

**UPPER MERION TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 7, 2019 WORKSHOP MEETING ~ 7:30 PM**

**AGENDA**

1. Meeting Called to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Chairman's Comments:
5. Discussions:
  - A. Library Policy Manual Revisions
  - B. Haeg LLC Subdivision: 348 Tennessee Avenue, Two-lot residential subdivision w/one existing residence, 1.60 acres, R-2 Residential. Expiration 2/25/19
  - C. Kravco: 304 W. DeKalb Pike (DeKalb Plaza). Discussion of rezoning and changes to SC District
  - D. Landscape Ordinance (Changes recommended by the Shade Tree Commission)
6. Adjournment



## UPPER MERION TOWNSHIP BOARD OF SUPERVISORS

175 WEST VALLEY FORGE ROAD  
KING OF PRUSSIA, PA 19406-1802  
610-265-2600  
FAX: 610-265-0482  
www.umtownship.org

### MEMORANDUM

TO: Sally Slook, Acting Township Manager

FROM: Laura Arnhold, Library Director

DATE: November 13, 2018

SUBJECT: Library Policy Manual

With the help of the Library Board of Directors and Department Heads, the Upper Merion Township Library Policy Manual has been updated and formatted. The previous edition of the policy manual had been last updated in 2012 and had at times inaccurate and outdated information.

The Library Board of Directors and I spent the better part of the year reviewing the previous edition of the policy manual, researching how other libraries have stated policy and revised the policy to reflect current policy, procedure and information. A few areas that we focused much of our time on included:

- Unattended Children's Policy – raising the age for unsupervised children from 7 to 10
- Collection Management – included the steps required to include an title in the collection as a local author and a form for the reconsideration of material in the collection
- Technology Use – updated terminology

Overall, the policy manual hasn't changed too much, but it's now a cohesive document that has been reviewed, revised and formatted by Department Heads, the Library Board of Directors and myself. It is my hope that this can become a valuable tool for training new staff and for assisting all staff in doing their job to the best of their ability.

I would like to have this policy manual implemented at the beginning of the New Year, although I know that it will need to be reviewed. Please feel free to contact me with any questions about the manual and our next steps.

#### BOARD OF SUPERVISORS

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#### ACTING TOWNSHIP MANAGER/ SECRETARY-TREASURER

SALLY SLOOK

#### TOWNSHIP SOLICITOR

FIRM OF:  
HAMBURG, RUBIN, MULLIN,  
MAXWELL & LUPIN, P.C.

### **The Township Mission Statement**

To promote community vitality, economic prosperity and cultural harmony, Upper Merion Township will provide services which are responsive to the health, safety and general welfare needs of the community.

The township government is dedicated to providing these services through the efficient and effective use of the community's available resources in an honest, open and caring manner.

### **The Library's Vision, Mission & Values**

Vision: Strengthening a connected and engaged community

Mission: Educate. Empower. Engage.

#### Values

- Educate  
We provide materials and programs for children, teens and adults to inspire curiosity, foster creativity, and ignite passion.
- Empower  
We advocate for our community by providing equal access to information for all, to promote lifelong learning.
- Engage  
We embrace the library's role as a community leader and provide opportunities for businesses, organizations, and residents alike to create a stronger, more vibrant community.

#### **I. Library Staff and Volunteers**

All Upper Merion Township Library employees and volunteers should consult the *Upper Merion Township Personnel Policy and Procedure Manual* for information about employee conduct, benefits, performance, safety, etc.

##### A. Staff Conduct

1. Library service is rendered on a strictly impartial basis to all individuals and groups in the community. The aim of the library is to bring people and resources together.
2. No staff member should be so engrossed in other work that a patron is given only superficial attention.
3. Critics of service, book selection, or policies are referred to the director.

4. Punctuality is required so that desk coverage and schedules are met. If a staff member is to be absent from his/her place of duty, the immediate supervisor should be notified. Circulation staff employees are required to be ready to serve the public when the library officially opens. Circulation workers are required to be at work ten minutes prior to opening time and/or ten minutes following closing time; an extended break period will compensate for the additional time at work.
5. Chewing gum and eating while on duty, in sight of the public, is discouraged.
6. Conversation with patrons or fellow staff members should be limited. Loud conversation is disturbing to both patrons and staff members. Conversations with patrons (not involving library policy) of a political or religious nature are not permitted.
7. Reading while on duty is limited to professional periodicals and book reviews, unless the particular assignment requires the reading of other materials.

#### B. In-Service Activities

1. Staff members are encouraged, both for their own development and for the benefit of the library, to participate in professional library and civic organizations.
2. Staff and committee meetings: when a staff member must attend a library staff or committee meeting or a committee meeting of the staff association on his/her own time, that time may be accumulated as comp time. Ideally, the schedule should be rearranged if possible.
3. Professional meetings: staff members are allowed to attend national, state or local library meetings when the workload of the library permits; necessary travel time is allowed. Approval for out of state conferences should be received in advance from the township. Library institutes held in advance of a national or state conference are considered part of the conference, and time for attendance is allowed. Expenses incurred from attendance at approved meetings are paid or reimbursed by the township in accordance with township policy.
4. Meetings of local, civic, or educational organizations: time is allowed to attend meetings or community organizations with constructive civic or educational programs:
  - a. if the library is cooperating actively with the organization;
  - b. if the staff member concerned is a regularly and officially appointed representative of the library at the meeting;
  - c. if the staff member's professional interests are involved and schedules permit;

d. if permission from the director is received prior to such participation.

## II. **Library Board of Directors**

### A. Purpose

1. To issue rules and regulations for the planning, conducting and maintaining of a free, public, nonsectarian library or libraries for the use of the residents of the Township and to enforce penalties for the violation of said rules and regulations, as approved by the Board of Supervisors.
2. To control and disburse all moneys appropriated for the establishment or maintenance, or both, of a free, public, nonsectarian library, and all monies, if any, received from other sources for its use.
3. To make an annual report to the Board of Supervisors concerning the operation and maintenance of the library to include monies received by the library from the township and the disposition made thereof.
4. To extend the privileges of the library to persons residing outside the township upon such terms and conditions as prescribed by the Board of Directors.
5. To be the administrators of real and personal property acquired by real and equitable title either by gift; however, this real and personal property shall be vested in the name of the Township.
6. To establish branches, deposit stations, traveling libraries, and such other agencies as it may deem necessary to bring the books within convenient reach of all the residents subjects to the approval of the Board of Supervisors.

B. Enabling Legislation: Ordinance No. 106 adopted July 19, 1961; Ordinance 91-593 adopted December 31, 1991

C. Term: Three (3) Years

D. Membership: Seven (7) Township citizens appointed by the Board of Supervisors

E. Meeting Time: Second (2nd) Monday, Monthly at 6:45pm

F. Staff Liaison: Library Director

### G. Responsibilities of the Board

1. Accept their individual obligations to attend regular and special meetings and to serve on committees.
2. Assume personal responsibility for acquainting themselves with the general trends of library development so that the best library service may be given.

3. Recommends library policies to the Board of Supervisors and promotes library programs within the community. The Board approves any programs costing more than \$750, as proposed by the Director, for funding by any legacies or endowments.
4. Reviews the library's annual goals and objectives and provides a yearly evaluation of the Library Director.
5. Reviews petitions, suggestions, and complaints which are presented in writing by members of the public. The Board recommends actions to the Board of Supervisors which has the final authority for policy decisions.

### **III. Collection Management Policy**

#### **A. Scope**

The library selects materials in support of its mission. The emphasis of the collection is on acquiring materials of wide-ranging interest to the general public and offering choice of subjects, perspectives, and formats that meet most library needs within current budget limitations. Collection development is founded on the principles espoused in the American Library Association's

- Library Bill Of Rights,
- Freedom To Read Statement,
- Freedom To View Statement, and
- Diversity In Collection Development. (Appendix A)

#### **B. Responsibility for Selection**

1. The ultimate authority and responsibility for the selection of library materials rests with the Library Director and, under their direction, may be delegated to the professional staff that are qualified for this activity by reason of education, training, and experience.
2. Responsibility for a minor's use of library materials rests with his/her parents or legal guardians.
3. Library materials are not labeled as to content and materials are not sequestered except for the purpose of protecting them from damage or theft.

#### **C. Selection Criteria**

All acquisitions, whether purchased or donated, are evaluated by the following criteria. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive, and the order of the selection criteria does not indicate relative importance.

Criteria used for selection include the following:

1. Reviewed in professional and reputable review sources
2. Importance of author and/or subject matter to the collection as a whole
3. Timeliness or lasting importance of the content to the community
4. Current and anticipated needs and interests of the community
5. Scope and/or treatment of subject matter
6. Authority and credibility of author/artist and/or publisher
7. Availability of material on the subject within and outside the district
8. Affordability
9. Format; suitability of physical form for library users, readability, clarity of print, illustration, and ease of use
10. Nomination for major literary awards
11. Provides selection aids and/or resources for education professionals
12. Multiple copies will be purchased in response to popular demand limited by budgetary restrictions and the anticipated value of the material
13. No attempt is made at completeness of any author/artist/series and/or publisher
14. Within the limits of space, budget and availability, materials will be chosen to represent a variety of opinions on subjects that may have valid differing points of view
15. The library does not have the means to purchase textbooks for specific educational institutions.

#### D. Local Authors Policy

1. To support, encourage, and foster access to local talent, the library will maintain a Local Author Collection. The mission of the Local Author Collection is to continually improve library service to the public by providing free access to books by local authors, enriching the community with books created by local authors, and promoting individual achievements in authorship. This collection features donated books from local authors.
2. Items included in the Local Author Collection must meet the following guidelines:
  - a. Authors must reside in Montgomery County, or their work must be based in the area.
  - b. The library will accept one copy of each title. Authors may donate up to three titles per year.

- c. Materials must be bound and formatted in a way that enables circulation, ease of use, and durability. The library will only accept physical formats. Items must be in new condition.
  - d. Donated materials become property of the library and are subject to the library's Collection Management Policy, including weeding procedures.
  - e. Regardless of genre, all items in this collection will be labeled as "LOCAL" and include the name of the author.
3. To donate materials for this collection, please complete the Local Author Submission Form (Appendix C) and include it with the donated item.

#### E. Request for Purchase of Materials

1. If a patron requests library material that is not owned by this library system. Patrons should complete the Request for Purchase Form in the library for consideration - Appendix C, which will be reviewed by the Library Director and staff in a timely manner.
2. If the requested items are less than 12 months old and meet our selection criteria, the library will consider the item for purchase following the selection criteria.
3. If the requested items are more than 12 months old, the library will also consider them for purchase, but may instead seek to borrow them from a holding library outside our system, through Inter-library loan.
4. If the patron requestor is not satisfied with the response, a written appeal may be filed within 30 days with the Upper Merion Township Library Board of Directors. The Library Board will make the final decision and the patron will be informed in writing.

#### F. Online Resources & Technology

With new technologies developing at a rapid rate, digital and other formats will be considered with the following criteria in mind:

1. relevance to the existing collection
2. permanence of the format
3. budgetary and space limitations
4. patron demand
5. compatibility with available equipment

The library will select materials by the following criteria:

1. replaces standard printed texts
2. provides greater accessibility and currency



3. provides new resources of information in an efficient and economical manner
4. provides ease of use and access
5. demonstrates the ability to be accessed remotely, via passwords, or barcodes
6. is backed by on-site or immediately available technical support (including updates and training)
7. is validated by the reputation of vendor, publisher or supplier
8. enhances the existing collection

#### G. Material Replacement

While the library attempts to maintain copies of standard and important works, it does not automatically replace all lost, missing or damaged materials. In making a decision as to whether or not to replace an item, the Library Director and staff will consider whether:

1. the item is available for purchase
2. another item or format might better serve the purpose
3. there is sufficient demand to replace the item
4. newer, updated, or revised materials might better serve the purpose
5. the item has historic value
6. another library can provide that item (interlibrary loan)
7. the number of copies in collection
8. existing coverage of the subject within the collection
9. cost of mending versus replacement

#### H. Material Deselection (“Weeding”)

Materials no longer suitable for or useful in the collection are weeded out. Materials should be reviewed if they:

1. are in poor physical condition
2. are not local history (archival)
3. have not circulated in a number of years
4. are outdated in content (nonfiction)
5. have been superseded by a new or revised edition (nonfiction)

The basis of the weeding plan is based on *The Weeding Handbook: A Shelf-by-Shelf Guide* by Rebecca Vnuk. Materials that are weeded out of the collection are to be

sold by the library, given away, donated, or recycled. Proceeds from the sale of items will be put back into the library's budget.

#### I. Reconsideration of Library Materials

A patron who wants the library to reconsider keeping a specific title in the collection may fill out the Material Reconsideration Form, Appendix D.

1. Once the form is submitted to the library, the director will meet with all librarians to address the concern and review the material and the selection process.
2. The patron will be informed of the decision in writing within four weeks.
3. If the patron is not satisfied with the response, a written appeal may be filed within 30 days with the Upper Merion Township Library Board of Directors.
4. The Library Board will make the final decision and the patron will be informed in writing.

#### J. Gifts & Donations

1. Gifts must meet the same Selection Criteria as materials purchased by the library.
2. Gifts of books and other library materials are accepted under the provision that their use or disposal is subject to the discretion of the Library Director.
3. The donor relinquishes all rights to donated material.
4. The library reserves the right to refuse any donations of materials.
5. Suggestions of specific titles or subjects are welcomed when memorial/honor donations are given but the final decision, based on the needs of the library collection, rests with the library.
6. The library does not appraise or provide evaluations of gift materials for tax deductions or other purposes, but will acknowledge receipt of gift materials in writing if requested by the donor.

### **IV. Library Card & Materials Use Policy**

#### A. Library Card

1. Any resident of Upper Merion Township is eligible to register for a free borrower's card, renewable every 3 years. The library will require identification with the name and current mailing address of the applicant for new registration and renewals. Examples of acceptable forms of identification are: driver's license, government identification, utility bill, lease, property tax bill, or bank statement.

2. Cardholders are responsible for all materials checked out on their cards, including overdue fines and fees for lost or damaged material.
3. Those under 18 may obtain a library card with the signature of a parent/guardian who will be financially responsible for any materials borrowed on the youth's card.
4. Library card replacement fee - see Appendix E
5. Failure to return materials and outstanding fines of a specific amount (see Appendix E) may result in suspension of borrowing privileges.
6. Upper Merion Township employees and Upper Merion School District teachers and staff are eligible for a free library card renewable every year.
7. Temporary Resident - For fees see Appendix E
8. Non-resident - For fees see Appendix E

B. Loan Periods

1. See Appendix F

C. Loan Restrictions

1. All DVDs and museum passes must be checked out on an adult library card.
2. Museum passes and toys must be picked up and returned to Upper Merion Township Library. See a staff member for additional instructions for checking out these materials.

D. Renewals

1. Print items may be renewed for two additional loan periods unless the item has been reserved by another patron.
2. Media items may be renewed for one additional loan period unless the item has been reserved by another patron.
3. Renewals may be done in person, by phone or through the library's website. Phone and website renewals require your library card number and the titles and/or barcodes of the items to be renewed. Website renewal also requires a password.

E. Overdue Fines

See Appendix E

F. Fees for Lost or Damaged Material

See Appendix E

G. Other Fees

See Appendix E

## V. Using the Library

### A. Patron Code of Conduct

To help us provide a welcoming environment for all, please note the following when you are in the library:

1. Speak quietly to those around you. In addition, headphone use is permitted as long as the sound does not disturb others. Be conscious of the noise level of your conversations in order to respect others using the library. Refrain from using profanity.
2. Please place your phone on vibrate or silent so as not to disrupt other patrons. Cell phone conversations may be taken in the building lobby.
3. Personal property is your responsibility. Do not leave laptops, purses, or other valuables unattended.
4. Shirt and shoes are required and must be kept on at all time Be respectful of the library furniture and keep feet placed on the ground. Patrons whose bodily hygiene is a nuisance to other patrons or staff may be asked to leave the library.
5. Patrons are welcome to have beverages in covered containers while in the library. All snacks should be consumed in the building lobby.
6. Staff may inspect bags and other articles.
7. Service animals that support people with disabilities and animals used for library programs are welcome in the library.
8. Treat all library materials as if they were yours.
9. Children's furnishings and toys in the children's area are reserved for children's use only.
10. Children in the library - see *Using the Library -> Children* for our policy.
11. No solicitation, campaigning, or selling, or petitioning is allowed.

### B. Enforcement of the Patron Code of Conduct

1. In most cases of inappropriate behavior, a verbal warning will be given by a member of the library staff.
2. If the behavior continues, the patron may be asked to leave the library.
3. Patrons asked to leave the Library for disciplinary reasons are, at a minimum, barred for the remainder of the day and/or evening.
4. Library staff may immediately contact the Upper Merion Township Police if the patron is asked to leave and refuses to do so.

5. Any patron who is banned from the Library for a period in excess of one week will be notified of such in writing by the Director. The patron has the right to appeal by requesting a hearing before the Library Board of Directors, provided such hearing is requested by written notice.
6. Restriction of privileges shall be for progressively increasing periods of time, including permanent expulsion for repeat offenses.

#### C. Children

The library and its staff are dedicated to providing a welcoming environment that encourages children to visit the library, use library collections and services, and attend library programs. Library staff are available to assist and support children with their use of library resources. However, responsibility for the welfare and the behavior of children using the library rests with their parent, guardian or responsible caregiver. The library cannot assume custodial responsibility for children.

The library cares about the safety and welfare of children and establishes this policy for the protection and well-being of children and to prevent disruptive behavior.

1. Children under the age of 10 years old must be accompanied by a parent, guardian, or responsible caregiver (at least 16 years of age) who remains within sight and conversation distance of the child.
2. Children age 10 and older, who are able to follow the Library's Patron Code of Conduct Policy and do not require supervision due to special needs, may use the library unattended.
3. Unattended Child Policy - If a child under 10 years old is found unattended, library staff will attempt to locate the parent or caregiver in the library. If the parent/caregiver cannot be found using reasonable measures within a reasonable amount of time, staff will call Upper Merion Police and leave the child in care of an officer at the police department
4. Closing Time Policy - An attempt to contact the parent/guardian of an unattended child (under the age of 16) will be made if the child not picked up within fifteen minutes of closing time. If no contact can be made, the library staff will call Upper Merion Police and leave the child in care of an officer at the police department. The library staff will not provide transportation to children under any circumstance.

The library is a public building with staff trained to provide public library services. The library staff is not equipped, nor is it the role of the library, to provide childcare. We encourage parent/guardian cooperation and involvement regarding the above policy. Working together we better ensure a safe setting for patrons of all ages.

#### D. Patron Privacy

1. The policy of the library is to preserve the confidentiality of patron circulation, registration, and usage records. Library staff will release patron circulation and registration information only to the registered cardholder to whom that information pertains and only upon presentation of a proper valid library card or other sufficient identification (see Library Use Policy) in compliance with the Pennsylvania library records confidentiality statute, which provides as follows:

“Records\* related to the circulation of library materials which contain the names or other personally identifying details regarding the users of the State Library or any local library which is established and maintained under any law of the Commonwealth or the library of any university, college or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by court order in a criminal proceeding.” 24 P.S. § 4428.
2. No cardholder records will be made available to federal, state, or local law enforcement agencies except by valid warrant, subpoena, court order, or other appropriate official direction as required by law. To ensure the privacy and confidentiality of individual library use records, patrons are advised to not share their library cards or library account information with others. The library deems patrons who allow third persons to use their library cards or library account information to have consented to the access of their private and confidential library use records by the users of their library cards or account information.
3. With regard to minors (0-17 years), the cardholder and only the parent/guardian who signed the minor’s library card application, thereby assuming responsibility for the items checked out on it, will be given information pertaining to the minor’s account.
4. Records will be expunged (circulation, program attendance, etc.) when the information is no longer needed or upon expiration of any records retention requirements. The library has no control over any data that a library computer user sends to another computer server during an Internet session. Transactions are erased regularly; however, data can remain on the hard drive and confidentiality of this data cannot be assured.
5. Nothing in this policy shall prevent authorized Library staff from using library records in the administration of their regular duties.
6. Under Pennsylvania law, 18 Pa.C.S.A § 6709, it is a summary offense to retain library property after being notified to return it. In the event of theft or retention of library materials after notice to return, the library will release to the appropriate law enforcement officers, court officers or collection agencies

the relevant patron records, including the name and address of the person committing the offense and a list of materials stolen or retained with the replacement costs.

7. As a member, the library also abides by the Privacy Policy of the Montgomery County Library and Information Network Consortium (MCLINC). To view that policy, visit: [www.mclinc.org/privacypolicy.pdf](http://www.mclinc.org/privacypolicy.pdf)

\*These records include, but are not limited to, patron registration data, circulation records, overdue and reserve records, participation in library-sponsored programs, records of library visits, Internet or other computer use or access, and/or data that contain information that links a specific patron to specific materials or services used.

## E. Technology

### 1. Computer Use

This policy applies to all users of the Upper Merion Township Library public access computers and wifi Internet.

- a. To ensure that computer time is equitably allocated among computer users, the Upper Merion Township Library uses EnvisionWare's PC Reservation® – PC Access and Session Control. To access a computer session, users must enter a current Library card barcode and PIN. Anyone unable to obtain a Library card can request a temporary pass (good for only the date issued) from the front desk.
- b. A 30-minute time limit comes into effect when others are waiting.
- c. When computers are full, users may reserve the next available computer at the Library's Information Desk.
- d. Public computers are available from opening until 10 minutes before closing, when computers will be automatically shut down.
- e. To ensure the privacy of individual computer users, barcode information or data on Internet searches and software use is not tracked and cleared once a patron logs out of their session.
- f. If users feel that an Internet site has been blocked erroneously by the filtering software, they should report that to a staff member. Staff can temporarily allow access to that site and will pass the site on to the MCLINC office for review.
- g. Staff may limit the number of persons sitting at a single workstation.
- h. Users may download files to external devices. Users may not load their own software programs onto library workstations.

### User Responsibility

- a. Users may not display or print images that are inappropriate for viewing within a public setting. The library expressly prohibits any use of library computers for illegal activities, including hacking, or to access material that is obscene, contains or makes reference to explicit sexual materials as defined in 18 PA. C.S. 5903, contains child pornography, or is harmful to minors.
- b. Users must respect copyright laws and licensing agreements.
- c. Users must respect the privacy and privileges of others.
- d. Users must respect library hardware and software configurations.
- e. Users must act in accordance with Pennsylvania and federal law to promote the safety and security of minors when using electronic communications.
- f. Parents and legal guardians must assume responsibility for their children's use of the Internet, as with other library materials. Library staff does not act in the place of a parent to determine which materials are appropriate for an individual child.

## 2. Internet Use

The library provides public access to the resources available on the Internet and on subscription databases through computer workstations and via wireless Internet (wifi) for use with customer-owned devices. This service is intended to enhance the traditional print and audiovisual collections that have been established to meet the informational, educational and recreational needs of our community. Users are strongly cautioned, however, that the library does not control, and therefore, cannot be held responsible for the accuracy, currency or content of information accessed through the Internet. Users are urged to consult with library staff members who can recommend reliable sources of information and Internet search strategies.

## 3. Children's Computer Use

The library supports the principles of intellectual freedom and the right of each individual to have access to constitutionally protected material. The library also affirms the right and responsibility of parents, not library staff members, to determine and monitor their own children's use of library facilities and resources, including the Internet. Some sites may contain material that is offensive or inappropriate for minors as defined by law or as determined by their parents or guardians. Library personnel can assist parents and children to find age-appropriate resources. If parents or guardians are concerned about their child's responsible use of the Internet or the potential for exposure to offensive material, they should monitor or restrict that use.



Educational materials are available in all our libraries to promote Internet safety. All users, regardless of age, should exercise caution in sharing personal or private information online.

#### 4. Statement on Filtering

In order to maximize federal and state funding that is vital to operating our library, the library complies with the Children's Internet Protection Act (CIPA). Filtering software is used to block access to sites with adult, sexually explicit content. Users 17 years of age and older may request the library staff to disable the filter provided that their subsequent Internet use complies with the conditions of CIPA and this Internet Use Policy. The library staff may also unblock a particular site (but not disable the filter), for users under the age of 17 if the site has been blocked in error. Wireless access is also filtered for adult, sexually explicit content. Library devices and non-library owned equipment cannot be unblocked. If users require unfiltered access to the Internet, they should use library-owned equipment that does not access the Internet through the wireless network.

All users should note that filtering software is imperfect and inappropriate and/or offensive sites may not be blocked. Similarly, the software may block appropriate and/or legitimate sites. In addition, all computer software and equipment is subject to malfunction. While every effort will be made to accommodate legitimate requests to disable the filter or unblock a site, our ability to do so is determined by conditions outside our control.

#### 5. Social Media Use

The library follows the Upper Merion Township Social Media/Networking Policy.

#### 6. Staff Assistance

- a. Library personnel will take reasonable and known precautions to prevent loss of data but the patron attests that all data has been appropriately saved and separately backed-up to prevent a permanent loss of data; and if the patron experiences loss of data, the patron will hold the library and its personnel harmless for any data loss.
- b. Library personnel may be able to offer suggestions and answer some questions. For more in-depth training, see our schedule of events for Computer Classes and Tech Nights.
- c. Because some library personnel are more knowledgeable than others and their presence depends on particular schedules, more or less assistance may be available to patrons at any given time.

## 7. Disclaimer

While every effort has been made to ensure uninterrupted access to the Internet, no warranty is provided and the library or MCLINC is not responsible for any loss, financial or otherwise, associated with the use of this service. Software and information downloaded from any source may contain viruses or other malicious content. The library is not responsible for damage to users' back-up media or computers, or for any loss of data, damage or liability that may occur from use of the library's computers.

## 8. Termination or Prohibition of Computer User Access

Internet access is a privilege. Use of any library computer constitutes an agreement to abide by this policy. Inappropriate use, as determined by the library staff, may result in the loss of all computer access and/or prosecution under applicable state and federal laws.

## F. Displays & Exhibits

1. The library is responsible for coordinating monthly displays in the library display case and the display cases in the lobby of the Township Building.
2. The library promotes the interests of township residents and organizations.
  - a. Acceptable materials for exhibition/display should be of cultural, educational, or historical importance.
  - b. The display case shall not be used to promote partisan political, sectarian religious or commercial interests.
3. Reservations to display items can be made by calling the library.
4. The library accepts no responsibility for loss or damage. Those who wish to exhibit must sign the *Waiver and Release Form* (Appendix G).
5. The library is responsible for materials posted to the community bulletin board on the lower level of the Township Building. Patrons must bring flyer to front desk, have it stamped, dated and initialed. Organizations can post one flyer at a time. All material on the bulletin board will be posted for one month.

## G. Study Room

1. Rooms may be reserved no more than 1 (one) week in advance in person, by phone or from the library's website.
2. Rooms may be reserved for no more than 2 (two) hours per day. However, if the patron wishes to stay beyond the allotted time, they may do so, as long as the room has not been reserved for someone else. If another patron needs to use the room, the patron must give it up.
3. Use of study rooms is limited to those 18 years of age and out of high school.

4. NO excessive noise. The rooms are NOT soundproof.
5. NO food in the rooms. Drinks permitted, if in closed containers.
6. Limit of 4 (four) people per room.
7. Person signing in assumes responsibility for the room.
8. Furniture is to be left in the original configuration of the room.
9. Room reservation will be held for 30 minutes before being given to another patron unless we are notified.

#### H. Test Proctoring

1. The library will proctor written, emailed, or online examinations. Fees for this service can be found in Appendix E.
2. Appointments are required for this service. You must call the library to schedule an appointment.
3. Students must schedule a time during library operating hours. The test must be completed 30 minutes before the library closes.
4. The student is responsible for ensuring that the exam and other required materials are sent to the proctor from the learning institution before arriving to take the test. Library computers will not be modified to accommodate online tests. Installation of any special software needed to take the exam will not be allowed.
5. The student must arrive for the test with a current photo I.D. that matches the name on the testing materials. The student must bring all supplies needed to take the test (i.e. scratch paper, pen, pencil, calculator) .The proctor will not enter any personal information on the proctoring forms.
6. Proctors will enforce time limits or other rules set forth in the exam materials, however the proctor will not sit with the student for the length of the exam.

#### I. Notary

1. The library offers a notary service by appointment only. Fees for this service can be found in Appendix E.
2. Please make sure to bring all necessary documents and, if needed, a witness.
3. To make an appointment, call 610-265-4805.

## **APPENDIX A - AMERICAN LIBRARY ASSOCIATION DOCUMENTATION**

### *Library Bill Of Rights*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## *The Freedom To Read Statement*

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our

culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public

information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

*A Joint Statement by: American Library Association Association of American Publishers  
Subsequently endorsed by: American Booksellers Foundation for Free Expression The  
Association of American University Presses, Inc. The Children's Book Council Freedom to  
Read Foundation National Association of College Stores National Coalition Against  
Censorship National Council of Teachers of English The Thomas Jefferson Center for the  
Protection of Free Expression*



## *Freedom To View Statement*

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council

## *Diversity In Collection Development: An Interpretation of the Library Bill Of Rights*

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other potentially controversial topics.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the Library Bill Of Rights: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable.

Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990.

**APPENDIX B - LOCAL AUTHOR SUBMISSION FORM**

*Upper Merion Township Library Local Author Submission Form*

**Patron Name** \_\_\_\_\_

**Address**

\_\_\_\_\_  
\_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Website** \_\_\_\_\_

**Title** \_\_\_\_\_

**Publisher** \_\_\_\_\_

**Year of Publication** \_\_\_\_\_

**ISBN #** \_\_\_\_\_

**Intended Audience**

Children \_\_\_\_\_ Teen \_\_\_\_\_ Adult \_\_\_\_\_

Fiction \_\_\_\_\_ Nonfiction \_\_\_\_\_

**Genre/Topic** \_\_\_\_\_

**Brief Summary**

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**Please list any reviews or media coverage your work has received**

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**If nonfiction, please list your credentials or a description of your expertise in the area**

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*If under 18, please have parent/guardian sign below**

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**APPENDIX C - REQUEST FOR PURCHASE**

*Upper Merion Township Library Request For Purchase Form*

**Date** \_\_\_\_\_

**Patron Name** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Library Card Number** \_\_\_\_\_

**Title** \_\_\_\_\_

**Author** \_\_\_\_\_

**Year Published** \_\_\_\_\_ **ISBN** \_\_\_\_\_

**Price** \_\_\_\_\_

**Format Requested**

Book    Large Print    Audiobook CD    Music CD    Article    DVD

Other (list format): \_\_\_\_\_

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**Staff Use Only**

Date received \_\_\_\_\_

Date responded to patron \_\_\_\_\_

In Catalog (Y/N) \_\_\_\_\_ Purchase (Y/N) \_\_\_\_\_

**APPENDIX D - REQUEST FOR RECONSIDERATION**

*Upper Merion Township Library Request For Reconsideration Form*

**Author** \_\_\_\_\_

**Title** \_\_\_\_\_

**Publisher** \_\_\_\_\_

**Format**

\_\_\_\_ Hardcover

\_\_\_\_ Paperback

\_\_\_\_ CD

\_\_\_\_ Playaway

\_\_\_\_ DVD

\_\_\_\_ Magazine

\_\_\_\_ Newspaper

\_\_\_\_ Display

\_\_\_\_ Website Link: \_\_\_\_\_

\_\_\_\_ Other (please specify): \_\_\_\_\_

**In what section of the library is the material located?**

\_\_\_\_ Adult      \_\_\_\_\_ Teen's      \_\_\_\_ Children's

**How was the item brought to your attention?**

\_\_\_\_\_

**Did you read, view or listen to the entire work?**

\_\_\_\_ Yes \_\_\_\_ No

**What is your objection to the material? (please be specific)**

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**Is there anything positive about the material?**

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**In your opinion, what is the theme of the material?**

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**Do you know what literary critics/reviewers think of this material?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**What do you think would be the result of reading this book?**

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**For what age group would you recommend this material?**

---

**In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated?**

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**What would you like the library to do with this material?**

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**Are you familiar with the American Library Association Bill of Rights?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**Are you familiar with the American Library Association Freedom to Read Statement?** \_\_\_\_\_ Yes      \_\_\_\_\_ No

**Are you familiar with the American Library Association Freedom to View Statement?** \_\_\_\_\_ Yes      \_\_\_\_\_ No

**Signed (Patron's name)**

\_\_\_\_\_

**Print Patron's Name**

\_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_

**Organization/Group represented, if any**

\_\_\_\_\_

**Address completed form to:** Library Director, Upper Merion Township  
Library, 175 West Valley Forge Road, King of Prussia, PA 19406-1802

## APPENDIX E - FINES AND FEES

### *Upper Merion Township Library's Fines & Fees*

#### Fines

- Books/Audio/Magazines/Toys: 15¢/day for adult and teen material, 5¢/day for children's material. Maximum per item: \$6, Group Maximum: \$15
- DVDs/Video games/ Launchpads/Views - \$2/day, Maximum per item: \$10, Group Maximum: \$15
- Museum Passes: \$5/day, Maximum per item \$50
- Suspension of borrowing privileges: \$10 fine

#### Fees for Lost or Damaged Material

- Retail cost of material
- \$4 processing fee/item

#### Other Fees

- Lost Library Card
  - \$3/adult card and \$1/child's card
- Temporary Resident Library Card
  - \$25 deposit for a year; \$20 return when all materials are returned
- Non-resident Library Card
  - \$65/year
- Printer/Copier Fees
  - 8.5x11 BW (15¢/page)
  - 8.5x14 and 11x17 BW (30¢/page)
  - 8.5x11 COLOR (25¢/page)
  - 8.5x14 and 11x17 COLOR (50¢/page)
- Flash Drive – 2GB drive - \$2.40, 8GB drive - \$3.90
- Notary Service
  - \$5.00 fee per document
- Proctoring Fee
  - A \$10.00 proctoring fee
  - A \$5.00 cost recovery fee for any faxing or scanning required by the exam
  - A cost recovery fee for any postage/shipping required by the exam
  - A cost recovery fee for any printing required by the exam

## APPENDIX F - LOAN PERIODS

### *Upper Merion Township Library's Loan Periods*

- 3 days – museum passes
- 1 week – DVDs, video games, adult magazines, children's Launchpads, Playaway Views
- 3 weeks – books, children's magazines, audiobooks on CD, music, Playaways, adult and teen Launchpads, toys, DVDs in the Adult Department with more than one disc
- 3 weeks - New Books (no renewal, no hold)
- Some reference, most recent adult magazine issues, and some special materials do not circulate.
- Please note that items borrowed from other libraries may have a different loan period or fine structure which we are required to honor.

**APPENDIX G - WAIVER AND RELEASE FORM**

*Upper Merion Township Library's Waiver and Release Form*

The \_\_\_\_\_ (Organization) wishes to display, on a voluntary basis, certain items of historical and other interest at or in the Upper Merion Township Building located at 175 West Valley Forge Road, King of Prussia, PA 19406.

The \_\_\_\_\_ (Organization) specifically acknowledges that Upper Merion Township is not responsible for property damage to or loss of the items, including but not limited to loss by fire or theft. The

\_\_\_\_\_ (Organization), at its sole cost and expense may maintain property insurance on the items including coverage for the items while located at or in the Upper Merion Township Building. The

\_\_\_\_\_ (Organization) does hereby waive its and its insurance carrier's rights of subrogation against Upper Merion Township for damage to or loss of the property.

The undersigned does hereby knowingly, voluntarily and willingly execute this Release as of this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Upper Merion Township

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title/Position)

UPPER MERION TOWNSHIP

SHADE TREE COMMISSION

RECOMMENDED LANGUAGE FOR TREE PROTECTION, REPLACEMENT AND RIPARIAN BUFFER  
PLANTINGS FOR THE TOWNSHIP SUBDIVISION ORDINANCE

Chapter 145 SALDO, Article III. Design Standards, 145-24.1. Landscape Requirements.

B. Applicability. All subdivision and land developments shall comply with the standards of this article.

- (1) A landscape plan shall be submitted as part of a preliminary plan or final plan (if not preceded by a preliminary plan). The landscape plan shall be prepared by a qualified professional such as landscape architect, certified arborist, horticulturist, urban forester, nurseryman or landscape designer.
- (2) The landscape plan shall depict a planting design that mitigates the impacts of the proposed site activity, is coordinated with the proposed development and with the surrounding community character, and complies with at least the minimum planting requirements of this article.

C. Preservation and protection of existing vegetation.

- (1) Preservation of existing vegetation. Trees are at least six (6) inches in diameter, measured four and one-half (4 1/2) feet above the ground, healthy, and not a known invasive species. Each ~~mature~~ tree, tree mass, or woodland on the site shall be ~~designated "to remain" or "to be removed"~~ protected in accordance with the following criteria:

- (a) All subdivision and land developments shall be laid out in such a manner as to minimize the removal and/or disturbance of healthy trees and shrubs on the site. Special consideration shall be given to mature or specimen trees and ecologically significant woodlands.
- (b) Removal or disturbance of vegetation in environmentally sensitive areas, including wetlands, floodplains, steep slopes, riparian corridors, PNDI wildlife habitats, and ecologically significant woodlands, shall be undertaken only as permitted in Subsection **C(2)** to minimize the adverse effects of such actions.

(c) Excessive grading shall be avoided in favor of preserving mature or specimen trees.

~~(d)~~ The applicant shall prove to the satisfaction of the Board of Supervisors that vegetation removal is minimized.

~~(e)~~ Each freestanding ~~mature~~ tree, tree mass, or woodland on the site shall be designated "to remain" or "to be removed" in accordance with the following criteria:

[1] A ~~mature~~ tree, tree mass or woodland shall be designated "to remain" ~~only~~ if it meets ~~all~~ any of the following criteria:

[a] The outermost branches of the tree(s) are at least five feet or the trunk of the tree at least 20 feet, whichever is greater, from any proposed buildings, structures, paving, parking, ~~or~~ utilities (overhead or underground), or stormwater management basin or underground system.

~~[b] The outermost branches of the tree(s) are at least five feet or the trunk of the tree at least 20 feet, whichever is greater, from any proposed changes in grade or drainage such as excavations, mounding, or impediments.~~

- [c] The tree(s) is clear of any proposed sight triangles and does not, by its location or apparent health, pose any undue threat to the health, safety and welfare of the community.
- [d] Existing drainage patterns and water supply for the protected vegetation shall be maintained to the greatest degree feasible.

[2] Mature trees, tree masses, or woodlands which do not ~~fit-meet~~ the above criteria ~~shall may~~ be designated "to be removed", if there is no alternative means of preservation." These trees will be removed in the field during the construction process. Healthy, non-invasive trees designated "to be removed" shall be replaced with new plantings as specified in Subsection C(4).

(2) Protection of existing vegetation. Existing vegetation designated "to remain" in accordance with Subsection **C(1)** above " as part of the landscaping of a subdivision or land development shall be identified in the field prior to any clearing and shall be physically protected throughout the construction process.

- (a) A temporary, sturdy physical barrier, such as a snow fence, shall be erected a minimum of one foot outside the dripline or a minimum of 20 feet from the tree's trunk, whichever is greater, on all sides of freestanding trees, tree masses or woodlands prior to major clearing or construction. The barrier shall be placed to prevent disturbance to or compaction of soil inside the barrier and shall remain until construction is complete.
- (b) The storage of construction equipment or materials and petroleum products within the dripline of trees to be preserved shall be prohibited.
- (c) Grade changes beneath the dripline of trees to be preserved shall ~~me~~be minimized.
- (d) The barrier shall be shown on the erosion and sedimentation control plan and the landscape plan. Reference to the installation of tree protection should be included in the sequence of construction notes to insure incorporation of tree protection before the earliest stages of site disturbance.

(3) Credit for preserved trees.

- (a) Requirements for street trees and buffer plantings may be met, whenever possible, by preserving existing healthy, non-invasive trees. Credit for existing trees which are "to remain," as determined in Subsection **C(1)(d)**, to offset either street tree or buffer planting requirements are to be calculated as follows:

<b>Preserved Tree (dbh in inches)</b>	<b>Number of Trees Credited (two-and-one-half-inch caliper)</b>
36 or greater	8
18 to 35	6
12 to 17	4
8 to 11	2

(4) Tree replacement planting requirements.

- (a) Each ~~mature tree having a diameter of 12 inches or more, measured six inches above the ground,~~ which is to be removed, shall be replaced with trees of a similar type ~~tree,~~ as specified in this section. See subsection "L" for a list of recommended trees. Tree diameters are measured four and one-half (4 ½) feet above the ground.

[1] ~~Shade or canopy trees~~ Any tree having a diameter of ~~12~~six (6) inches ~~or more~~ to twelve (12) inches, shall be replaced with one (1) canopy tree.

[2] ~~Shade or canopy trees~~ having a diameter of thirteen (13) inches to twenty-four (24) inches, shall be replaced with three (3) canopy tree.

[3] ~~Evergreen, ornamental or understory trees~~ having a diameter of ~~12~~six (6) inches ~~thirteen~~ (13) inches ~~or more~~ to eighteen (18) inches, shall be replaced with ~~one (1)~~three (3) evergreen, ornamental or understory trees.

[4] ~~Shade or canopy trees~~ having a diameter of greater than ~~12~~or more twenty-four (24) inches, and evergreen, ornamental or understory trees having a diameter of ~~12~~greater than eighteen (18) inches, shall be replaced with five (5) trees.

(b) ~~Replacement trees shall be planted on the site to mitigate for the existing tree removals, and are~~ in addition to other landscaping requirements. Proposed replacement tree plantings shall be ~~listed~~ noted on the plan and listed on landscape requirements schedule.

(c) If the site does not contain enough room to accommodate the required replacement trees, the Board of Supervisors may allow the developer to locate some or all of the replacement trees on public lands or accept an equivalent fee-in-lieu of plantings, at its discretion.

- D. Parking lot landscaping.
- E. Street trees.
- F. Stormwater basins and associated facilities.
- G. Buffers and Screens.
- H. Building plantings.
- I. Regional shopping centers.
- J. Plant materials, specifications, maintenance and guarantee.
- K. Design Criteria.
- L. Recommended plant material list.

The following plants are recommended for planting in the township. The Board of Supervisors may permit other plant species or varieties exhibiting hardiness, structural stability, and disease resistance. These lists may be revised from time to time. Plants identified as "invasive" by the Pennsylvania Department of Conservation and Natural Resources (DCNR) shall not be proposed on development plans.

Plants that should be removed from the recommended list are:

All Fraxinus (ash) species

Pyrus calleryana (Callery pears)

Euonymous alatus, alatus compactus and fortuneii (Euonymous)

- M. Plan requirements.
  - (1) Plan information.
    - (a) Plan scale, date, North arrow, and location map with zoning district and use designations for the site and adjoining properties.

- (b) Location of all existing and proposed buildings and structures.
- (c) Location of all existing and proposed roads, parking, service area, and other paved areas.
- (d) Location of all outside storage and trash receptacle areas.
- (e) Sidewalks, berms, fences, walls, freestanding signs, and site lighting.
- (f) Existing and proposed underground and aboveground utilities such as site lighting, transformers, hydrants, manholes, valve boxes, etc.
- (g) All existing and proposed contours at two-foot intervals to determine the relationship of planting and grading; areas with slopes in excess of 3:1 shall be highlighted on the plan.
- (h) Existing ~~mature~~ trees, woodland, and tree masses to remain.
- (i) Existing ~~mature~~ trees, woodland, and tree masses to be removed.
- (j) Location of all proposed landscaping, including required street trees, stormwater basin landscaping, parking lot landscaping, property line buffer, ~~and~~ site element screen landscaping, [and replacement tree plantings.](#)
- (k) A planting schedule listing the scientific and common name, size, quantity, and root condition of all proposed plant material.
- (l) A schedule showing all landscape requirements and plantings proposed for each category.
- (m) Planting details, including method of protecting existing vegetation, and landscape planting methods. [ANSI standards should be referenced.](#)
- (n) Information in the form of notes or specifications concerning seeding, sodding, ground cover, mulching, etc.
- (o) A detailed cost estimate with the public improvement escrow, showing the value of all proposed landscaping, including materials, labor and guarantee.