

# POLICY STATEMENT FOR KIMBALL PUBLIC LIBRARY

## RANDOLPH, VERMONT

(Originally adopted Feb. 8, 1971; revised 1/5/76; 3/18/81; 12/4/89; 7/94; 6/95; 9/96; 8/02; 5/03; 9/05; 3/06; 9/06; 4/07; 7/08; 7/2010)

### 1. MISSION STATEMENT

Kimball Public Library is a center of community interaction, involvement, and information, welcoming people of all ages, abilities, and backgrounds to connect with each other, to satisfy their thirst for knowledge, reading, learning, and entertainment, and to foster civic participation.

### 2. LIBRARY PRIVILEGES

A) Who may use the library: As a public library, Kimball Public Library makes many of its resources available to everyone. These resources include: use of the wired and wireless computer networks, subject to the Library's Acceptable Use Policy; use of library materials (e.g., books, magazines, newspapers, etc.), while in the Library; access to databases and services for which the Library pays a subscription fee, while in the Library; programs and events; and reference service.

All Vermont residents and long-term visitors may register for full library privileges, which additionally include borrowing library materials, interlibrary-loan service, and remote access to subscription databases and services. Non-residents who attend Randolph Elementary School, Braintree Elementary School, Randolph Union High School or Randolph Technical Career Center will receive free borrowing privileges for their personal use. The Director may, at his/her discretion, permit non-residents to volunteer their time at the Library rather than paying a user fee.

Long-term visitors may purchase a temporary three-month membership at the cost of a non-resident membership, of which 75% will be refunded upon the return of all library materials in good condition and surrender of the library card. Should a visitor decide to maintain full library privileges beyond the three-month term, s/he may convert to non-resident membership, in which case no part of the fee will be refunded and the membership will expire one year from the date of the original registration.

By applying for a library membership, the borrower agrees to abide by all of the Library's rules and policies.

B) Borrowing terms: Library materials are purchased with funds provided by the generosity of library donors, grant funds, and property tax monies allocated by the towns of Randolph and Braintree. Each item in the library collection represents an investment in acquisition, processing, cataloging, and staff and volunteer time. The Board of Trustees and the Library Director are charged with the responsibility of ensuring the availability of materials for the use of the community. Therefore, the borrower is responsible for all materials borrowed from the Library, and agrees to return them in good condition and by the date they are due.

Library materials are lent for three weeks, with the following exceptions: items on the New York Times best-seller list or in high demand circulate for two weeks; park and museum passes circulate for one week; interlibrary loans circulate for a period determined by the lending library. Patrons may renew items unless a reserve has been placed by another patron and at the discretion of library staff. Renewals and reserves may be made in person, by telephone, via email, or at the Library's website (login and password required).

C) Interlibrary loan: The Library recognizes that we cannot purchase every item desired by every patron, and therefore participates in the Vermont Department of Library's interlibrary loan system. Interlibrary loan from libraries within Vermont is a free service, although we gladly accept donations to help pay for the cost of mailing items back to their home library. Some items are not available in-state, in which case a patron may choose to ask that the item be borrowed from out-of-state. The patron agrees to pay for any costs charged by an out-of-state library.

Interlibrary loan materials have a due date set by the lending library, and might be renewed at the discretion of the lending library. Should a patron wish to renew an item, s/he must contact Kimball Public Library one week in advance of the due date, to give library staff time to try to accommodate the renewal request.

D) Overdue items: The Library does not charge fines for overdue materials, although a "conscience box" can be found at the circulation desk for those who wish to assuage their remorse over returning materials late. The Library uses a variety of means to contact patrons when items become overdue. These are courtesy notifications only, and do not replace the patron's responsibility to return items on time. The Library prefers to avoid barring patrons from borrowing materials; however, once a patron has item/s 8 weeks overdue, his/her borrowing privileges may be suspended until overdue materials are returned or paid for.

E) Lost and damaged items: When a patron fails to return library materials, or returns items with damage beyond normal wear and tear, s/he will be charged an amount equivalent to the cover price/s or, for items for which no cover price is noted, at a standard price appropriate to the format.

The Library always prefers to regain lost materials, and will refund payment for lost items returned in good condition, if the item has not already been replaced.

Once paid for, damaged items become the property of the patron, unless the item has been disposed of because it posed a threat to the Library's collection (e.g., items returned wet).

(revised 7/2010)

### 3. HOURS OF OPERATION

The Library shall be open 36 hours per week, including some evening hours, with the schedule arranged to allow maximum public use. The library will be closed for holidays as determined by the library trustees. Hours of operation may be changed at the discretion of library staff for any matters that affect the safe and effective operation of, or accessibility to,

the Library. Efforts will be made wherever possible to notify the public in advance of any such closures through postings at the Library and in public media where appropriate.

#### 4. GOVERNANCE

The Library is governed by a Board of five trustees, each of whom serves five years. One trustee is elected each year at the annual Town Meeting.

The Kimball Public Library Board of Trustees meets once a month. (Bylaws attached.) The public is encouraged to submit comments or questions for consideration by the Library trustees at their regular meeting. Any person wishing to speak at a Library trustee meeting may do so during the period for public comment; or by prior arrangement made by speaking with the library staff during normal hours of operation, they may ask to be added to agenda. In keeping with Vermont's Open Meeting Law, the monthly meeting of the Library trustees shall be warned in advance by a conspicuous posting at the Library and in local media.

(Adopted July 10, 1989; revised 5/2/1991; 6/21/1993; 9/13/1996; 7/2010.

#### 5. CODE OF CONDUCT

As a center of community interaction, involvement, and information, Kimball Public Library welcomes everyone. The Library's overarching philosophy is that no person has the right to interfere with any other person's right to use the Library. In order to ensure that all library users are able to enjoy the Library, visitors are asked to observe the following guidelines.

- A) Service animals are welcome in the Library, but no pets are permitted.
- B) Shoes and shirt are required.
- C) The public is expected to respect all library property, books, and equipment as well as other patrons and staff.
- D) Anyone who damages library property will be held financially responsible.
- E) Anyone behaving inappropriately (including, but not limited to running, throwing objects, loud or abusive talking, fighting, or any other activities which disrupt the Library or create an unsafe environment for staff and other patrons) may be required to leave the Library for the remainder of the day.
- F) Repeated infractions may result in being banned from the Library for a longer period, or permanently. In order to be readmitted to the Library, the offender may be required to sign a contract of behavior, meet with Library staff or appear before the Trustees, and/or make restitution. If a child is banned from the Library, staff may, at their discretion, choose to contact his/her parent or guardian.
- G) Library staff reserves the right to inspect all bags and packages.
- H) No solicitation will be allowed.

## 6. USE OF BULLETIN BOARDS/DISPLAY AREAS

The Library provides bulletin boards and temporary display space in order to fulfill its mission to provide patrons with access to information. Use of bulletin boards and display areas does not imply endorsement by the staff or trustees of the library. The following guidelines will be followed in order to assure equal access to groups wishing to post announcements or install displays.

A) Library bulletin boards are to be used for informational purposes and to announce upcoming cultural, educational, and civic events. No for-profit enterprises may be advertised. No materials, leaflets, or posters that advocate a political group, or the election of a candidate, political or otherwise, shall be displayed in the Library. Materials providing information on all candidates for an election may be displayed.

B) All postings and displays must be approved by library staff. Additional guidelines for approval may include, but are not limited to, size and professional quality of posting. The Library reserves the right to reject any item or display that, in the judgment of the Director, is illegal or that may interfere in the normal operation of the Library. Flyers must be marked with date of posting; library staff may remove outdated flyers and flyers that have been posted for more than two weeks in order to ensure adequate access to display space for all

C) Areas available for posting/display: The bulletin board in the front-door vestibule is available for public use. A small area is available for displays by outside groups. Displays must be limited to items that can fit onto a card table. Library displays take priority over displays by outside groups; the display area is not always available for use. Displays shall be installed for a maximum of two weeks, and must be removed in a timely manner. The Library is not responsible for any loss and/or damage to items displayed.

D) No organization or individual unaffiliated with the Library shall be permitted to place in the Library any box, receptacle, or canister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise. (revised July 10, 1989 and 7/94)

E) No group unaffiliated with the Library may post petitions.

F) Request for reconsideration: Materials will not be proscribed because of partisan or doctrinal disapproval. The Library will not censor or remove a display, exhibit, or item because some members of the community may disagree with its content. Individuals who object to a particular display, exhibit, or item should complete a "Request for Reconsideration" form, available from library staff.

G) When space is limited, preference may be given to local organizations and events.

H) The library reserves the right to limit the size, number of items, scheduling, and frequency with which an individual or group may have a display or exhibit.

## 7. USE OF LIBRARY MEETING SPACE

A) Meeting space is available for use by community nonprofit organizations — civic, cultural, or educational — at no cost to the organization. However, donations to help defray the expense of having the room heated, lit, etc., may be left with a librarian. Out-of-town users will pay \$25 per hour.

B) All meetings must be free and open to the public. Meeting space may not be used for the purpose of selling or promoting a service or product.

C) Scheduling will be done through a library staff member. The Director will have the authority to decide appropriate use and times for scheduling meetings.

D) It is incumbent upon the Board of Trustees to protect the Library and its contents from damage due to misuse. Organizations and groups using the meeting space must designate an individual to sign the "Guidelines for Use of the Meeting Room," under which the organization or group assumes responsibility for any damage to library property or personal injury while using the meeting space. The signed document will be kept in the Library and a copy given to the representative of the organization. The guidelines state who is responsible for (1) the key, if used, (2) following the guidelines, and (3) making recompense for any damages. Misuse of library property or failure to follow the Guidelines will result in curtailment of privileges and restitution for damages incurred.

(Adopted May 1, 1989 and revised 7/15/1993; 7/1994; 7/2010.)

## 8. CONFIDENTIALITY OF RECORDS

In accordance with the American Library Association's Policy on Confidentiality of Library Records and Vermont Act 129 (Sec 1.22 VSA chapter 4), Kimball Public Library does not identify the names of library users with any specific material. Our relationship with our users is strictly confidential in nature. The Library will not make any information available to any individual or to any agency of the government, whether state, federal or local, unless compelled to do so under due process of law. We will resist such encroachment on the Library's powers until a ruling has been made in a court of competent jurisdiction. This policy of confidentiality applies to materials owned or borrowed by the Library for patrons' use, to patrons' use of the Internet, and to any services rendered by the Library.

Under applicable Vermont state law, the library's officers, employees, and volunteers shall not disclose the records except

A) with the written permission of the library patron to whom the records pertain

B) to officers, employees, volunteers, and agents of the library to the extent necessary for library administration purposes

C) in response to an authorized judicial order or warrant directing disclosure

D) to custodial parents or guardians of patrons under age 16

E) when used as aggregated statistical information pertaining to the patronage, circulation activities, and use of any service or consultation the library offers, provided that they do not contain the names of patrons or any other personally identifying information to satisfy library administrative and other reporting requirements.

(originally adopted July 10, 1989 ; revised 7/1/2008; 7/2010)

## 9. COLLECTION MAINTENANCE

The goal of the Library is to build and maintain a balanced collection that serves the needs of the community in print, electronic, and web-based formats, and all other emerging media as appropriate.

A) Materials selection shall be guided by the principles set forth in

- The Library Bill of Rights, prepared by the Council of the American Library Association (attachment A);
- The Freedom to Read Statement by the ALA Council (attachment B);
- The Freedom to View, a statement by the Educational Film Library Association, endorsed by ALA (attachment C).

B) Responsibility for selection: Book and/or library material selection and deselection are and shall be vested in the Library Director and, under his/her direction, those members of the professional staff who are qualified by reason of education or training. Ultimate responsibility for book selection and deselection rests with the Library Board of Trustees.

C) Criteria: In selecting or deselecting materials the Director utilizes his/her professional judgment and expertise, enhanced by an understanding of the community's needs, from pre-school through adult. Authoritative professional reviews, standard lists of basic works, and recommendations from professional journals will be used for the selection process. The public may make recommendations that will receive careful consideration. Systematic deselection will be guided by accepted professional practices. Race, nationality, or the political or social views of the author shall not be a determining factor in book selection or deselection.

D) Interlibrary loan: Materials exist in and are available from other library collections which library staff will borrow, if beyond the scope of our collection, through the interlibrary loan system of Vermont.

E) Restrictions: The Board believes that reading is a purely individual matter and declares that while anyone is free to reject for him/herself books of which he/she does not approve, no one may censor or restrict the freedom of choice of others.

F) Kimball Public Library will not restrict access to library materials and services for minors, and holds that only parents have the right to restrict their children from access to library materials and services. Parents who prefer that their children do not have access to certain materials shall so advise their children. The Library and its staff are responsible for providing equal access to library materials and services to all library users.

According to Article 5 of the Library Bill of Rights, young people are entitled to the same access to libraries and to the materials in libraries as are adults. Accordingly, access to library materials for youth will not be restricted in any way by Library staff.

G) Gifts

1. Books, memorial gifts, and other materials may be accepted on the condition that the Library Director has the authority to make whatever disposition he/she deems in the best interest of the Library, based on the selection and de-selection criteria above.
2. Gifts of money, real property, and/or stock may be accepted if the conditions thereto are acceptable to the Board. Such gifts, at the time they are given, shall be designated by the grantor as "restricted" (given for a specific purpose) or "unrestricted" (given to

the Library to use at its discretion). All gifts are assumed to be unrestricted unless otherwise specified by the grantor. For restricted gifts, the terms of the gift must be agreed upon, in writing, prior to acceptance. Restricted gifts for specific materials will only be accepted if they meet the criteria outlined in the Library's Collection Development Policy.

3. The Library will not accept for deposit materials that are not outright gifts. Materials loaned for display are excluded from this policy.

H) Procedure for Review of Selection(s): If a complaint is made regarding part of the Library's collection, the procedure is as follows:

1. The complaint is recorded by the Library Director or a staff member on the "Request for Reconsideration of Material" form and filed.
2. If the material satisfies library selection criteria, the complainant is invited to file the objection in writing. A "Book Selection Inquiry" will be sent to the complainant, or he/she may come to the Library to discuss the complaint in an interview. In the latter case, the Book Selection Inquiry form will be used to record the nature of the objection.
3. The material is temporarily removed from circulation, pending the return of the Book Selection Inquiry form within one week. If the form is not returned within one week, the book is returned to circulation.
4. If the Book Selection Inquiry form is filed, the Chair of the Library Board is notified. The Chair will appoint a media committee consisting of the Library Director, a member of the Board of Trustees, and a member of the Randolph/Braintree community.
5. The media committee will, within three weeks of the original complaint
  - a) Read and examine the challenged material.
  - b) Check general acceptance of the material by reading reviews.
  - c) Weigh values and faults against each other and form opinions based on the material as a whole, and not on passages pulled out of context.
  - d) Meet to discuss the material and to prepare a report and recommendation.
  - e) Present the report to the Board at its next scheduled meeting. The Board makes a final decision and informs the complainant of the decision and the reasoning behind it.
6. The material is returned to circulation, withdrawn from the collection, or labeled for special handling as determined by the Board. The final report is filed with the Library Director.

(revised 11/6/1989; 6/4/1990; 7/2/1990; 8/9/1990; 9/6/1990; 12/6/1990; 1/3/1991; 7/15/1993; 6/22/1995; 7/2010)

## 10. INTERNET POLICY

As part of its mission, Kimball Public Library provides free access to the Internet. The Internet greatly expands the information resources available to a small public library, and offers global connections to people, places, and information. In order to provide fair and equitable access to the Internet, the Library institutes the following guidelines:

A) There is no single organization that governs, controls, or selects information available on the Internet. Because of this freedom of information, and the unregulated and unstructured nature of the Internet, library staff has no control over the information accessed on the Internet. Library patrons access the Internet at their own risk. The Library accepts no liability for damages incurred by use of Internet resources.

B) Kimball Public Library is dedicated to upholding all individuals' First Amendment rights, and for this reason does not employ filtering software. It is the responsibility of the individual user to select appropriate sites for his/her own use. Likewise, parents/guardians and not library staff are responsible for setting the terms, and monitoring the use of the Internet by their children. Kimball Public Library does not act *in loco parentis* (in place of the parent), and, in upholding the Library Bill of Rights, does not restrict Internet access based on the age of the user. Library staff will only monitor behavior in order to enforce the Library's Acceptable Use Policy (below).

C) Parents/guardians are encouraged to consider the following suggestions:

- Use the Internet with your children.
- Tell your children which sites are and are not appropriate for their use.
- Provide your children with guidelines on the amount of time they may spend online.
- Instruct your children NEVER to give out personal information (e.g., name, age, address, telephone number, credit card information, passwords, etc.).
- Teach your children to be critical Internet users. As with print information, consider the source, date, and accuracy of Internet information.

D) In accordance with the American Library Association's Policy on Confidentiality of Library Records, and our own policy on the Confidentiality of Library Records, Kimball Public Library does not reveal any information about individuals' Internet use, unless compelled to do so under due process of law. However, Internet users should be aware that the Library's control over confidentiality has certain limitations. For instance, the Library's Internet service provider is not bound by our policy or our philosophy. For this reason, Internet users are reminded that any and all information transmitted over the Library's wired or wireless Internet networks may be subject to inspection by local, state, or federal law enforcement agencies. Such inspection is beyond the Library's control.

E) Internet users agree to follow the Library's Acceptable Use Policy:

1. Patrons wishing to use the Internet will sign up for a session.
2. Internet use is limited to one half-hour each day, unless no other patron is waiting to access the Internet. Users who have exceeded their half-hour time limit will be asked to surrender the computer immediately to any individual who has not had the opportunity to use it.
3. Internet computers may, by mutual agreement, be shared by two or more patrons.

4. No food or drink is permitted near or while using the computers.
5. Because the Internet computers are in a public space, users will respect others' privacy, and will refrain from attempting to view, read, or censor material being used by others. Likewise, users are responsible for demonstrating judgment, respect for others, and appropriate conduct while using Library resources. For instance, the viewing of some materials, while legal, infringes on the function of the Library as an institution. Users are reminded that the Library is a public, not a private, place.
6. Internet computers will not be used to access materials that are illegal under Federal or State law.
7. Users will not make any attempt to gain unauthorized access to restricted files or networks.
8. Users will respect copyright laws and licensing agreements.
9. Users may not install, download, or modify software.
10. Users who misuse or damage Library hard- or software will be held liable.
11. Upon completing an Internet session, the patron will exit out of the Internet browser.
12. Library staff is authorized to take prompt and appropriate action to enforce the Acceptable Use Policy. Such action may include but is not limited to terminating a patron's session, or prohibiting the use of Internet computers for a longer period. Any patron who has been restricted by the staff from Internet computers may protest the action by filing a Request for Reinstatement of Internet Privileges.

#### F) WIRELESS INTERNET ACCESS

Kimball Public Library offers free wireless Internet access to all patrons.

The Library's wireless network is unfiltered. By choosing to use this free service, patrons agree to abide by the Library's Acceptable Use Policy, points 5 through 8 and 12. Usage that complies with the Library's Internet Policy is limited only by available bandwidth.

The Library's wireless network is open and unsecured. It is strongly recommended that patrons do not use the Library's wireless network to transmit personal, financial, or legal data. Information sent to and from any wireless device may be captured by anyone with any wireless device, the appropriate software, and malicious intent. The Library is not responsible for any compromised information. Nor will the Library assume responsibility for the safety of equipment or for harm done to a wireless device's configurations, security, or data files resulting from connection to the Library's wireless service. Virus and security protection are the responsibility of the wireless user.

Library staff is not able to provide technical assistance in setting up patron's equipment or connecting to the wireless network, and will not, under any circumstances, make changes to the configuration of a privately owned wireless device.

Printing is not available via the wireless network.

(adopted 3/15/06 revised 3/00; 5/02; 9/05; 7/2010)

## 11. EMPLOYMENT

Selection of staff members is based solely upon the ability to fulfill the requirements of the job description, with due consideration of personal, educational, and physical qualifications and aptitudes necessary for the position involved.

Kimball Public Library is an equal opportunity employer. Hiring, promotion, compensation, benefits, discipline, termination and all other employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, citizenship/immigration status, veteran status or any other protected status. Kimball Public Library will not make any posting or employment decision that does not comply with applicable laws relating to labor and employment, equal employment opportunity, employment eligibility requirements or related matters.

(revised 11/6/1989; 7/15/1993; 7/2010)

## 12. UNATTENDED CHILDREN

Kimball Public Library aims to provide a pleasant and safe environment for every child who visits the Library. While library staff will do what they can to ensure this, it must be understood that the Library does not act *in loco parentis* (in place of the parent). Library staff cannot guarantee the safety of young children left unattended in the Library.

For the protection and well-being of children who enjoy the Library, for the general welfare of all persons using the Library, and for the prevention of undue disruption of normal library activities, the following rules and regulations apply:

- A) Children under the age of six shall, at all times, be attended and adequately supervised by a parent or caregiver, and not by library personnel.
- B) School-aged children may use the Library unattended during non-school hours, subject to rules and regulations concerning behavior, conduct, and demeanor.
  - 1. Appropriate activities include, but are not limited to: reading, writing, research, schoolwork, browsing for library materials, quiet talking, using the Internet, thinking, and daydreaming.
  - 2. Inappropriate activities include but are not limited to: loud or abusive talking, running, throwing objects, fighting, or any other activities which disrupt the Library or create an unsafe environment for other patrons or staff. Library staff has the discretion and authority to prohibit any activity which they deem may lead to an unsafe environment for others and/or which may cause damage to Library resources. Acts of intentional damage to Library resources (i.e. vandalism) may result in an immediate suspension of Library privileges, notification of parents or guardians, and possible referral to local law enforcement.
- C) Kimball Public Library assumes no responsibility for children of any age left unattended at the Library. Parents or guardians assume all liability for personal injury and damage done by their children to the Library facility.
- D) If a child is injured, library staff will make their best effort to contact a parent or caregiver. If the staff is unable to reach a parent or caregiver, they will seek emergency

medical assistance, at the parent's/guardian's expense. Staff will complete an Accident/Incident report and notify the parent/guardian or caregiver as soon as possible.

E) As closing time approaches, library staff will encourage unattended children to arrange for transportation. If a child is left unattended at closing time a member of the library staff will attempt to contact the child's parent(s) or guardian(s) to arrange safe transportation home. If these contact efforts are unsuccessful, the library staff member will seek assistance from the Randolph Police Department or Vermont State Police. The parent/guardian may, at the Director's discretion, be charged for staff time.

(adopted May 2, 1991 and revised 12/5/1991; 7/2010)