

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; 7/2012; 7/2013; 7/2015; 10/2016; 02/2019; 07/2019)

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1. MISSION STATEMENT

Kimball Public Library fosters the lifelong learning, civic participation, and interaction of all of our community's members.

2. SUSTAINABILITY POLICY

In order to fulfill our purpose in serving the community, Kimball Library is engaged in ongoing efforts to maximize the sustainability of our operations – economically, environmentally, and socially – and to support the resilience of our community and community members.

We are committed to taking actions to:

- practice fiscal responsibility while being responsive to the needs of our community;
- reduce the amount of energy and natural resources we consume, and the amount of waste and pollutants we contribute; and
- provide services that are socially equitable and contribute to the resilience of the community.

(Adopted 02/2019)

3. 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 Internet and Public Wireless Access Policy (see Section 11); use of library materials (e.g., books, magazines, newspapers, etc.) while in the Library; access while in the Library to databases and services for which the Library pays a subscription fee; programs and events; and reference service.

All Vermont residents and long-term visitors may register for full library privileges, which include borrowing library materials, interlibrary-loan service, and remote access to subscription databases and services. Non-residents of the towns of Randolph and Braintree will be charged an annual user fee not to exceed the per capita tax support, with the following exceptions: non-residents who own property and therefore pay property tax to the Towns of Randolph or Braintree will receive free library privileges; non-residents who are enrolled in Randolph Elementary School, Braintree Elementary School, Randolph Union High School, Randolph Technical Career Center, East Valley Academy, Global Campuses, Central Vermont Adult Basic Education, or Vermont Technical College will receive free library privileges for their personal use. The Library

Director may, at their 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, they 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 which are in high demand circulate for two weeks; park and museum passes circulate for three days; interlibrary loans circulate for a period determined by the lending library. Patrons may renew items twice 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.

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. Patrons may request interlibrary items provided that they have a current library membership and are in good standing. Patrons must return or pay for any overdue interlibrary loan items before borrowing any library materials, whether from the Library or through interlibrary loan. If a patron has been habitually late in returning library materials, they may be restricted to borrowing one interlibrary loan item at a time, or restricted from requesting interlibrary items for a time period to be determined by the Library Director. If a patron habitually requests interlibrary loan items but does not pick them up, they may be restricted from requesting interlibrary items for a time period to be determined by the Library Director.

Interlibrary loan from libraries within Vermont is a free service. If an item is borrowed from an out-of-state library, the patron agrees to pay any cost charged by the lending library.

Interlibrary loan materials have a due date set by the lending library, and are only renewed at the discretion of the lending library. Should a patron wish to renew an item, they 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) 3 months overdue, their 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, they 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 by the Library.

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; 8/2018)

4. HOURS OF OPERATION

Kimball Public Library shall be open according to a published schedule, which will include 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 whenever possible to notify the public in advance of any such closures through postings at the Library and in public media where appropriate.

(Revised 07/2018)

5. GOVERNANCE

Kimball Public 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 they may ask to be added to the agenda by prior arrangement with the library staff during normal hours of operation. 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; 8/2018).

6. 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 patrons are able to enjoy the Library (including the grounds upon which it sits), visitors are asked to observe the following guidelines:

- A. The public is expected to respect all library property, books, and equipment as well as other patrons and staff.
- B. Anyone behaving in a way that is disruptive or creates an unsafe environment (including, but not limited to running, throwing objects, loud or abusive talking, fighting, etc.) may be required to leave the Library for the remainder of the day.
- C. 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. Anyone who damages library property will be held financially responsible.
- D. 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 their parent or guardian.
- E. Library staff reserves the right to inspect all bags and packages.
- F. No solicitation will be allowed.
- G. No pets are permitted.

(Adopted: 09/2006. Revised: 8/2018)

7. USE OF BULLETIN BOARDS

Kimball Public Library provides bulletin boards in order to fulfill its mission to provide patrons with access to information. Use of bulletin boards 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.

- 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.
- 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 Library 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: The bulletin boards in the front-door vestibule and next to the downstairs bathroom are available for public use.

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. 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. See Section 10. H. below for more detail.

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

G. 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.

(Revised 1/17/19)

8. USE OF LIBRARY MEETING SPACE

A. Meeting space at Kimball Public Library is available for use by community groups — civic, cultural, or educational — at no cost. However, donations to help defray the expense of having the room heated, lit, etc., may be left with library staff.

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, soliciting donations, for private social events, or for meetings in which confidential matters are discussed.

C. Scheduling is done through a library staff member. The Library Director has the authority to decide appropriate use and times for scheduling meetings.

D. All meetings will be listed on the Library's online calendar by library staff; listings will include contact information for the meeting. Users of a meeting room space are responsible for any additional publicity. Advertising must include contact information of the presenter / group. Independent programs cannot be presented as library-sponsored programs.

E. Use of the Library's meeting spaces does not constitute endorsement by the Board of Trustees or staff.

F. All audio/visual media are protected by copyright laws. Only movies that are designated as public domain material, are accompanied by Public Performance Rights, are covered by the Library's Public Performance Site License, or for which the user has

made arrangements with the film studio, may be shown at the Library. Responsibility for compliance with copyright laws and all consequences of copyright infringement lie with the user. The Library disclaims any liability or responsibility related to copyrights resulting from meeting space use.

G. 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 Library Meeting Space," under which the organization or group assumes responsibility for any damage to library property or personal injury while using the meeting space. The Library shall be held harmless for any injury to individuals or damage to personal property during the use of 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) making sure guidelines are followed; 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; Revised 7/15/1993; 7/1994; 7/2010; 7/2015; 10/2018; 1/17/2019)

9. CONFIDENTIALITY OF RECORDS

In accordance with the American Library Association's Policy on Confidentiality of Library Records and Vermont Statute (22 V.S.A. §171-173), Kimball Public Library does not identify the names of library patrons with any specific material. Our relationship with our patrons 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. to satisfy library administrative and other reporting requirements, when used as aggregated statistical information pertaining to the patronage, circulation activities,

and use of any service or consultation the Library offers, provided they do not contain the names of patrons or any other personally identifying information.

(Adopted July 10, 1989; Revised 7/1/2008; 7/2010; 07/2018)

10. COLLECTION MAINTENANCE

Kimball Public Library strives to build and maintain a balanced collection that serves the needs of the community, in physical and electronic formats and all other emerging media as appropriate.

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

1. The Library Bill of Rights, prepared by the Council of the American Library Association (attachment A);
2. The Freedom to Read Statement by the ALA Council (attachment B);
3. 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 their 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 Board of Trustees.

C. Criteria: In selecting or deselecting materials the Library Director uses their 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 may 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. Selection and deselection of materials will be accomplished in a non-discriminatory manner.

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 of Trustees asserts that choosing library materials is a purely personal matter and declares that while anyone is free to reject for themselves library materials of which they do not approve, no one may censor or restrict the freedom of choice of others.

F. The Library will not restrict access to library materials and services for minors, and holds that only parents/guardians have the right to restrict their children from access to library materials and services. Parents/guardians 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 patrons.

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 they deem in the best interest of the Library, based on the selection and de-selection criteria above.
2. 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): Individual items that may be controversial or offensive to some patrons or staff may be selected if their inclusion will contribute to the range of viewpoints on the collection as a whole and the effectiveness of the Library's ability to serve the community. If a complaint is made regarding an item or items in the Library's collection, the procedure is as follows:

1. A complainant is invited to file the objection in writing. A "Request for Reconsideration of Library Materials" form will be provided to the complainant, or they may come to the Library to discuss the complaint in an interview.
2. If the Request for Reconsideration of Library Materials form is filed, the Chair of the Board of Trustees is notified. The Chair will appoint a review panel consisting of the Library Director, a member of the Board of Trustees, and a member of the Randolph/Braintree community. Under Vermont's Open Meeting and public records laws, the review panel's deliberations may be available for review by members of the public.
3. The review panel will, within three weeks of the original complaint
 - a) read and evaluate the challenged material. The evaluation shall be based on the Library's selection criteria, and shall consider the material in its entirety;
 - b) meet to discuss the material and to prepare a report and recommendation;
 - c) present the report to the Board of Trustees at its next scheduled meeting. The Board of Trustees shall make a decision and inform the complainant of the decision and the reasoning behind it.
4. The decision of the review panel may be appealed by writing within 10 days to the Kimball Public Library Board of Trustees in care of the Library Director. The Board will consider an appeal at their next regularly scheduled board meeting to which both the complainant and representatives from the

review panel will be invited to share their views and concerns. The decision of the Board will be final.

5. The material is returned to circulation, withdrawn from the collection, or labeled for special handling as determined by the Board of Trustees. 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; 11/2018)

11. INTERNET AND PUBLIC WIRELESS ACCESS POLICY

As part of its mission to provide a wide range of information resources to its patrons, Kimball Public Library provides computers with unrestricted access to the internet, including through its public wireless network.

The Library subscribes to and supports the American Library Association's Library Bill of Rights and the associated interpretation, Access to Digital Information, Services, and Networks.

- A. The internet, an essential medium for obtaining and transmitting valuable information of all types, is unregulated and offers access to information that is inaccurate, biased, illegal, or that may be offensive or disturbing to some users. The Library does not monitor an individual's use of the internet; nor does the Library employ filtering software.
- B. The Library strives to provide citizens with access to information of the highest quality; however, the Library specifically disclaims any warranty as to the accuracy, timeliness, authoritativeness, or usefulness of content located via the internet.
- C. The Library will have no liability for direct, indirect, or consequential damages related to the use of information accessed through the Library's internet service.
- D. Materials obtained on or copied from the internet or the Library's computer network may be subject to copyright laws. Materials protected by copyright may not be reproduced or distributed without the permission of the copyright owner, with certain limited "fair use" exceptions. Violation of the copyright law may subject network users to a legal action for damages and / or an injunction.
- E. Responsibility for compliance with copyright laws and all consequences of copyright infringement lie with the user. The Library disclaims any liability or responsibility related to copyrights resulting from patron internet use.
- F. Responsibilities of Library Staff
 - 1. Library staff will not monitor a user's internet use, except for time limits in order to ensure equal opportunity of access for everyone. The user, or the

parent/guardian of a minor, is responsible for her/his internet activity at all times.

2. The Library reserves the right to terminate an internet session that disrupts library services or in the event that a patron violates Library policy.
3. The Library affirms the right and responsibility of parents/guardians, not the Library, to determine and monitor their minor children's use of the internet. Parents who believe that their children cannot responsibly use the Library's internet access are requested to monitor their children's internet use.

G. Responsibilities of Users

Use of the Library's computers is subject to the Library's Code of Conduct, as well as the following requirements:

1. Patrons wishing to use the Library's computers will sign up for a session.
2. Computer use is limited to one half-hour each day, unless no other patron is waiting to use a computer. Users who have exceeded their half-hour time limit will be asked to surrender the computer immediately to any individual who has not yet had the opportunity to use a computer.
3. Library computers may, by mutual agreement, be shared by two or more users.
4. No food or drink is permitted near or while using the computers.
5. Because the library 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. Upon completing an internet session, the user will exit out of the internet browser.

H. Examples of inappropriate use of library computers include, but are not limited to, the following:

1. Violation of computer system integrity;
2. Unauthorized tampering with computer hardware or software;
3. Storage of data to anything other than a personal storage device; temporary storage of personal data to the hard drive will not be saved.
4. Violation of software license agreements or copyright laws;
5. Compromising the safety and security of others or the property of others;
6. Accessing materials that are illegal under local, state, or federal law;
7. Attempting to gain unauthorized access to restricted files or networks.

Illegal acts involving Library computer resources may also be subject to prosecution by local, state, or federal authorities.

I. Response to Violations: Failure to comply with this policy and related library procedures may result in the suspension of access to library computers or to internet service in the Library.

J. Wireless Internet Access: This service is free of charge and subject to the terms of the Library's Code of Conduct, Internet Use Policy, and terms and conditions of use as follows:

1. Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The Library's wireless network is subject to periodic maintenance and unforeseen downtime.
2. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, and possible hardware/software failure. It is the user's responsibility to protect their information from all risks associated with using the internet, including any damage, loss, or theft that may occur as a result of using the Library's wireless access.
3. Users are responsible for making sure their software, including antivirus and other anti-malware software, is up to date.
4. The laptop computer/device owner is responsible for setting up their own equipment to access the Library's wireless network. Library staff is not permitted to handle patron laptops, devices, or peripheral equipment. Library staff is not permitted to configure patrons' laptops/devices; nor can the Library provide more than general assistance in getting connected to the wireless network.
5. The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.
6. In using this free internet access, users agree and hereby release, indemnify, and hold harmless, Kimball Public Library, its officers and employees, and any affiliate, from any damage that may result from use of the Library's wireless access. While using this wireless access, users acknowledge that they are subject to, and agree to abide by all laws, and all rules and regulations of the Town of Randolph, the State of Vermont, and the federal government that are applicable to internet use.

7. At its sole discretion, Kimball Public Library may terminate this public service at any time without prior notice.
8. Printing is not available via the wireless connection at this time. If the user desires to print, the file can be saved to a flash/thumb drive or emailed and printed from a public computer for a per-page fee.
9. Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment may result in suspension of use of the Library's wireless internet access network.

(Revised 3/00; 5/02; 9/05; 3/06; 7/10; 7/13; 7/15; 10/2018)

12. 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 or expression, age, disability, national origin, citizenship/immigration status, veteran status, or any other protected status and in compliance with Kimball Library's Personnel Policy. 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; 10/2018)

13. UNATTENDED CHILDREN

Kimball Public Library strives 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 staff.

- B. School-aged children may use the Library unattended during non-school hours, or during school hours with parental notification, subject to the Code of Conduct (see Section 6 above).
- 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 may attempt to contact the child's parent/ guardian to arrange safe transportation home. If these contact efforts are unsuccessful, the library staff member may seek assistance from the Randolph Police Department or Vermont State Police. The parent/guardian may, at the Library Director's discretion, be charged for staff time.

(Adopted May 2, 1991; Revised 12/5/1991; 7/2010)

14. BESTOWAL

Gifts of money, real property, and/or stock may be accepted if the conditions thereto are acceptable to the Kimball Public Library Board of Trustees. 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.

(Adopted 7/2010)

15. SOCIAL MEDIA POLICY

In order to provide access to information and to encourage discussion about library events and services, including those co-sponsored with other organizations, Kimball Library subscribes to several social media sites. Social media is defined as any website or application that allows users to generate and share content. The Library uses several social media tools, including but not limited to Facebook, Instagram, and blogs. The Library's social media sites are not traditional public forums for the general exchange of ideas and viewpoints, but rather limited forums open to all users to discuss library programs and services.

- A. Kimball Library welcomes public posts on our social media sites. Users are fully responsible for the content of their posts. Although the sites are not monitored at all

times, posts may be moderated by Library staff and trustees, and the Library reserves the right to remove posts, including but not limited to the following reasons:

1. off-topic posts (e.g., not related to Library services or the particular article or event being posted about);
2. endorsements of any financial or commercial entities;
3. duplicated posts;
4. posts that threaten or defame any person or organization;
5. threatening or hateful language or personal attacks;
6. posts that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, gender identity, sexual orientation, marital status, national origin, physical or mental disability, veteran status, or receipt of public assistance, or that harass another person on one of those bases;
7. posts with explicit or overly suggestive sexual content or links to sexual content;
8. private or personal information published without consent;
9. violent, obscene, profane, or libelous content;
10. posts that suggest or encourage illegal activity;
11. infringement of copyright or other protected legal interest, or plagiarized material;
12. posts that violate laws or Library policies;
13. posts that contain spam or links to spam;
14. information that may compromise the safety or security of the public or public systems.

B. Violations may warrant, at Kimball Library's discretion, an indefinite blocking of a user from the Library's social media sites. If a user has been blocked by the Library and wishes to request reinstatement, they are invited to file a "Request for Reinstatement" form, or come to the Library to discuss the request in an interview.

C. If a complaint is made regarding a post on Kimball Library's social media sites, the complainant is invited to file a "Request for Reconsideration" form, or come to the Library to discuss the complaint in an interview.

D. Users of all ages have the responsibility to protect their privacy and should not post personally identifying information, such as last name, school, age, phone number, or address. Kimball Library assumes no responsibility for any claims, liabilities, actions, or damages resulting from use of the Library's social media sites.

(Adopted 7/2019)

ATTACHMENT A: American Library Association *Library Bill of Rights*

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 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

ATTACHMENT B: American Library Association Council's statement *Freedom to Read*

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:

ATTACHMENT C: Film and Media Roundtable's statement *Freedom to View*, endorsed by the American Library Association

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 guarantees 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.