

Babylon Public Library Plan of Service

Babylon Public Library General Information

The Babylon Public Library, originally incorporated in 1895, is chartered to serve the residents of the Babylon Union Free School District. The district encompasses 9.6 square miles. Most of the district lies within the Village of Babylon, but all of the Village is not within the district's boundaries. The northwest portion of the school district lies outside the Village boundary in West Babylon.

The Library had been located at what is now the Babylon Historical Society Building on Main Street. In 1968 the Library moved to a newly constructed building at 24 South Carll Avenue, Babylon, NY which included 10,000 square feet, and was designed by the architectural firm of Mignone, Coco, and Smith

The Babylon Public Library was renovated and expanded to 18,000 square feet and celebrated its grand opening in April 2006. This renovation and expansion were financed with \$5.1 million bonds voted on by the public in 2004 and financed through the school district. The Library's phone number is 631-669-1624, its reference fax number is 631-669-7826, its administrative fax number is 631-893-3044, its email address is info@babylonlibrary.org and its homepage is at <http://babylonlibrary.org>.

The Babylon Public Library is governed by a publicly elected five-member Board of Trustees who meets monthly in open public meetings. The Library employs a qualified Director who is responsible for the day to day operation of the Library. The Library employs professional librarians and support staff to assist with providing the services outlined in this document.

The Library is funded primarily through tax assessments and receives some supplemental income through grants, contributions, fees and interest payments.

The Library has a set of By-Laws that govern the Library's structure and an extensive set of policies that govern the Library's operations.

The Babylon Public Library meets or exceeds all New York State Department of Education Minimum Standards for a Public Library (NYCRR 90.2).

Babylon Public Library Mission Statement

The Babylon School District Public Library exists to provide quality service to all the residents of the Babylon School District in an open and non-judgmental environment with access to all library materials and services in a variety of formats.

Babylon Public Library Services

The Library and its staff offer the public a wide range of services and materials consistent with its mission of providing” . . . materials and services to meet the recreational and informational needs of community residents of all ages.” (Mission Statement, 1989)

Primary to the Library’s mission is the acquisition and maintenance of print and non-print Library materials for circulation or use in the building by the residents of the community. To this end the Library maintains a collection of books and periodicals, as well as DVDs, audio-books and compact discs for a range of ages and tastes from infants to seniors. The Library maintains an extensive backfile of the local newspaper on microfilm as well as in digital format. Special interest collections of parenting materials, materials for professional educators and librarians, and local history materials have also been developed.

The Library provides the public with reference, reader’s advisory, and information and referral service conducted by professional librarians or librarian trainees, supported by a staff of clerical employees involved in a range of increasingly complex procedures. The Library participates in a cooperative system to allow access to materials held by other agencies through interlibrary loan, as well as insuring access to reference specialists for assistance in answering the questions of the public.

Other services to the public include adult, family, young adult, and children’s programs and activities including lectures, performances, seminars, workshops, and story hours. Arrangements are made to accommodate the disabled when necessary. The Library sponsors art and collection displays and exhibits. Meeting room space is available for community groups and organizations. The Library maintains equipment for the use of the public including public access computers and computerized reference sources, audiovisual equipment, and a video enlarger for the visually impaired. At a more basic level, the Library provides the community with photocopying facilities, fax and scanning, public restrooms, and a public telephone.

Babylon Public Library Service Standard

The Library has adopted the following service standard to define its public service priorities:

- 1) Safety First – our patrons must be and feel safe and secure (both as individuals and for their families) when they visit and use the Library’s services.

- 2) Privacy and respect – our patrons must feel confident that their privacy will be maintained and that their concerns and beliefs will be respected.
- 3) Courtesy – each of our patrons should be treated like a VIP, a very important and very individual person.
- 4) Accuracy – the Library will always strive to provide patrons with the most accurate answer to their inquiry. This does not insure an immediate response, but it does help insure the right one.

Reference Services

The Babylon Public Library is committed to providing our community residents with a means to access informational, educational and recreational materials. We provide a staff of professional librarians equipped with the resources necessary for them to assist community residents in their research and quest for materials, information and education.

Materials Collections

The Babylon Public Library will maintain a collection of popular general interest materials for use by our community. The collection will be intended for the informational, educational, enrichment and recreation of community residents of all ages and interests. The collection will include books, periodicals, videos, DVDs, CDs, and audio books. The Library will evaluate new technological advances and when appropriate it will add materials in new formats to its collection.

Computers and Technology

The Library will provide a broad array of computer and technology services. These services will include public access computers and internet workstations as well as wifi access. Residents will have access to online e-resources and reference products. Computer and internet assistance and computer printing services will also be made available.

Circulation

The Library will lend materials to residents who live within our service area or those qualified for direct access and/or inter Library loan. The Library will follow the direct access and/or inter Library loan rules set forth in the SCLS Resource Sharing Code and it will comply with all sections of New York State Department of Education NYCRR 90.3. The Library will issue a Library card account to any resident of our service area who fills out a registration form and provides the necessary proof of residency. Library cardholders will be able to request, reserve and renew materials, access a list of our holdings (either from the Library or online), use the Library card to borrow materials from other Suffolk County public libraries and access their Library card account (either from the Library or online).

Facility

The Library will maintain a comfortable, clean and safe facility that has ample parking and is fully accessible to all community members. The Library will be large and modern enough to support the items listed within this plan of service. Library signage will be clear and easy to understand.

Staff

The Library will employ a friendly and helpful customer-oriented staff that will include professional librarians and support staff. Staff members will be well informed about the Library's services, programs and policies. Staff development will be encouraged and facilitated through opportunities for professional growth and training.

Programming

The Library will offer a wide variety of programming for community residents of all ages. The Library will make space available, when possible, for community based not-for-profit groups to use as a meeting place.

Special Services

The Library will offer a number of special services to the community. These will include reader's advisory, inter-Library loans, community outreach, nursing home visits, homebound delivery, online homework help and photocopy/fax/scanning machines.

Library Advocacy

The Library will inform the community about our services and programs through regularly published digital newsletters, a homepage, tours of the Library and additional methods.

Fiscal Responsibility

The Library recognizes and acknowledges its important responsibility to our taxpayers to be prudent and accountable with the community's investment in the Library. The Library will develop and utilize an array of financial procedures and internal controls that should insure that all Library funds are well managed and well spent. Those procedures will be periodically reviewed and, when appropriate, modified to reinforce their purpose.

Responsiveness to Community Needs and Requests

The Library will always strive to be responsive to all community needs and requests. Budgetary, facility and staffing constraints may prevent the Library from being able to fulfill all community wishes but they should not prevent the Library from studying and responding to all requests.

Cooperative Partnering

The Library will attempt to maximize the community's investment in it by cooperatively sharing services, where appropriate and cost effective, with neighboring libraries and other public service institutions. The Library will maintain a membership in the Suffolk Cooperative Library System and take full advantage of the many services that they provide to member libraries.

Library Plan of Service

The Library Board of Trustees will review and affirm the plan of service on a regular basis, at least once every three years. The review process will include a community needs assessment, an evaluation of current services, a financial review, a policy review and input from the staff.

Adopted 1/21/09

Amended 3/21/17

Reconfirmed 7/09/19