**Federal Laws:**

* CIPA: The Children’s Internet Protection Act (CIPA) is a **federal** law that requires all computers in a public library to be filtered if that library accepts any federal funds for Internet access or computers used for Internet access (Supreme Court Decision: United States v. American Library Association, Inc., No. 02-361 (June 23, 2003)).
* Patriot Act/FISA Warrants:

Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 Public Law 107-56 (October 26, 2001)

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/advleg/federallegislation/theusapatriotact/patstep.pdf>

***Federal Employment Regulations FYI:***

**EEOC**: Equal Employment Opportunity Commission. Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.

**FMLA**: The Family Medical Leave Act only applies to employers that meet certain criteria. A covered employer is a: • Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer; • Public agency, including a local, state, or Federal government agency, regardless of the number of employees it employs.

**ACA**: The Affordable Care Ac applies to Applicable Large Employers (ALE)**;** more than 50 Employees. ALEs are required to offer their full-time employees and dependents affordable coverage that provides minimum value.

Under 50: Small businesses with 1–50 employees are generally eligible for SHOP ([Small Business Health Options Program (SHOP) Marketplace](https://www.healthcare.gov/small-businesses/provide-shop-coverage/)).

**State Laws:**

* Child Protective Services Laws/Mandated Reporter:

<http://www.keepkidssafe.pa.gov/about/cpsl/index.htm>

Clearances information:

<https://www.palibraries.org/page/Resources?&hhsearchterms=%22clearances%22>

For free web-based training offered by the University of Pittsburgh:  
[www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu/)

* Confidentiality of Library Circulation Records:

[P.S.] § 4428.  Library circulation records

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 or 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 a court order in a criminal proceeding.

Both the Sunshine Law and the Right to Know Act apply to governmental agencies (i.e. municipal libraries).

<https://www.aclupa.org/files/1013/7960/5287/Open_Records_Pamphlet_9-13.pdf>

**Policies**

**Mandatory:**

In wake of Sarbanes/Oxley:

Record Retention and Destruction Policy

(Financial Records guidelines on Page 103, PA Public Library Accounting Manual)

Whistle Blower Policy

Confidentiality (See PA Law.)

Acceptable Use Policy (Internet Use) (Should also include Wi-Fi Policy and CIPA.)

**Advisable:**

Conflict of Interest (Board)

Equal Employment Opportunity

Complaint

Sexual Harassment

Unattended Child

Meeting Room Use

Patron Behavior (Code of Conduct)

Collection Development Policy

Deselection of Materials Policy

Reconsideration of Library Materials Policy

**Foundations of Library Services:**

Both should be included in your policy manual and a vital part of staff training.

Library Bill of Rights (ALA) <http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

Freedom to Read Statement (ALA)

<http://www.ala.org/aboutala/sites/ala.org.aboutala/files/content/LBOR%20%26%20FTR%20Statement.pdf>

**Required for LSTA applicants: (Federal)**

Before applying for a Library Services and Technology Act (LSTA) grant, all grant applicants must comply with **federal** Uniform Administrative Requirements for grants (2 CFR §200.300 -  §200.345).

This means that all applicants must have written:

1. **Cash management procedures**that establish LSTA fund controls and accountability, including written procedures for determining the allowability of costs under the terms and conditions of the LSTA award (2 CFR §200.302(b)(6), §200.302(b)(7), §200.305).
2. **Bid and procurement procedures** that establish standards and controls for the purchase of all goods and services, including written procedures for the evaluation of the proposals received and for selecting awardees (2 CFR §200.319(c), §200.320(d)(3)).
3. **Conflict of interest policy** that governs the actions of its employees and board members who engage in the selection, award, and administration of contracts, including disciplinary actions if the policy is violated (2 CFR §200.318(c)).
4. **Travel policy**(2 CFR §200.474(b)).
5. **Compensation and fringe benefit policy**if any federal funds are used for compensation and fringe benefits (2 CFR §200.430(a), §200.431(a), §200.464 [Relocation Costs of Employees]).
6. **Indirect cost rate development procedures**if an indirect cost rate other than 10 percent has been negotiated directly with the federal government. (2 CFR §200.414, §200.331(a)(4), Appendices).

Must also be in compliance with CIPA (Federal Law, see above.)