



POLICY & OPERATIONS MANUAL

Mediatech Foundation
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www.mediatech.org

A NJ Non-Profit Organization, EIN: 22-3798843

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OVERVIEW

Mediatech is a non-partisan, non-religious, non-profit, non-commercial public facility serving all ages and economic groups. The center is located in Flemington, NJ (pop 5000). It was funded by local donations.

While it serves multiple purposes, Mediatech is best defined as a community technology center. It is located in the second floor of the Flemington Free Public Library. It operates in partnership with the library, schools, businesses and local government to offer free, public access to the technology-based resources.

Since it opened in May of 2003, Mediatech has become a destination for many children who are reaching the age of independence (grades 4 – 12) especially during the after school hours or on days when schools are closed. Many times, little brothers or sisters come with an older peer. As of May 2008, there are 741 registered members.

Mediatech offers a non-restrictive environment, students are free to socialize and explore the Internet in a setting that is both social and supervised. Visitors range in age from preschool through high school. While they range in income and family stability, those who come from struggling and marginalized families are strongly represented.

MEDIATECH BOARD OF TRUSTEES BY-LAWS

ARTICLE I—Powers

Subject only to the provision of law, the control of the property, personnel, funds and policy of the Mediatech Foundation shall be vested in the Board of Trustees appointed and provided by law.

ARTICLE II—Meetings

1. The board shall hold a minimum of 4 regular public meetings annually, at a time and place to be agreed upon.
2. An annual meeting shall be held in the first month of each year for the purpose of electing officers and conducting any other annual business.
3. The President or the Vice President or any two members of the Board may call special meetings. No business can be transacted at a special meeting, except for the purpose for which the meeting is called.
4. The Secretary shall notify members of the Board of all meetings. Notice of a special meeting shall state the purpose for which such meeting is called.
5. Four members shall constitute a quorum for the transaction of business.

ARTICLE III—Officers

Officers of the Board of Trustees shall be chosen at the annual meeting in January. They shall hold office for one year and until their successors are elected. They shall be as follows: President, Vice President, Treasurer and Secretary. The Board shall appoint such other officers from time to time as it is deemed necessary, with such powers and duties as it may prescribe. Vacancies from cause may be filled at any regular meeting of the Board.

Powers and Duties – the officers shall perform such duties as are incident to their offices, as well as such powers and duties, which may be conferred by the Board of Trustees.

ARTICLE IV—Committees

The President may appoint committee chairs as shall be deemed necessary by the Board.

ARTICLE V—Executive Director

The Mediatech Director shall have sole charge over the administration of the Mediatech under the direction and review of the Board. The Director shall be responsible for the care of the equipment and room, for the supervision and direction of the staff, for the efficiency of the Mediatech's service to the public, for working closely and cooperatively with the Library Director, and for the operation of the Mediatech under the financial conditions set forth in the annual budget. The Director shall attend all board meetings except those at which his or her appointment or salary is to be discussed or decided.

ARTICLE IV—Amendments

The Board of Trustees shall have the right to make, amend and repeal the By-Laws by a majority vote at any regular meeting of the Board, provided that the amendment was proposed and discussed at a previous meeting and stated in the call for the meeting.

MEDIATECH FOUNDATION OBJECTIVES

The Mediatech Foundation objectives are as follows.

1. **PROVIDE FREE PUBLIC ACCESS TO THE LATEST TECHNOLOGY** -- To provide reliable, fast; safe and highly supervised access to the Internet, the latest software and video game platforms.
2. **ENHANCE LEARNING** -- To facilitate informal, self-education by providing materials and guidance to those materials or Internet sites. To enrich and extend topics of study in local schools or universities. To celebrate the history of Hunterdon County, by providing digital tools and server space for the archiving of oral histories, digitized newspapers, photographs, maps and other historical materials.
3. **TO BE ENGAGING** -- To encourage recreational and leisure time activities in a public, social context.
4. **TO PROVIDE SUPPORT** -- To seek to identify community needs, provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions, especially the schools and the Flemington Free Public Library.
5. **TO BE OPEN TO EVERYONE** -- To provide services to any person, regardless of residency, citizenship, social-economic status, age, gender, ethnicity or disability.

Structure and Government of Service

The Board of Trustees are selected from the community. Other trustees, approved by majority vote, nominate members. They will formulate policies that are to be administered by the Director.

Service

Materials shall be assembled, preserved, and organized for easy accessibility.

The Mediatech shall serve all persons; service shall not be denied or abridged because of religious, racial, social, economic or political status.

A membership fee may be charged if needed to support the objectives. However, every effort will be made to find sources of funding to avoid any membership fee, with due respect to any individuals income.

Convenience of patrons will be considered in setting hours and holiday closings, as well as the limitations imposed by the budget.

Provision for the use of materials away from the Mediatech shall be defined by the board of Trustees, and enforced by the Director and Staff.

The Mediatech shall accept the responsibility for helping visitors find information, institutions, and agencies and so on in and beyond the community.

Patrons will be required to register for membership, at no cost. They will be given an ID card that will be the property of the Mediatech Foundation, and that can be revoked if the patron

violates the ACCEPTIBLE USE policy, stipulated by the Board.

Materials

Regardless of format, materials shall be provided which help meet the Flemington Free Public Libraries objectives, as well as the objectives of the Mediatech Foundation.

Materials shall be removed which are no longer useful.

Extra copies or products that are not acceptable for circulation will be discarded according to the discretion of the Director.

A balance will be maintained in materials, by age, ability, gender; in order to meet a diverse set of needs and interests.

A materials selection policy will be formulated and issued as a supplement to this policy manual.

Personnel

Each full time employee shall have a contract with the Board of Trustees covering salary, benefits and hours.

Physical facilities

The room shall be kept neat and attractive, and shall provide for the comfortable, convenient use of materials.

The community room is reserved for use by community groups and its use is governed by the "Community Room Policy and Procedures" found in the library policy handbook. Any use by the Mediatech Foundation, such as for a special tutorial or event, must be reserved in advance with the Library Director.

Smoking and consumption of alcoholic beverages is prohibited. The Library Board of Trustees and the Borough Council of Flemington will first approve any use of alcoholic beverages, such as for a wine tasting event.

The Mediatech Foundation shall not be the address for any group or organization.

The Mediatech is handicapped accessible.

The Library Director and the Mediatech Director must first approve any group wishing to use the Mediatech space.

Public Relations

The staff shall have a clear philosophy of public service. The services of the Mediatech shall be made known to groups and individuals through the Internet site, and made available to newspapers, publicity events, flyers, annual reports and other appropriate materials.

Circulation Policy

- Membership is free to any person.
- The Director can revoke membership.
- Patrons are limited to three items, for up to 2 weeks. No renewals are permitted.
- All persons wishing to spend more than an hour in the Mediatech are required to register. Appropriate proof of identification must be provided, including a valid school ID, a driver's license or a passport.
- Patrons are responsible for making sure that the disk or cartridge is in the jewelcase, before checking out the item.
- Overdue fines are assessed at 30 cents per day for each day the Mediatech is open. The maximum fine is the price of the item.
- Patrons are responsible for providing their own batteries, and returning the toy with charged batteries.
- Patrons will be notified of overdue materials in 14 days.
- Lost and damaged materials will be assessed at actual replacement cost plus a \$2.50 processing charge.
- Continued delinquency (180 days overdue) will result in the loss of borrowing privileges.
- Batteries, printer paper, and blank disks may be purchased from the Mediatech at prices to be determined by the Trustees.

CRITERIA OF SELECTION

Materials will meet the criteria of the Flemington Free Library "criteria of selection" guidelines. The Director will consult with the Board to provide a range of materials to meet the needs of the community as whole in the areas of information, education and recreation.

RESTRICTION OF INTERNET ACCESS AND USE OF FILTERING SOFTWARE IN THE MEDIATECH

(Adapted from the New Jersey Library Association)

The Mediatech Board of Trustees:

- Affirms the right of all users, regardless of age, to have unrestricted access to the Internet
- Opposes the use of filtering software to limit Internet access, but
- Affirms the right of the supervisors of public space, where children may be present, to either use filters if necessary, or restrict patron access to materials that are deemed to be not appropriate for public viewing.

It should be noted that restricting access in any way contravenes principles long espoused by the library profession. However, the Mediatech Foundation does not depend upon public funding, so it is not vulnerable to legal challenges based on the First Amendment to the US Constitution which demands that any public library provide unfiltered, unlimited access to any information for any person, regardless of age. In order to gain the most benefit of free access to the Internet, combined with maintenance of a wholesome, community friendly environment, the following steps will be taken by the Mediatech staff and board of trustees.

1. Patrons of the Mediatech Foundation will be informed both verbally and in print of that the acceptance of a membership card constitutes an agreement to abide by the "Mediatech Acceptable Use Policy" that includes not visiting web sites with R or NC-17, or M or AO, as measured by common standard film and video game rating scales. The director of the Mediatech will use his or her discretion in this judgment. The board of Trustees will vote on any dispute if needed.
2. Screens will be visually monitored by the Mediatech staff. No screen, email or Instant Message is to be considered private.
3. Histories of browsers may be tracked, and patrons will be informed that this is a possibility..
4. Any files saved on any hard drive will remain the property of the Mediatech Foundation and may be examined at any time. No patron privacy is to be assumed.
5. Patrons of the Mediatech agree to abide by US copyright laws; not to download copyrighted music or material, or copy CD-ROMs.
6. Patrons of the Mediatech equipment agree not to produce malicious materials, such as computer viruses or large scale emailing activities.

These six steps to reasonable computer use will be posted in a public space.

Abuse of any of these items may result in immediate suspension of the right to use the Mediatech facility.

CONFIDENTIALITY OF MEDIATECH RECORDS AND INFORMATION

Personal information about each Mediatech visitors are confidential, and will not be shared with outside parties for any reason, without a court order.

CHILD SUPERVISION POLICY

No child under ten years of age may be left unattended or unsupervised. Mediatech personal cannot be responsible for children left at the Mediatech at closing time. Child abandonment statues (NJSA 9:6-8.21) prohibit parents from endangering the welfare of children. Section 30:5B-1-15 prohibits a library from functioning as a childcare center unless licensed. Mediatech Foundation staff will have access to community resources for children or minors who appear to

unsupervised or extensive periods of time.

OVERCROWDING

The Mediatech space can handle no more than 40 visitors at once – a number to be determined by the Director, depending on the hardware. At this point, additional visitors will be turned away until more space becomes available. A first come, first serve policy will be adhered to.

LIMITATIONS TO USE

If space becomes limited, a patron's time may be limited to a fixed period per week. Every effort will be made not to limit any person's use of the Mediatech facilities.

MEDIATECH FOUNDATION STAFFING

JOB DESCRIPTION: EXECUTIVE DIRECTOR

The primary role of the Mediatech Executive Director shall have sole charge of direction and review of the Board of Trustees.

1. Develop and carry out plans for innovative services and extend Mediatech services as approved by the Board of Trustees
 1. be alert to new trends
 2. understand and adhere to the founding goals of the Mediatech
 3. understand the laws and guidelines set forth by the Mediatech Foundation
2. Actively seek funding, in a non-commercial context
 1. find and write grants
 2. seek other forms of funding
 3. Avoid selling out to any particular funding source, or endorsing any particular technology product
3. Supervise and support the Mediatech Supervisor
4. Conduct staff training
5. Work with local community groups, such as the Lions Clubs
6. Keep in touch with other community technology centers
7. Pay bills and coordinate the finances with the treasurer
8. Provide financial records for audit

JOB DESCRIPTION: MEDIATECH SUPERVISOR

The primary role of the Mediatech Director is to provide needed services to the total community. Therefore, the effective Supervisor must be an individual with a strong interest in developing a space for the community and in providing for the continued improvement of services. The Supervisor shall report to the Executive Director or the Library Director (to be determined by the Trustees).

1. Manage the daily operation of the center
 - a) Manage staff (hours, staffing, and schedules)
 - b) Manage volunteers (provide ongoing training, manage schedules)
 - c) Prepare a report for each board meeting that summarizes current issues.
2. Maintain an active program of public relations
3. Supervise the mentors and volunteers

JOB DESCRIPTION: STAFF

Staff members are exceptional high school or college students who are paid hourly. To be hired as needed, for a salary to be determined by the Trustees. Staff must have specific skills with networks, hardware and/or software, and must be well versed in people skills. Staff members are not allowed to instant message or use cell phones when on the job, other than to contact parents or in an emergency. Abuse of this policy can lead to dismissal.

The Staff Responsibilities are as followed:

- 1) Check in/out materials.
- 2) Do not let patrons come to your side of the front desk.
- 3) Allow only one item out at a time per person for use at Mediatech. Two items are allowed for the patrons to take home at one time.
- 4) Shut off each computer (not the monitors and not the computers in the children's area or the Macs and lock the door.
- 5) Intentionally interact with patrons.
- 6) Circulate around the room regularly.
- 7) Learn how to troubleshoot technical problems.
- 8) No friends behind desk; long, unnecessary cell phone conversations, or involvement in activities like e-mailing, etc.
- 9) Try to be aware of loitering in front of the building.
- 10) Safety First! Correct situations immediately that can lead to someone getting hurt. Record names and give warning to patrons who jeopardize others safety. Suspend repeat offenders, and as necessary, remove Mediatech privileges permanently.
- 11) Issue member cards that eventually will be used to scan in attendance. Use sign in sheets until we have that technology.
- 12) Report equipment problems.
- 13) Check materials in and out via a barcode reader once we have that technology.
- 14) Remember that for Mediatech to do well, we all need to be a good "advertisement" for it through our own behavior and the behavior of our patrons.
- 15) Write down items that are needed on the board behind the desk, such as ink for the printer, soap for the bathroom, and so on.
- 16) Be an advocate for children. Report conditions of child abuse or neglect.

JOB DESCRIPTION: VOLUNTEERS

Volunteers help the staff by filing software, helping patrons, cleaning, organizing software. Volunteers are to be supervised by the Director.

All staff and volunteers are subject to background checks can can be dismissed at the discession of the Director. The safety of Mediatech patrons are the first priority.

MEDIATECH FOUNDATION ANTI-HARASSMENT POLICY

The Mediatech Foundation is committed to providing all patrons and employees with a safe and supportive community environment in which all members of the community are treated with respect. The Director and other staff members are expected to teach and demonstrate by example that all members of the community are entitled to respect.

It is hereby the policy of the Mediatech Foundation to prohibit harassment based on real or perceived race, color, religion (creed), national origin, marital status, sex, sexual orientation, gender identity, disability, or on the basis of association with others identified by these categories.

This policy is intended to comply with New Jersey as well as federal requirements.

The Mediatech Foundation Board of Trustees shall act to investigate all complaints of harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of the Mediatech Foundation staff who is found to have violated this policy.

Definitions

Adverse Action: Includes any form of intimidation, reprisal or harassment such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action in the case of patrons and includes any form of intimidation, reprisal, or harassment such as suspension, termination, change in working conditions, loss of privileges or benefits, or other disciplinary action in the case of employees.

Employee: For purposes of this policy, an employee includes any person employed directly or through a contract with another company by the community district, agents of the community, community board members and any student teacher, intern, or community volunteer.

Gender Identity: For purposes of this policy, gender identity means a person's identity, expression, or physical characteristics, whether or not traditionally associated with one's biological sex or one's sex assigned at birth.

Harassment: Harassment means verbal or physical conduct based on the student's real or perceived race, religion (creed), color, national origin, marital status, sex, sexual orientation, gender identity, disability, or on the basis of association with others identified by these categories, that (1) substantially interferes with or will substantially interfere with a student's educational benefits, opportunities, or performance; or a student's physical or psychological well-being; or (2) creates an intimidating or hostile environment.

Community: Includes but is not limited to all patrons, employees, contractors, unpaid volunteers, work study patrons, interns, the Director, and visitors.

Sexual Harassment: A form of harassment which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a community employee to a student or by a student to another student when:

- * Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, academic status or progress; or
- * Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student; or
- * The conduct (1) substantially interferes with or will substantially interfere with a student's educational benefits, opportunities, or performance; or a student's physical or psychological well-being; or (2) creates an intimidating or hostile educational environment; or
- * Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other community-related activity.

Retaliation: Any adverse action taken against a person for reporting a complaint of harassment when the complainant honestly believes harassment has occurred or is occurring, or for participating in or cooperating with an investigation.

PROCEDURES FOR REPORTING AND HANDLING COMPLAINTS OF HARASSMENT OF PATRONS

A. REPORTING

1. **Patrons** It is the policy of the Mediatech Foundation to encourage student targets of harassment and patrons who have first-hand knowledge of such harassment to report such claims. Patrons should report incident(s) to any Mediatech staff or board member.

2. **Employees** Any adult community employee who witnesses, overhears, or receives a report, formal or informal, written or oral, of harassment at community or during community-sponsored activities shall report it to the principal or the principal's designee. If the report involves the community principal, the reporter shall make the report directly to the community district equity coordinator or superintendent.

Under certain circumstances, alleged harassment may constitute child abuse under state law. The statutory obligation to report suspected abuse, therefore, may be applicable.

3. **Privacy:** Complaints will be kept confidential to the extent possible given the need to investigate and act on investigative results.

B. RESPONSE

1. **Director's Duty.** The Director of the Director's designee is the person responsible for receiving oral or written reports of harassment. Upon receipt of a report, the director must notify the board immediately, without screening or investigating the report. The director may request, but may not insist upon, a written complaint. The director to the board of trustees president or vice president will forward a written statement of the facts alleged as soon as practicable. If the report was given verbally, the director shall reduce it to written form within 24 hours and forward it to the president or vice president of the board. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the director.

2. **Mediatech Equity Coordinator(s).** The Mediatech President shall designate at least one individual within the board as the community district equity coordinator to receive reports of harassment. If the report involves the community district equity coordinator, the reporter shall refer the complaint directly to the Mediatech President. The Mediatech Foundation shall prominently post the name, mailing address, and telephone number of its equity coordinator(s). The Mediatech equity coordinator(s) is (are):

Flemington-Raritan Regional Schools
50 Court Street, Flemington, N.J. 08822
Tel: (908) 284-7561,

C. INVESTIGATION

1. **Who** The Director or community district equity coordinator shall conduct an investigation upon receipt of a report or complaint alleging patron harassment.

2. **How** The investigator shall interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, among other things: the nature of the behavior; how often the conduct occurred; whether there were past incidents or past continuing patterns of behavior; and the relationship of the parties involved.

3. **When** The investigator shall complete the investigation as soon as practicable, but in no event later than fourteen (14) calendar days following receipt of the complaint.

4. **Result** Upon completion of the investigation, the investigator shall decide if a violation of this policy has occurred and report that decision, along with the evidence supporting it, to the principal or community district equity coordinator and the superintendent or, if the complaint involves the superintendent, directly to the community board, for appropriate action in accordance with community district disciplinary policy.

D. MEDIATECH FOUNDATION ACTION

The Mediatech board shall take disciplinary or remedial action as appropriate in order to ensure that further harassment does not occur. Such action may include, but is not limited to: counseling, awareness training, parent-teacher conferences, warning, transfer, suspension and/or expulsion of a student, and counseling, awareness

training, transfer, suspension and/or termination of an employee.

Mediatech action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, New Jersey and federal law, and Mediatech policies.

E. APPEAL

A person judged to be in violation of the policy on student harassment and subjected to action under it may appeal the determination and/or the action taken as follows:

1. **Patron** If the person filing the appeal is a patron, the appeal shall proceed in accordance with Mediatech policy governing discipline of patrons and with legal due process requirements.
2. **Employee** If the person filing the appeal is an employee, the appeal shall proceed in accordance with Mediatech Foundation policy governing employee discipline, including, if applicable, grievance procedures under any applicable collective bargaining agreement, and with legal due process requirements.

F. RETALIATION

Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a harassment complaint will be subject to appropriate action and/or discipline by the Mediatech.

Retaliation for reporting harassment or cooperating in an investigation of harassment is unlawful under state law.

G. RECORD KEEPING AND NOTIFICATION

1. **Record keeping** The Mediatech President shall assure that a record of any complaint and investigation of harassment as well as the disposition of the complaint and the Mediatech in a confidential file maintains any disciplinary or remedial action taken.
2. **Notification** The Mediatech President shall assure that the complainant is notified whether allegations of harassment were found to be valid, whether a violation of the policy occurred, and whether action was taken as a result.

H. NOTICE

The Mediatech Director shall use all reasonable means to inform patrons, employees, and parents or guardians that the Mediatech will not tolerate harassment. Copies of the policy and procedures shall appear in the student and employee handbooks (or other similar publications) as well as publications distributed to parents and community members and shall be posted prominently in each community. The notice shall also provide information about the following additional methods of pursuing claims of harassment:

A person may make a complaint of harassment to the New Jersey Human Rights Commission or the federal Office of Civil Rights at the following places:

New Jersey Human Rights Commission
Division on Civil Rights
140 East Front Street
6th Floor
PO Box 090
Trenton, NJ 08625-0090
Telephone: 609-292-4605
Fax: 609-984-3812
TTY: 609-292-1785

In addition, an individual may seek other remedies through private legal action and, in some circumstances, through criminal prosecution.

I. TRAINING

The Mediatech President shall develop age-appropriate methods of discussing the meaning and substance of this policy with staff and patrons in order to help prevent harassment.

In addition to informing staff and patrons about the policy, these programs, implemented within the context of professional development and community curriculum, must also raise awareness about the different types of

harassment; how the harassment manifests itself; and the devastating emotion and educational consequences of harassment.

SEVERABILITY

The provisions of this policy shall be severable. If any provision or portion of this policy or its application to any person or circumstance is held invalid, the remainder of the policy or the application of the provision to other persons or circumstances is not affected.

PRODUCT ENDORSEMENT AND DISCLOSURE POLICY

The Mediatech Foundation is not a commercial billboard or any product or company.

It is an independent, not-for-profit organization that uses a variety of commercial hardware and software products.

Some of these items are expensive.

In order to protect the independent nature of the Mediatech Foundation, the following guidelines have been created and will be followed by all Mediatech staff.

- Use of any product does not constitute an endorsement.
- Equipment choices and operating system decisions will be determined by the Director.
- Opportunities to donate are non-exclusive, and publically advertised
- Any donation, in any form, of over \$2500 in value /year will be publicly disclosed on Mediatech's website
- These guidelines will be made available to any donor in advance of any donation
- All donations will be publically listed on at <http://www.mediatech.org>, in a supporter section.

**Mediatech Event Photograph and Videotape Release Form
Parent Permission Form**

PERMISSION SLIP

I hereby authorize my child to participate in the _____, and will hold the organizers of the event harmless of all claims arising out of connection with this event. I understand that as a parent or legal guardian, I am encouraged to participate in this event.

PHOTOGRAPH RELEASE FORM

I hereby give the Mediatech Foundation the right and permission, with respect to video and photographs taken of me, to:

(a) use, re-use, publish and republish the same in whole or in part, individually or in conjunction with other photographs, in any medium and for any purpose related to the work of the Mediatech Foundation, or any related web, print, or broadcast media.

I hereby release and discharge the sponsors from any and all claims arising out of in connection with the use of photographs including any and all claims for libel.

The authorization and release shall also endure to the benefit of the legal representatives, licensee and assigns of the person(s) for whom took the photographs or videotape.

I have read the foregoing and fully understand the contents thereof.

Signed

Date

Welcome to the Mediatech!

The Mediatech is a free, not-for-profit community technology center that is open to any person. You are free to explore, but you must first register in order to check out any materials or use computers.

By registering, you agree abide by the following rules.

• **I will not visit "bad" Internet sites or use software that is not OK for young children.** The Mediatech board of Trustees uses the following guidelines to determine what conforms to common community standards for materials viewed on Mediatech screens. I understand that nothing is private in the Mediatech. Browser histories may be checked, and Instant Messages may be observed. The Mediatech is a public place.

1. Motion Picture Association of America ratings (<http://www.mpa.org>). All content will be G, PG, or PG-13. No R or NC-17 content may be viewed on any Mediatech screen.

2. Entertainment Software Rating Board (<http://www.esrb.org>). All software content must conform to E or T ratings. No Mature (M) or Adults Only (AO) content may be viewed on any Mediatech screen.

• **I will not break copyright laws.** The Mediatech circulates a great deal of copyrighted material, and houses hardware that can be used for making copies. The Copyright Act (codified at Title 17 of the United States Code) states that an original work of authorship that is entitled to copyright protection includes literary, dramatic, musical, artistic, and certain other intellectual works, regardless of whether they are published and unpublished.

• **I will take care of the Mediatech and Obey the Supervisor.** This means respecting the rights of others, taking care of software, not downloading files that might harm a Mediatech computer, using the Mediatech network for illegal activities, keeping your work area clean, and so on.

• **I will not use the Mediatech for commercial purposes.** The computers, printers, Internet access and software resources in the Mediatech are not to be used for ongoing commercial purposes without the approval of the Mediatech Supervisor.

• **I will Return Things I Use or Borrow.** Overdue materials will be charged 30¢ per day. Damaged materials will be charged for replacement. The Mediatech takes no responsibility for any damage software may do to any computer's operating system.

I AGREE TO THESE CONDITIONS AND UNDERSTAND THAT THE MEDIATECH SUPERVISOR MAY PERMANENTLY TAKE AWAY MY MEMBERSHIP CARD IMMEDIATELY -- AT HIS OR HER DISCRETION -- IF ANY OF THESE GUIDELINES ARE BROKEN.

SIGNED DATE

**Mediatech Foundation
Staff Policies
118 Main Street, 2nd Floor
Flemington, NJ 08822
908-284-2006**

Hours of Operation:

We are open 6 days a week, and hours vary by season and funding. In general, hours are greater during the summer than during school hours. Mediatech is closed for major holidays, including Thanksgiving, Christmas Day and New Year's Day. In general, we try to arrange the schedule around the library hours. On elections or special days when the library is open, please check with Warren or Seth to see if Mediatech will be open.

Emergency contact information:

Library: 908-782-5733

Warren's Cell: 908-797-3580

Warren's email: warren@mediatech.org

Scheduling:

Scheduling is determined by the Supervisor.

Vacations or days off need to be cleared 15 working days in advance. If you are going to be late and can't work, you must call the Flemington library, and Warren 908-797-3580 at once. More than 2 late openings can result in suspension.

Keys and Alarm Codes:

Keys and alarm codes are the property of Mediatech and must not fall into the wrong hands. If you loose your key, you must contact the Supervisor at once.

Inclement Weather:

When there is a snow prediction or snow is falling we won't close right away, even if school is closed. If the snow is big enough and is during the night, but clears up during the day, we may open later. Please check posting on the website (on Google calendar) for the latest information.

Dress:

You should dress professionally and conservatively, depending on the weather.

W2 Forms and Police Background Checks:

Mediatech uses a payroll company, which withholds taxes. Hours are called in every other Monday. You must have your hours written on the calendar on the bulletin board in order to get paid. Hours cannot exceed posted times.

Pay:

We get paid in two-week intervals, every other week. Pay checks are mailed and will not be available for pick up. We do not withhold pay when you first start working. You'll get paid thru Monday of that pay week, but if you call out sick that week it will be deducted from your check. The same goes if for some reason you work extra hours that will be added on to your next paycheck. You are responsible for accurately recording your hours on the calendar. Tax forms are mailed each year in January.

Snacks and food:

No food or snacks are allowed in Mediatech. You are permitted to purchase water at cost. If your shift is longer than 4 hours, you are allowed a 15 minute break, providing another supervisor is available.

Staff Schedules:

The supervisor determines work schedules.

Vacations:

Any time off for vacation must be requested in writing, but also needs to be discussed with me first. I need a minimum of 2 weeks notice before you need off, or even sooner. No two employees can have off on the same day, (certain exceptions apply). You should always try to get someone to cover before asking off as well.

Phone use/friends in Mediatech/ Food:

There is no cell phone use in Mediatech. Personal phone calls are allowed on a limited basis, on the desk phone. You should never be on the phone while waiting on a patron. Friends are welcome in Mediatech, but only as patrons. There is no food allowed. If you must have a drink, it cannot be kept on the counter or in the patron's view.

Instant Messenger/ Texting:

No staff person is allowed to text, use their phone, or go on any type of instant messenger or email service. Mediatech supervisors must be focused on the patrons and Mediatech alone.

JOB DESCRIPTION: STAFF

Staff members are exceptional high school or college students who are paid hourly. They establish a fun, welcoming climate at Mediatech, by greeting EVERY MEMBER with a smile, and making sure that every person has a positive first impression. The goal of the staff member is to PREVENT FRUSTRATION before it happens, by moving around, asking patrons if they need help.

Staff are to be hired as needed, for a salary to be determined by the Trustees. Staff members have specific skills with networks, hardware and/or software, and must be well versed in people skills. Staff members are not allowed to instant message or use cell phones when on the job, other than to contact parents or in an emergency. Abuse of this policy can lead to dismissal.

The Staff Responsibilities are as follows:

- 1) Check in/out materials.
- 2) Do not let patrons come to your side of the front desk.
- 3) Allow only one item out at a time per person for use at Mediatech. Two items are allowed for the patrons to take home at one time.
- 4) Shut off each computer (not the monitors and not the computers in the children's area or the Macs).
- 5) Intentionally interact with patrons.
- 6) Circulate around the room regularly.
- 7) Learn how to troubleshoot technical problems.
- 8) No friends behind desk; long, unnecessary cell phone conversations, or involvement in activities like e-mailing, etc.
- 9) Try to be aware of loitering in front of the building. In addition, clean up litter.
- 10) Safety First! Correct situations immediately that can lead to someone getting hurt. Record names and give warning to patrons who jeopardize others safety. Suspend repeat offenders, and as necessary, remove Mediatech privileges permanently.
- 11) Issue member cards that eventually will be used to scan in attendance. Use sign in sheets until we have that technology.
- 12) Report equipment problems.
- 13) Check materials in and out via a barcode reader once we have that technology.
- 14) Remember that for Mediatech to do well, we all need to be a good "advertisement" for it through our own behavior and the behavior of our patrons.
- 15) Write down items that are needed on the board behind the desk, such as ink for the printer,

- soap for the bathroom, and so on.
- 16) Be an advocate for children. Report conditions of child abuse or neglect.
 - 17) Help people have a successful “first 5 minutes.” You do this by getting them to a computer that works, or helping them find a game they’re looking for.
 - 18) During slow times, you are to straighten and alphabetize the software.
 - 19) Pick up any litter or debris from the front of Mediatech.
 - 20) Put out and take in the sign, depending on weather.
 - 21) Make a new sign to advertise new events
 - 22) Come up with new feature games, movies or special events. Supervisors are asked to plan one event per week.
 - 23) Wear your nametag at all times.

JOB DESCRIPTION: VOLUNTEERS

Volunteers help the staff by filing software, helping patrons, cleaning, organizing software. Volunteers are to be supervised by the Director.

All staff and volunteers are subject to background checks can be dismissed at the discretion of the Director. The safety of Mediatech patrons is the first priority.

Working Well With Yourself and Others:

One good work quality is to be able to work well with the patrons, follow supervisors, and most importantly yourself. What this means is that you keep yourself busy without having to be told to “keep busy.” This could be just showing initiative to do things on your own, such as straightening, dusting, or to see if any patrons having trouble. That is what I mean by working well with others. Helping them, even when you are not asked to.

Staff Training and Duties:

When beginning your career with Mediatech you will be assigned a supervisor to train you. The supervisor will work your shift with you for up to two weeks (more if necessary). The supervisor will train you in filing the software, some computer knowledge, how to work the security system, and checking in and out software. You must re-stock all Mediatech games in their proper place before leaving Mediatech.

Security:

Mediatech has one video camera and a security system. It is the supervisors responsibility to check out material properly to promote anti-theft.

YOU MUST SIGN IN ORDER TO BE EMPLOYED:

NAME

DATE

Signature and date to verify that you have read this.