POLICY 201
NOTIFICATION/DISSEMINATION OF INFORMATION ON SEX OFFENDERS PLACED WITHIN THE COMMUNITY

The Hewlett-Woodmere Library recognizes as one of its significant responsibilities the protection of the health and safety of patrons and their children who receive services or participate in programs or events sponsored by the Library. Pursuant to “Megan’s Law,” the Nassau County Police Department has determined that it will notify the Hewlett-Woodmere Public Library when a “sex offender” is to be released to a residence within the geographical area served by the Library, it is decided by the Board of Trustees that it is incumbent upon it that this information be disseminated in a manner that will provide, to the greatest degree possible, the protection of the Library’s patrons and their children who partake of Library programs or utilize Library property.

Under the terms of the applicable statute and the policy of the Nassau County Police Department the Library will receive notification of, dependent upon the “class” of offender, information which may include the offender’s exact address; a photograph of the offender; background information including the offender’s crime of conviction, modus of operation, type of victim targeted and description of special conditions imposed on the offender.

It is the Library’s understanding that the purpose of this notification is to enable the Library’s administrators and staff to assist the Nassau County Police Department to know if the releasee is complying with a directive to stay away from areas where children congregate; as well as to provide information to the Library in order to allow it to provide for, to the extent possible, the safety of its patrons and their children.

In order that the information received by the Library can be most effectively utilized to secure, to the greatest extent possible, the protection of the Library’s patrons and their children utilizing Library programs and facilities, the Library Director is directed to immediately relay information received within the “notification” received by the Library to all pertinent Library personnel to include all Library administrators and staff members who may be on duty when children are within the building or within Library property; any security or other personnel responsible for monitoring persons visiting Library property and all other individuals deemed by the Director to be in a position to appropriately utilize the disseminated information to protect the interests of the Library’s patrons and their children utilizing Library facilities.
Procedure:

Upon being properly notified by the Nassau County Police Department that a "sex offender" is to be released to a residence within the community, the Library Director shall notify all full-time staff of the situation. All information supplied to the Library Director will be divulged to all full-time Library staff, with particular attention to custodial staff, all staff assigned to the Children's Room and all Department Heads.

Information regarding releasees will be held in a file accessible to Library staff.

Should any Library staff notice the releasee on library property and particularly in the area of the children's room, the Librarian-in-charge shall be immediately notified.

The Librarian-in-charge shall then notify the proper authorities.

If the Librarian-in-charge is other than the Director or Assistant Director, a written summary of all actions taken by Library staff shall be sent in a timely manner to the Library Director.

The Library's Attorney shall be informed of all actions taken by Library staff in relation to this policy, and, if possible, prior to notification of authorities.

Members of the public who make inquiries concerning releasees shall be referred to the authorities.

Adopted by Board of Library Trustees, September 14, 1998