MEGHAN’S LAW POLICY

Policy: This Policy outlines the procedures of the Hewlett-Woodmere Public Library regarding Meghan’s Law, which concerns public notification of registered sex offenders residing locally.

Procedure:

1) Upon being properly notified by the Nassau County Police Department (“NCPD”) that a “sex offender” is to be released to a residence within the areas served by the Hewlett-Woodmere Public Library District (the “District”), the Library Director shall notify all Department Heads, by forwarding the email notification from the NCPD. Any further information supplied to the Library Director will be timely divulged to all Department Heads.

   Information regarding sex offenders residing in the District will be held in a file accessible to Library Department Heads and Administration.

2) Should any member of the Library staff notice a sex offender on Library property, and particularly in the area of the children’s room, the Librarian-in-charge shall be immediately notified.

3) The Librarian-in-charge shall confirm the identity of the sex offender by referencing the files maintained by the Library, and upon confirmation, notify the NCPD. Unless the individual’s conduct is in violation of Library policy, the matter shall be thereafter addressed exclusively by the police.

4) 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.

5) 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.

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

Adopted by Board of Library Trustees, September 14, 1998; amended May 2024