing institution
18. Proctors will enforce time limits that are placed on the exam as well as other rules set forth in the exam materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution.

19. The proctor will not sit with the student for the length of the exam but will remain in the vicinity of the student during the exam, while attending to library related duties. The Library does not guarantee that a quiet study room or constant supervision of the student/test taker will be provided.
20. Proctors will not sign a proctoring verification that attests to more than the staff member has been able to do.
21. All mailing charges, photocopying, or other costs associated with the exam are the responsibility of the student.
22. Library staff will not take the completed exam to the post office, UPS, or FedEx mail drop. We will include the completed exam with our regularly scheduled outgoing mail. The student or institution must provide a self-addressed, postage paid envelope in which to mail the exam. It is the responsibility of the student/test taker to allow sufficient return time for the normal library mailing at the time the proctoring service is scheduled.
23. At the request of the institution, the Library will retain a copy of the exam for up to eight weeks. After that time, the copy will be destroyed. In all other cases the Library staff will not photocopy finished exams or hold exams past the date they are taken.

Marple Public Library Proctoring Services Agreement

MARPLE TOWNSHIP, THE MARPLE TOWNSHIP PUBLIC LIBRARY, TOWNSHIP EMPLOYEES AND LIBRARY TRUSTEES AND EMPLOYEES (HEREINAFTER COLLECTIVELY "MARPLE") SHALL NOT BE LIABLE FOR AND THE TEST TAKER SHALL INDEMNIFY AND HOLD HARMLESS MARPLE FROM AND AGAINST ALL LOSS, CLAIM, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE LIBRARY'S TEST PROCTORING SERVICE PROVIDED PURSUANT TO THIS AGREEMENT. THE TEST TAKER HEREBY RELEASE, REMISES AND WAIVES ON ITS BEHALF AND ON BEHALF OF ITS HEIRS, SUCCESSORS AND ASSIGNS, AND HOLDS MARPLE FREE AND HARMLESS FROM ALL CLAIMS AND DEMANDS AGAINST MARPLE FOR ANY LOSS, DAMAGE OR INJURY, INCLUDING ANY LOSSES RESULTING FROM MARPLE'S NEGLIGENT CONDUCT AND ALL COSTS AND EXPENSES ARISING FROM ANY CLAIMS, LAWSUITS OR COURT EXPENSES, INCLUDING ATTORNEY'S FEES, ARISING FROM MARPLE'S TEST PROCTORING SERVICE PROVIDED PURSUANT TO THIS AGREEMENT.

By signing below, I acknowledge that I am the test taker (or the parent or legal guardian of a minor test taker), that I have read and understand the above rules, regulations and terms and conditions and I agree that this Agreement shall be applicable to all tests proctored for the test taker by the Marple Public Library.

Printed First and Last Name of Test Taker

Phone or Email

Printed First and Last Name of Parent or Legal

Phone or Email

Guardian if Test Taker is a Minor

Signature of Test Taker

Date

If you have further questions about proctoring, please call the Reference Desk (610-356-1510).

***Adopted by the Marple Public Library Board – 9/26/16.**

Appendix D

Marple Library Exhibit Release Form

This Release Form sets forth the terms and conditions under which the named Exhibitor shall be allowed to display any art or other exhibit items (collectively, the "Property") at the Marple Library (the "Library") in its building located at 2599 Sproul Road, Broomall, PA 19008.

Name (please print clearly): _____ ("Exhibitor")

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

The Exhibitor, by signing below, expressly agrees to and accepts the following conditions:

1. Exhibitor acknowledges that their Property, including, without limitation, any art or other items, while on display at the Library may be damaged, lost or stolen during the exhibition, packing or unpacking. Exhibitor acknowledges and understands the risk involved by allowing the Property to be displayed at the Library.
2. Exhibitor understands that the Library will not insure the Property.
3. Exhibitor consents and expressly agrees that the Library may display the Property in the Library's building. Exhibitor also agrees that photographs may be taken of the Property by Library to be used for publicity purposes including social media.
4. The Library has the absolute right, in its sole discretion, to remove or to relocate any Property. The Library acknowledges, however, that it must inform me of any such change within forty-eight (48) hours.
5. By signing below, Exhibitor specifically expresses their understanding and agreement that Library carries no insurance or other coverage against damage, destruction, theft, or other loss of or to the Property while on the Library's premises. The Library, its Board of Trustees, employees and designated representatives do not have and do not accept any liability for and do not give any guarantee against any such damage, destruction, theft or other loss to the Property. The Library, its Board of Trustees, employees and designated representatives do not have and do not accept any liability for damage, destruction, theft, or other loss during delivery to or removal from Library premises by the Exhibitor or any other persons. Exhibitor further agrees to save and hold the Library, its Board of Trustees, employees and designated representatives harmless in the event of any such damage, destruction, theft or loss.

I, the Exhibitor, hereby declare that I have read the foregoing Release and that in consideration of the privilege of displaying the entitled exhibit items in the Library, I hereby agree to and accept all of the terms and conditions stated in the Release.

Signature: _____

Date: _____

Please list/describe all exhibit items submitted for display on the attached.

List all exhibit items submitted for display including title/description of the exhibit items, value/price, exhibit start date, and exhibit end date.

PLEASE PRINT CLEARLY

[illegible]