

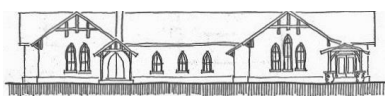
## **MINOT-SLEEPER LIBRARY**

**35 Pleasant Street Bristol, NH 03222**

### **POLICY AND PROCEDURES**

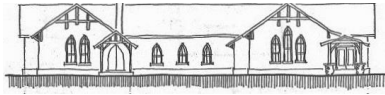
Revisions and Additions, approved March 28, 2019

These policies approved by the Board of Trustees on March 28, 2019 supercede all previous Policies.



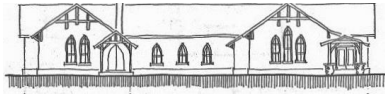
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### **Minot-Sleeper Library's Mission Statement**

The Minot-Sleeper Library provides resources that fulfill educational, informational, and cultural needs of the Newfound Area community in a welcoming, respectful atmosphere.



### **About the Minot-Sleeper Library Policies**

These policies are established by the Library Board of Trustees for the regulation of the Library.

The Board may, from time to time as it deems necessary, revise and/or amend these policies.

### **Minot-Sleeper Library Hours of Operation**

The hours of operation for the Minot-Sleeper Library are as follows:

Monday: 10am-6pm

Tuesday: 1pm-8pm

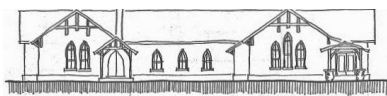
Wednesday: 10am-6pm

Thursday: 1pm-8pm

Friday: 10am-6pm

Saturday: 10am-2pm

Sunday: CLOSED



## MINOT-SLEEPER LIBRARY

### POLICY AND PROCEDURES

Title: **CIRCULATION POLICY**

Purpose: To establish a policy for patron use of Library assets.

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 03-28-2019

Residents and taxpayers of the Newfound Area School District (Alexandria, Bridgewater, Bristol, Danbury, Groton, Hebron, New Hampton) and Hill are eligible for free library borrowing privileges so long as they conform to Library policy. Patrons shall be required to fill out an identification card listing name, address and telephone number. Staff of the Newfound Regional School District and Jennie D. Blake Elementary School in Hill, and employees of the Town of Bristol may also receive a library card with borrowing privileges free of charge under the same provisions. Non-resident patrons shall be required to pay a \$25.00 non-refundable fee.

Borrowers are encouraged to have their Library card or key tag with them in order to check out Library materials. There is a \$3.00 replacement fee for lost cards.

Account holders may fill out a Patron Account Authorized Users Agreement form to allow friends and family to use their account to check out library items and place holds. Those listed as authorized users will not have access to the account holder's circulation history.

**The primary account holder is responsible for any and all check outs, damages, lost, and overdue items on his or her account.**

#### Renewal of library card accounts

Patron accounts will expire after three (3) years from activation date, with the option for renewal. Borrowing privileges may be limited when an account has expired and has not yet been renewed. When renewing a library card, a patron will be asked to provide their current address, phone number, and email address. If the information provided differs from what is currently in the account, the patron's electronic record will be updated.

#### **Inactive accounts**

In accordance with New Hampshire RSA 33-A:3-a, patron accounts which have not been used for seven (7) years will be marked inactive. If an account has been marked inactive, the record and all associated information will be expunged completely from the library's system.

### **Library Materials**

Books and the ukulele may be kept for 14 days, magazines, movies, and the telescope for 7 days, and puzzles are loaned out on an honor system. There is a limit of 4 DVDs per Library card. A book, movie or magazine may be renewed, unless it has been placed on reserve for another borrower. Renewals may be made once over the phone. Renewals may be made by contacting a library staff member during normal operating hours or by a patron using his or her online account.

Patron accounts that have one or more items that are 30 days or more overdue will be automatically restricted. Items may not be put on hold or checked out to a restricted account. Once all overdue items are returned, the patron account will once again have full borrowing privileges. Materials may be returned in the book drop when the Library is not open.

The telescope may only be checked out to Minot-Sleeper Library patrons who are 18 years of age or older.

- Patrons must sign a Telescope Borrowing Agreement each time the telescope is checked out.
- The borrower is responsible for all items included with telescope. If any of these items are damaged or lost, the borrower will pay a replacement fee. Any situation not covered by this policy will be reviewed and acted upon by the Library Director.

The Minot-Sleeper Library fosters an environment for free use by its patrons. Therefore, there are no imposed fees for overdue items returned. If a borrower damages library property, they shall pay the cost of replacement. Once the Library receives the replacement cost of the material(s), the damaged material(s) becomes the property of the patron and must be picked up within 30 days. If payment is not made within 30 days since notification was made by the library, items may be discarded.

Patrons are requested to notify the Library of any changes to phone numbers or addresses so that Library staff may contact them when material has been reserved.

### **Overdue Materials:**

One week overdue: Patron will receive an automated email

Two weeks overdue: Patron will receive a phone call and/or an automated email

Four weeks overdue: Patron will receive an automated email and his or her account will be restricted, losing borrowing privileges until item is returned, paid for, or replaced

Six weeks overdue: Patron will receive a letter with the cost of replacement

### **Claims Returned:**

If a Library patron feels that he/she has returned an item and if that item is not on the shelf, then the user may claim the item returned with no penalty. There is a limit of 3 claims returned per user, after which Library privileges will be suspended.

**Library Card Application:**

Date: \_\_\_\_\_ Town of \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

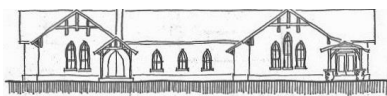
Mailing Address (if different than above) \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emailing Address: \_\_\_\_\_

Parents Signature If under eleven (11) years old \_\_\_\_\_

By using my Minot-Sleeper Library Card, I agree to the terms and conditions outlined in the library's policy. A copy of the policy is available per patron request.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **INTER-LIBRARY LOAN POLICY**

Purpose: To establish a policy to allow patrons to borrow items from other participating Libraries via the State of New Hampshire program.

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 3-28-2019

#### **MINOT-SLEEPER LIBRARY AS THE BORROWER**

The Minot-Sleeper Library offers interlibrary loan as one of its core services. In order to satisfy the needs and interests of local residents, the staff will attempt to borrow specifically-named materials not available in this Library from other libraries around the state. Interlibrary loans for unspecified materials on specifically-named subjects also will be submitted.

**WHO MAY USE THIS SERVICE:** The staff will place interlibrary loan requests for any cardholder of the Minot-Sleeper Library who is in good standing. The Library reserves the right to deny interlibrary loan services to any patron with outstanding overdue fines, lost or damaged item charges, or other infractions on his/her borrower record. Patrons who return interlibrary loan material(s) past stated due dates or fail to pick up an item after notification two times or more will be restricted to one interlibrary loan request at a time. Patrons who fail to return an interlibrary loan item, for which the library must pay to replace, will lose interlibrary loan borrowing privileges indefinitely.

#### ***MATERIALS ELIGIBLE AND INELIGIBLE FOR INTERLIBRARY LOAN REQUESTS:***

The Library will request any and all materials, with the following exceptions:

- items that are owned by the Minot-Sleeper Library (the staff may make exceptions for materials that are temporarily unavailable for reasons such as “missing” or “damaged,” or for other special situations)
- items that are “on order” to be purchased in the Minot-Sleeper Library.
- items classified as “reference” in their home libraries
- items that are local historical and genealogical materials in their home libraries

**FEES:** The Library will not charge for obtaining items unless the lending institution imposes a fee. In such cases, local patrons will be contacted and asked for a verbal agreement to pay before the items are obtained.

**REQUEST LIMITS:** A patron may have up to four (4) interlibrary loan requests active at the same time. This limit may be increased under special circumstances, as deemed necessary by library staff.



*WAITING TIME:* The time required to receive interlibrary loan items can vary between 1 and 2 weeks, although some requests may take shorter or longer times.

*PICK-UP:* Interlibrary loan materials obtained by the Minot-Sleeper Library are here for a limited time. Therefore, the patron's cooperation in picking up materials promptly is requested. Interlibrary loan materials not picked up within ten (10) days of patron notification may be returned to the lending institution.

*LOAN PERIODS AND RENEWALS:* The length of time an interlibrary loan item is available to this library is determined by the lending institution. Loan periods can vary greatly. Patrons are warned that some interlibrary loan materials may not be renewable. Renewals of items beyond the loan period specified by the lending institution must be requested by the Minot-Sleeper Library and approved in advance by that lending institution.

*RETURNS:* Patrons who borrow interlibrary loan materials obtained by the Minot-Sleeper Library must return the items here, not directly to the lending institution. This is for recordkeeping purposes.

#### MINOT-SLEEPER LIBRARY AS THE LENDER

The policy of the Minot-Sleeper Library is to function whenever possible as a provider of materials in the interlibrary loan system of New Hampshire. As a provider, the Library accepts Inter-Library Loan requests submitted through other libraries only.

Inter-Library Loan requests may be submitted via the Inter-Library Loan system, paper, telephone or email.

The Library lends any and all of its print and non-print materials to other libraries through the interlibrary loan system, with the following exceptions:

- Materials listed as "Reference"
- Circulating materials with one or more holds outstanding
- Magazines
- Newspapers
- Passes to cultural sites
- Books listed on the reading lists of schools serviced by the Minot-Sleeper Library (summers only)
- Books that are newly acquired less than (6) months old
- DVDs that are newly acquired less than (6) months old
- Unique items including the telescope and ukulele

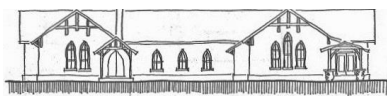
The following items will be Inter-Library Loaned for one (1) month. Renewals of these items will be subject to approval by the Library staff. The exception to this rule is if and when the book is needed by another Library or a book group, the borrowing Library may keep it as long as needed.

- Books
- Audiobooks

The following items will be interlibrary loaned for three (3) weeks.

- DVDs

As a professional courtesy, the Minot-Sleeper Library does not charge fines against other institutions for overdue items loaned to them through interlibrary loan. However, it does charge replacement costs for materials lost or damaged while in the care of the borrowing institutions.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **COMPUTER AND INTERNET ACCESS POLICY**

Purpose: To establish a policy for use of Library owned computer and for use of the Wireless Interface available to patrons using their own equipment.

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 3-28-2019

#### **Section One: Computer Use**

The Minot-Sleeper Library has six computers available for use by the public. Patrons using these computers will comply with our Computer Users Agreement. The Library and its Trustees do not control the internet and cannot guarantee the authenticity of its content. The Library cannot censor access to material nor protect users from information they find offensive or controversial. It remains the responsibility of the user to determine what is appropriate. The Library disclaims any liability or responsibility arising from access to or use of information obtained through the internet, or any consequences thereof. Parents, not the Library staff, are responsible for their child's use of the internet at the Library.

- Internet use is limited to one half hour. If no one else is waiting, the user may continue to use the computer.
- There will be a charge of \$ .20 per black/white printed page; \$ .40 per colored printed page.
- Library staff will scan and email a reasonable number of documents for patrons at times when they are not helping others. These documents will only be emailed to the person for whom they are being scanned. There is no fee for scanning.

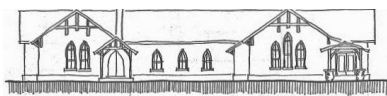
#### **Section Two: Wireless Internet Access**

The Library remains a public building and use of patron's own equipment does not exempt users from the provisions in the Computer and Internet Access Policy. All patrons use the wireless internet at their own risk and are cautioned to use good judgment in doing so. Because of the open nature of the internet there is content **that may be deemed inappropriate for viewing in the Library's public setting**. Patrons are expected to be respectful of their fellow patrons, including minor library patrons, when using the Library's wireless networks.

- The Library offers an OPEN, UNSECURED wireless network for public use. The content on this network is not filtered or otherwise blocked. By using the Library's wireless network, the user agrees that the Library has no responsibility for any personal information that is compromised, or for any damage caused to users' hardware or software due to security issues or consequences caused by viruses or hacking. Users are

responsible for ensuring that their computer has adequate protection against computer viruses, spyware, and any and all other malware that their computer may be exposed to on the Internet or from email attachments, so that it does not infect other devices on the Library network.

- Library staff may verify whether the Library's wireless connection is up and running, but will not be required to assist in making changes to the user's network settings or perform any troubleshooting in the user's computer.
- The Library cannot guarantee uninterrupted wireless service.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **COLLECTION DEVELOPMENT POLICY**

Purpose: To establish guidelines for Library collections development

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 3-28-2019

The Minot-Sleeper Library subscribes to the principles of intellectual freedom as stated in the "Library Bill of Rights" (see Appendix I, a document issued by the American Library Association). Included in this statement is the commitment to honor the rights of an individual to use the library regardless of age, race, religion, national origin, or social or political views. Accordingly, the staff of the library provides equal service to all Library users. Children and Adults are equally free to use the entire Library and borrow all materials within the circulating collection.

Ultimate responsibility for selection of Library materials lies with the Board; however the Board shall delegate to the Director the authority and the responsibility for selection of Library materials and for the development of the collection. Examples of methods that the Director will use to select materials for the library are reading professional review materials, e.g., *Booklist* and *Library Journal*, evaluating patron requests, and recommendations from colleagues.

All material chosen for the Minot-Sleeper Library shall be judged individually on the basis of its merit, subject matter, reader interest, and the need for such a material in a balanced library. Materials shall be evaluated in total, as a complete work and in the context of all its parts. The merit of the whole material shall be the basis for choosing the material.

The Library collection covers a general range of subjects; however, there may be moderate emphasis placed on certain sections to support patron interest. If funds are available, there may be emphasis on certain curriculum-related materials.

In areas considered controversial, more than one point of view shall be represented by materials in the Library. These materials may represent points of view sometimes considered unorthodox or unpopular by the majority.

While collections for adults and children are housed in separate areas, the library staff will not:

- Act in loco parentis (in the place of a parent)
- Censor or label materials in a manner that promotes bias

- Restrict access to library materials because of race, religion, gender, age or socioeconomic status

Parents are the appropriate judges for their own children's library materials, and staff members encourage those who wish to supervise their children's borrowing to accompany them on library visits.

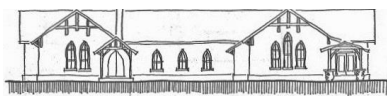
In the event that a patron objects to an item or items in the collection, he/she shall be asked to fill out a "Request for Reconsideration of Materials" form (see appendix). This form will be reviewed by the Library Board of Trustees and the Library Director at the next monthly meeting of the Board of Trustees. Consideration shall be made by the Library Director and the Library Board of Trustees who shall present a written decision to the complainant within six (6) weeks. The decision may be appealed before the Board of Trustees within thirty (30) days. The Board of Trustees ultimately decides whether or not controversial materials should be kept, re-cataloged, or withdrawn from circulation.

Gifts and unsolicited materials may be added to the Library collection. If the materials are not added to the collection, donors are informed that these materials may be returned to donor, sold or given to another institution. Upon request, the Library will provide written notice acknowledging receipt of these materials, but under no circumstances will the Library provide a value statement, for any purpose, to the donor. **(See Donations Policy)**

The Library shall use the Continuous Review Evaluation Weeding (CREW) method of weeding (determining which materials, if any, should be removed from the Library collection at any given time). Materials may be discarded if such materials do not meet stated goals and are in one or more of the following categories:

- Misleading, factually inaccurate
- Worn beyond mending or rebinding
- Superseded by a new edition or by a much better book on the subject
- Trivial, of no discernable literary or scientific merit
- Irrelevant to the needs and interests of the library's community
- Elsewhere, the material is easily obtainable from another library

In choosing to weed any particular materials, the Library Director must take all of these factors into consideration and must decide the status of each material on an individual basis. The Director may consult with the N.H. State Library on questionable materials. All discarded materials shall be sold, donated to appropriate institutions, or destroyed.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

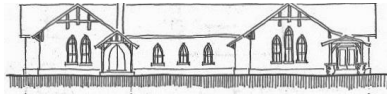
Title: **REFERENCE POLICY**

Purpose: To establish guidelines for responding to reference requests.

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 3-28-2019

Reference questions will be answered for all library users, even those who are not registered patrons. The Librarian and library staff will provide reference and answer questions to the best of their knowledge, abilities and/or use of current research tools. Staff do not provide legal and/or medical advice. They will not share statutes or laws over the phone but will request patrons come to the library to get a copy of the law. Requests for in-depth research may require a private consultation with the Librarian and/or questions that cannot be answered by the library staff may be referred to an outside resource such as the New Hampshire State Library or the New Hampshire Law Library.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **PATRON BEHAVIOR POLICY**

Purpose: To establish guidelines for expected patron behavior.

Effective Date: 2-24-2015                      Approval Date: 2-24-2015

Approved By: Trustees                      Reviewed/Revised Date: 3-28-2019

All patrons are asked to participate in creating an atmosphere that is welcoming and respectful. Behavioral policies are in place to protect Minot-Sleeper Library patrons and staff from potential abusive actions of others.

The following activities are prohibited:

- The use of alcohol, tobacco (in any form) or any illegal substance in the Library and on Library grounds;
- Creating a disturbance by making noise; talking loudly, or engaging in other disruptive conduct;
- Interfering with another person's rights to use the library or with the library staff's performance of their duties;
- Threatening behavior, including, but not limited to violence, threats of violence, and possession of weapons to the extent such possession is not authorized by law;
- Playing audio equipment so that others can hear it;
- Misusing the rest rooms (i.e. using them as a laundry or washing facility);
- Soliciting or canvassing of any kind;
- The use of profanity.

Food and/or beverages may be allowed in approved containers at the discretion of the Library Director.

All bicycles must be left in the rack in parking area.

The use of roller blades, ski boots, or skateboards is not allowed in the library or on library grounds.

Shirts and shoes are required to enter the library.



### **Course of Action when Violation Occurs**

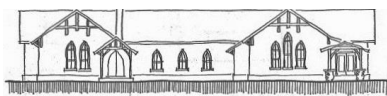
Library staff members will give two warnings to remind a patron or patrons that they must conform to behaviors that are respectful. Upon a third warning, the patron(s) will be asked for the remainder of the day. If a patron or patron(s) have been asked to leave the library three times within a six-month period, the Patron will be barred from future use of the library. The patron has the right to petition the library by writing a letter to the Director and the Board of Trustees requesting access to the library. The letter should include details of how the patron's prior unacceptable behavior will be changed.

### **Lost and Found**

The library is not responsible for the security of personal items brought into the building or onto the property. Unclaimed items are managed in accordance with the following guidelines:

- If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.
- Perishable items such as food and personal care items will be disposed of immediately.
- Lost and found items will be dated and stored for a period of fourteen (14) days at the library. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within fourteen (14) days become library property and may be disposed of or if appropriate will be donated to charity organizations.

Those **who damage or deface** library materials or property will be prosecuted in accordance with the provisions specified in New Hampshire Revised Statutes Annotated (RSAs) **202-A: 24**. **Theft** of library materials, or use of false identification to obtain library privileges, will be also be prosecuted under (**N.H. RSA 202-A: 24**). Parents are responsible for the behavior and supervision of their children.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

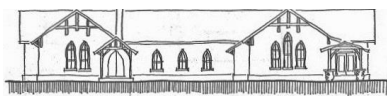
Title: **ANIMAL POLICY**

Purpose: To establish guidelines for animals in the Library.

Effective Date: 2-1-2016 Approval Date: 1-19-2016

Approved By: Trustees Reviewed/Revised Date: 3-28-2019

The Minot-Sleeper Library, in accordance with Federal law, welcomes patrons and their services or assistance animals to the Library. According to the Americans with Disabilities Act (ADA), service animals are defined as dogs that are individually trained to do work on perform tasks for people with disabilities. Animals may also be allowed for special programs hosted by the Minot-Sleeper Library and approved by the Director. Any animal causing disruption or harm to the Library or its patrons will be required to leave the building immediately. Except for situations described above, animals are not permitted inside the Library for the safety and comfort of all patrons. Individuals who bring an animal that is not a service or assistance animal, or is not part of a scheduled program into the Library will be asked to leave and return only when they are without the animal.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **UNATTENDED CHILDREN POLICY**

Purpose: To establish a policy to set standards of behavior for children

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 3-28-2019

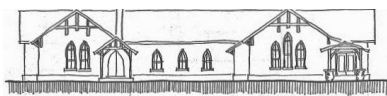
The Minot-Sleeper Library welcomes children to visit the library and encourages them to read, to explore various electronic formats, to attend programs and to make full use of the library resources. Although staff members are committed to the well-being and safety of children using the Library, our facilities are not designed or licensed to provide childcare. Any public place may be dangerous for a child who is unattended by a responsible adult or caregiver.

The Library reminds parents to consider the safety and well-being of their children and the needs of other library users. Children should be supervised at all times and taught and reminded that the materials in the library must be respected and treated with care. With these considerations in mind, the following rules apply:

- Children 5 years old and younger must be directly supervised by a responsible adult or caregiver aged 16 or older in all rooms of the Library, including the Children's Room.
- Children 10 years old and younger must be accompanied in the Library by a responsible adult or caregiver aged 16 or older. Children aged 10 or younger may not be left unattended in the Library for any amount of time. The responsible caregiver must have contact information for an adult who is legally responsible for the child.
- Parents/guardians are responsible for the behavior of their children in the library, whether or not the parent or guardian is present.
- At the discretion of the parent/guardian, a child age 11 or older may be left unattended in the Library for a reasonable period of time needed to select materials, work on a homework assignment or attend a library program. The child must know how to reach the parent/guardian or responsible caregiver (aged 16 or older) should a need arise. Children should not be left for excessively long (more than 2 hours) periods of time.
- When children older than age 11 are visiting the Library by themselves, the adult responsible for the child will be contacted if the child's behavior is inappropriate for the

Library and guidance from the staff has been ignored. If the adult cannot be reached and the behavior is deemed dangerous or unacceptably disruptive, the police will be notified.

- Youth younger than 18 must be picked up no later than five minutes before closing time. Youth left unattended at closing time will have the opportunity to contact an adult. If no contact can be made, or if a ride has not arrived within 5 minutes of closing, at the discretion of the Library staff, the police may be called to supervise the child until the adult arrives. Library employees are not permitted to transport children to another location.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **SECURITY AND SAFETY**

Purpose: To establish standards for a safe and secure environment for patrons and staff of the Library

Effective Date: 2-24-2015

Approval Date: 2-24-2015

Approved By: Trustees

Reviewed/Revised Date: 3-28-2019

#### **Section One: General Security and Safety**

The Minot-Sleeper Library strives to maintain a safe and secure environment for its staff and patrons. In order to do so, the following rules shall be adhered to at all times:

- Proper lighting in the building and on the Library grounds shall be kept operational at all times. Shrubs and trees shall be maintained at reasonable heights so as not to provide any hiding spots around Library exits.
- All walkways and steps shall be shoveled and sanded regularly during the winter to provide usable alternate exits in case of emergency.
- The Library will have a first aid kit and defibrillator available in case of medical emergency.
- All cleaning chemicals will be kept in locked cabinets in a non-public area.
- The building shall be checked nightly at close, including bathrooms, to ensure that all patrons are out of the building.
- The building will be locked and alarmed every night at closing and all windows will be closed and locked.
- All efforts will be made to have at least two staff members, or a staff member and trustee or qualified volunteer, leaving the Library together at closing.
- When Library personnel have a reasonable belief that a crime has been committed, they should make every effort to preserve any direct evidence of that crime and inform the Library Director or her designee who shall call the appropriate authorities.

#### **Section Two: Problem Patrons**

Should a staff member encounter a belligerent patron, or someone who makes the staff member feel uncomfortable and threatened, they should refer the situation to the Library Director (or her designee) who may call the local police for assistance.

Situations that warrant immediate police involvement include:

- If an individual physically harms another person or threatens to do so;
- If an individual intentionally damages property, or threatens to do so;
- An individual is using or possesses illegal drugs or is drinking alcohol, or appears intoxicated;
- An individual views or prints child pornography from any computer within the Library.
- An individual engages in an act of public indecency including masturbation, fondling another person, intercourse, or public nudity. Breast feeding is not included in this definition.
- The police should be notified of problem patrons even if the situation does not escalate to violence.
- A patron shall be asked to leave the building if they verbally or physically threaten a staff member or other patron; should a patron refuse to leave, the police shall be called to remove the person.
- A patron who has an episode that requires police involvement may be sent a follow up letter from the Board of Trustees notifying the patron of appropriate consequences of the action up to and including terminating the patron's right to enter the library.
  - The following may be examples of troublesome behavior but are NOT reasons to call the police.
    - Violations of Library policy such as cell phone use, eating, or talking in quiet areas.
    - Abusive comments by Library users that do not include threats of bodily harm.
    - Adults viewing sexually explicit materials that are NOT child pornography. We can ask them to leave but it is not illegal, and not a police matter.
    - Homelessness or offensive bodily hygiene.

### **Patron Appeal Procedure**

- Notice of Appeal - Revocation or denial of Library privileges may be appealed if the individual files a written notice of appeal with the Library Director after receiving notice of the revocation or denial. Such notice should be sent c/o Minot-Sleeper Public Library, 35 Pleasant St. Bristol, NH 03222.
- Appeal procedure - Within 10 days of receipt of the notice of appeal to the Library Director she should schedule a meeting with the patron to resolve the issue which caused the revocation or denial of library privileges. At the Library Director's discretion, a Trustee may be present.
- If a resolution cannot be reached with the Library Director, the individual may make a written request to the chairperson of the Board of Trustees asking that the matter be addressed by the Board of Trustees at its next scheduled public meeting. The individual may attend the meeting and make a short presentation after which the board shall decide the matter. The determination of the Library Board shall be final.

### **Section Three: Keys and Access**

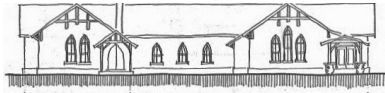
In order to ensure the security of the Library the disposition of keys to the Library should be limited to those who are responsible for the property. Keys may be signed out on a case by case basis when access to the Library is necessary and the Library staff is not available.

Those individuals or organizations whom are given authority to unlock the building are responsible for ensuring the building is properly secured at all times and locked and alarmed upon leaving.

The Library Director in conjunction with the Board of Trustees will determine what organizations and/or individuals will have keys to the building.

SIGN OUT SHEET FOR USE OF LIBRARY KEYS

DATE	NAME	ORGANIZATION	TELEPHONE #	DATE RETURNED



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **EVACUATION PLAN AND PROCEDURE**

Purpose: To establish procedures for evacuating the library building during a fire or other emergency

Effective Date: 1-18-2017

Approval Date: 1-18-17

Approved By: Trustees

Reviewed/Revised Date: 3-28-2019

The purpose of the library's evacuation policy and procedure is to ensure the safe and timely exit of all library employees and patrons from the building in the event of a fuel leak, fire, or other emergency situation.

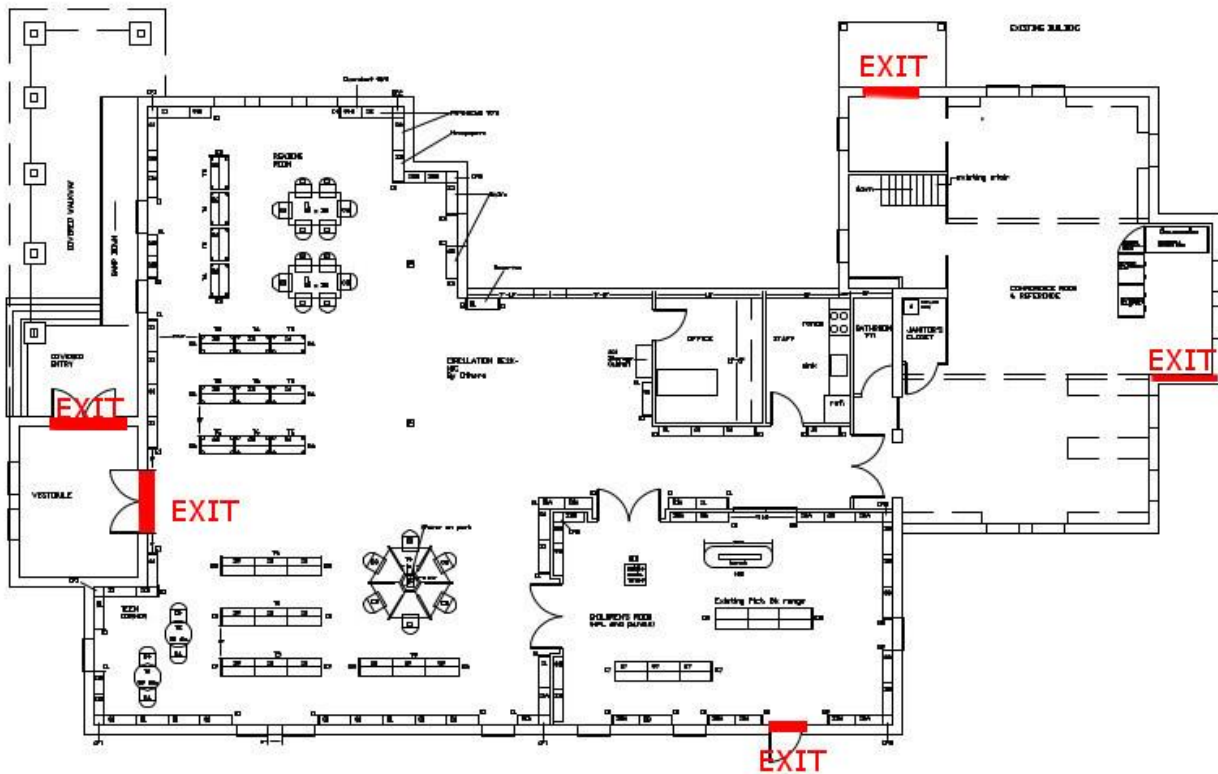
In an evacuation situation:

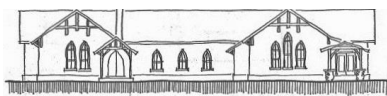
- In the event of a fire, the staff person closest to a door will pull the fire alarm
- Staff members ensure that all persons in the building leave immediately through the exit door closest to them or most easily accessible, and help escort any person(s) who may need assistance
- Staff, the public and all others in the building will take essentials only – keys, wallet, and the like – and leave heavy, non-essential objects behind
- Staff will close doors behind them as they leave the building
- Once evacuation is safely underway, the Library Director or his or the staff member acting in his or her place will call 911
- All persons should gather in the parking lot of the Masonic Hall
- The Library Director or staff member overseeing that day's operations will make sure all employees and volunteers on the schedule are safe and accounted for
- The Library Director or staff member overseeing that day's operations will be the point of contact for the first emergency personnel officer who shows up at the scene. He or she will provide pertinent information to the officer.
- The Library Director will notify the Library Board of Trustees of the evacuation as soon as possible
- Any questions or requests for comment regarding the evacuation from the press should be directed to and answered by the Chair of the Board of Trustees

Any of the above procedures may be altered as determined by the library staffs' judgement during an emergency situation to ensure the safety of all individuals while evacuating from the building.



Copies of this policy and procedure will be kept in at least one other location outside of the Library.





## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **MEETING ROOM AND BULLETIN BOARD USE**

Purpose: To establish procedures for governing the use of public meeting room and bulletin board spaces in the Library

Effective Date: 2-24-2015

Approval Date: 2-24-2015

Approved By: Trustees

Reviewed/Revised Date: 3-28-2019

#### **A. Meeting Space**

The Library has a community meeting room available for public use upon application.

Library sponsored meetings will be free and open to the public and are given priority when scheduling meeting room use. Meetings held within the Library and not sponsored by the Library are subject to these rules:

1. In accordance with the American Library Association (Article VI) interpretation of the Library Bill of Rights concerning meeting rooms: Meeting space within the Library is available to non-profit educational, cultural, civic, intellectual, and charitable organizations. Meetings in Library space must be free of charge and open to the public. (There may be a program materials charge) Individual tutoring sessions are not subject to this requirement. If meeting in libraries supported by public funds are made available to the general public for non-library sponsored events, the Library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if the Library allows charities and sports clubs to discuss their activities in library meeting rooms, then the Library should not exclude partisan political or religious groups from discussing their activities in the same facilities.
2. Persons meeting in the Library are subject to all rules and regulations of the Library. Programs may not disrupt normal library business. Attendees will supervise and be responsible for children inside and outside the library. Youth events will have at least a 1:10 Adult to Child ratio.
3. Profit-making companies or individuals are not allowed to reserve Library space, but such groups may be contracted by the Library to present a Library-sponsored informational program. In such cases, the company must offer its information in an educational presentation. No brand names or company services may be promoted, though a display may be set up for the duration of the program.
4. The Library recognizes the rights of free speech and free assembly. Granting of permission to use Library facilities does not constitute an endorsement by the Library staff or Board of Trustees of the users or their beliefs. No group will imply in its advertising that the Library has sponsored or supported its meeting or group unless written permission is given by the Library Director or Board of Trustees.

5. Room Reservations:

- a. Use of Library space must be requested through a library staff member to ensure that no two organizations need the space at the same time. Library programs will be given priority and all other requests will be reviewed on a first come, first served basis.
  - b. Notice of cancellation of use of the Library meeting room should be made at least 24 hours in advance.
6. Persons meeting in the Library are responsible for returning furniture, etc. to its original placement and leaving the space in the condition in which it was found. Any damage done to the inside or outside of the Library or its contents during or as a result of the meeting will be assessed to the meeting's sponsor. Library staff is not responsible for any aspects of setting up or cleaning up for non-library-sponsored events.
7. Programs held in the Library will be offered free of charge and open to the public; however, fees may be charged for supplies associated with the event.
8. Groups will meet during regular operating hours unless otherwise approved by the Library director or Board of Trustees. When a group meets during a time the library is not regularly open to the public, the presence of a library trustee, employee of the library, a town employee, or a qualified volunteer of the library is required by insurance. The authorized individual will coordinate with the Director, designated staff, or trustee to pick up a key if necessary. Groups will complete the appropriate reservation form and be encouraged to leave the meeting space at least fifteen (15) minutes before the library closes.
9. Occupancy of library space is limited to the Fire Department safety limit of 80 people in the community meeting room.

**B. Displays and Exhibits**

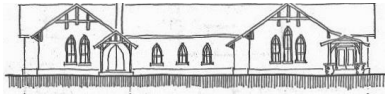
The Library is a public forum for ideas and information. Displays and/or exhibits that support this purpose will be allowed under the following conditions:

1. Either the Library Director or the Board of Trustees may deny a request if the Library's space is insufficient or the display is likely to physically hinder the regular operations of the Library.
2. The Library will not incur any financial responsibility for materials displayed, nor will it carry insurance to cover theft, loss or damage.
3. No display or exhibit may violate any local, state or federal laws.
4. No organization or individual will be permitted to place in the library any receptacle which solicits donations unless approved by the Library Director as a project which supports the library's mission, goals and/or programs.
5. Granting of permission for displays and/or exhibits in the Library does not constitute an endorsement by the library staff or Board of Trustees of the display or exhibit or its content.

**C. Bulletin Boards**

The Library bulletin boards are meant to be a forum for the dissemination of information to the public. Some are restricted to Library postings while others display community or non-profit information. The library staff will post all submitted announcements regarding official town board meetings in accordance with state law. All other requests to post material will be honored under the following conditions:

1. All requests must be made in person to a staff member. Any material posted directly to a bulletin board without staff approval will be removed.
2. The library staff may remove a posting seven (7) days after posting or after the date of an event displayed on the posting.
3. The Library Director shall have the right to limit submissions to a single, 8 ½" x 11" sheet of paper per person or organization at any given time.
4. Any materials advocating the election of a specific candidate, the furthering of a specific political issue or agenda, or the furthering of a specific religious group, program or world-view will not be displayed on the bulletin board(s).
5. All submissions must comply with all local, state, and federal laws.
6. Library and Town of Bristol postings take priority at all times.
7. Information about for-profit organization may only be posted if the messaging supports community efforts or benefits a non-profit.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **EMERGENCY CLOSING POLICY**

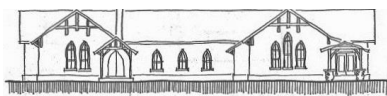
Purpose: To establish a procedure for emergency closings

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 3-28-2019

During extreme weather situations or community emergencies, the Director may close the Minot-Sleeper Library at her discretion. Employees scheduled to work the day of a closing or a delay will be notified by the director as soon as possible before they are scheduled to start work. If such an event occurs, the Director will inform the Chair of the Library Board of Trustees of the decision.

The Director will also inform the local television station of the closing and post a notice on the library's website.



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **DONATION AND GIFTS POLICY**

Purpose: To establish guidelines for the receipt of monetary and property donations and gifts.

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 3-28-2019

The Minot-Sleeper Library welcomes gifts of money, books, or other property. Gifts help the Library achieve its mission and enhance our collection and services. The Minot-Sleeper Library through its Board of Library Trustees may accept or decline any gift offered at its discretion. The Minot-Sleeper Library also reserves the right to use the gift in whatever manner best serves the interests of the Library. If accepted, the gift becomes the property of the Minot-Sleeper Library. All gifts may be utilized, sold or disposed of in the best interest of the Library.

#### **Monetary Contributions:**

Monetary contributions are allocated by the Library Board of Trustees to supplement but not supplant the regular operating budget.

#### **Monetary Endowments:**

The Minot-Sleeper Library may accept donations to create an endowment fund with specific purposes and uses on a case by case basis. The terms of the endowment agreement will be developed by the donor, Library Director and Library Trustees.

#### **Book Donations - memorial books, used books, other media (cd's, dvd's, etc):**

Memorial books or other library materials may be donated in honor of a friend or relative, and are marked with a special bookplate. The continued presence of the book within the collection is based on the judgment of the Library Director and the use, wear, and appropriateness of the book will be taken into consideration.

Used books, paperbacks, and other media can often be used in the library's collection. The Library Director will have final decision as to the disposition of gifted media material. Books must be in good, clean, odor free condition in order for the Library to accept the donation. We cannot tell you immediately how your gift will be used as we need to check our holdings, check the condition of the material, and prepare the items for whatever we decide to do. Generally, the Library does not accept textbooks or books in poor physical condition.

## Other Property (i.e. musical instruments, artwork, plants, furniture, etc)

Gifts of other property especially enhance the ability of the Minot-Sleeper Library to offer a positive experience to our patrons. The decision to accept or decline offers of real property will be made on a case by case basis by the Board of Trustees, based on recommendations of the Library Director. The decision to accept the gift (and the continued use of the gift) will be based on the appropriateness of the gift to a library setting, the potential future cost of maintaining the gift, physical space constraints of the Library, and other factors particular to the type of gift as determined by the Board of Trustees.

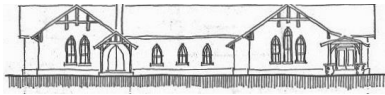
### Disposition of gifts:

In making your gift it is important to understand that the Minot-Sleeper Library reserves the right to use the gift in whatever way best serves the interest of the Library. The Library applies the same criteria for evaluating gift items as it applies to purchasing material. Gifts will be withdrawn in the same manner as purchased material. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items

### Tax Implications:

All gifts are tax deductible and the library will furnish a statement for tax purposes, but does not place a financial value on used items. The Internal Revenue Service will not accept an appraisal or estimated value of your gift from the recipient institution. This means that the Library cannot tell you what your gift is worth for the purpose of a tax deduction. The Library is a non-profit institution. If you intend to take a tax deduction based on your gift, we will give you a receipt for the number of books donated. We are unable to give you a dollar value for your gift. You should have an independent party give you the appraisal.

<b>RECEIPT</b>		DATE _____	No. <b>605240</b>
RECEIVED FROM _____		\$ _____	
		_____ DOLLARS	
<input type="radio"/> FOR RENT			
<input type="radio"/> FOR _____			
ACCOUNT		<input type="radio"/> CASH	FROM _____ TO _____
PAYMENT		<input type="radio"/> CHECK	
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	
		BY _____	3-11



## **MINOT-SLEEPER LIBRARY**

### **POLICY AND PROCEDURES**

Title: **DISPOSITON OF RECORDS**

Purpose: To comply with RSA 33-A, State of New Hampshire

Effective Date: 2-24-2015

Approval Date: 2-24-2015

Approved By: Trustees

Reviewed/Revised Date: 3-28-2019

Records will be kept in accordance with guidelines set forth in Section 33-A, 3-a of the Revised Statutes Annotated (RSA) of the State of New Hampshire.

An extract of these is attached at enclosure One as a general guideline.



**TITLE III  
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED  
PLACES**

**CHAPTER 33-A     DISPOSITION OF MUNICIPAL RECORDS**

**Section 33-A: 3-a  
EXTRACT**

The listing below will serve as a general guideline

1. Accounts receivable: until audited plus one year.
2. Annual audit report: 10 years.
3. Annual reports, town warrants, meeting and deliberative session minutes in towns that have adopted official ballot voting: permanently.
4. Archives: **permanently.**
5. Articles of agreement or incorporation: permanently.
6. **Bank deposit slips and statements: 6 years.**
7. Blueprints-architectural: life of building.
8. **Budgets: permanently.**
9. Building permits-applications and approvals: **permanently.**
10. Building permits-lapsed: permanently.
11. Cash receipt and disbursement book: 6 years after last entry, or until audited.
12. **Checks: 6 years.**
13. Contracts-completed awards, including request for purchase, bids, and awards: life of project or purchase.
14. Contracts-unsuccessful bids: completion of project plus one year.
15. Correspondence by and to municipality-administrative records: minimum of one year.
16. Grants, supporting documentation: follow grantor's requirements.
17. Grievances: expiration of appeal period.
18. Invoices and bills: until audited plus one year.
19. **Job applications-successful: retirement or termination plus 50 years.**
20. **Job applications-unsuccessful: current year plus 3 years.**
21. Legal actions against the municipality: permanently.
22. **Library:**
  - (a) Registration cards: current year plus one year.
  - (b) User records: not retained; confidential pursuant to RSA 201-D:11.
23. Meeting minutes, tape recordings: keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.
24. **Minutes of boards and committees: permanent**
25. Time Cards: 4 years

## APPENDICES

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## **American Library Association**

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

## **American Library Association**

### **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 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.



## **American Library Association Code of Ethics**

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Source: <http://www.ala.org/tools/ethics>

Request for Reconsideration of Materials

CHALLENGED WORK

Title:

---

Author/Performer(s):

---

(last, first name)

Copyright/Issue Date: \_\_\_\_\_ Publisher/Producer: \_\_\_\_\_

TYPE OF WORK

Print: \_\_\_\_ Book \_\_\_\_ Textbk \_\_\_\_ Mag. \_\_\_\_ Nwsppr. \_\_\_\_ Pamph. \_\_\_\_ Play \_\_\_\_ Student  
Publn.

Non-Print: \_\_\_\_ Artwork \_\_\_\_ Film \_\_\_\_ Photo \_\_\_\_ Sound Recording \_\_\_\_ Video \_\_\_\_ CD-ROM

Other: \_\_\_\_ Collection \_\_\_\_ Exhibit \_\_\_\_ Performance \_\_\_\_ Speech \_\_\_\_ On-Line Resources  
\_\_\_\_ Other:

GROUND FOR CHALLENGE: (check all applicable)

Cultural Sexual Values Social Issues

\_\_\_\_ Anti-Ethnic \_\_\_\_ Homosexuality \_\_\_\_ Anti-Family \_\_\_\_ Abortion

\_\_\_\_ Insensitivity \_\_\_\_ Nudity \_\_\_\_ Offensive Language \_\_\_\_ Drugs

\_\_\_\_ Racism \_\_\_\_ Sex Education \_\_\_\_ Political Viewpoint \_\_\_\_ Occult/Satanism

\_\_\_\_ Sexism \_\_\_\_ Sexually Explicit \_\_\_\_ Religious Viewpoint \_\_\_\_ Suicide

\_\_\_\_ Inaccurate \_\_\_\_ Unsited to Age Group \_\_\_\_ Violence

\_\_\_\_ OTHER:

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INITIATOR OF CHALLENGE:

Name: \_\_\_\_\_

Contact Information:

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REVIEWED BY DIRECTOR AND BOARD OF TRUSTEES:

Date:

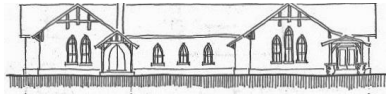
Initials:

STATUS OF MATERIAL

\_\_\_\_Material Retained \_\_\_\_Materials Removed \_\_\_\_Materials Stolen/Defaced

PATRON NOTIFIED:

Date:

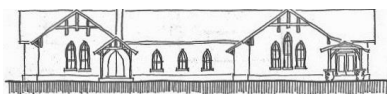


### **Parent Release Form for Media**

I, the undersigned, do hereby grant permission to Minot Sleeper Library to use the image of my child, \_\_\_\_\_. Such use includes the display, distribution, publication, transmission or otherwise use of photographs, images, and/or video taken of my child for use in materials that include but may not be limited to printed materials such as brochures and newsletters, videos, and digital images such as those on the Minot Sleeper Library Website. I agree that these images may be used by Minot Sleeper Library for a variety of purposes and that these images may be used without further notifying me.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Minot-Sleeper Library Telescope Borrowing Policy and User Agreement**

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1. The telescope may only be checked out to Minot-Sleeper Library patrons who are 18 years of age or older.
2. Patron must sign a Telescope Borrowing Agreement each time the telescope is checked out.
3. The telescope will circulate for one week (7 days) and may be renewed, if there isn't a waiting list. All renewals must be done at the library.
4. The overdue fine for the telescope is \$5.00 per day.
5. The patron is responsible for reading the instruction manual for the telescope's proper care and use.
6. The patron will pay a \$450 replacement cost if the telescope is lost or damaged beyond repair.
7. If the telescope is returned damaged, the patron will be charged a fee based on the cost of repairs and/or the cost for a new telescope.
8. The borrower is responsible for all items included with telescope. If any of these items are damaged or lost, the borrower will pay a replacement fee.
9. Any situation not covered by this policy will be reviewed and acted upon by the Library Board of Trustees at its sole discretion.

**\*\*\* Warning: Never look directly at the sun through the telescope or its finder scope, even for a moment. Doing so, may result in permanent eye damage. \*\*\***

### **Items included with Telescope**

- Laminated user's manual
- Audubon Society pocket guide
- Headlamp
- Night Vision LED Flashlight
- Lenspen
- Pouch on telescope

### **Telescope User Agreement**

I agree to follow the telescope borrowing policy for the Orion StarBlast Telescope from the Minot-Sleeper Library. I accept all responsibility for any damage to the telescope or caused by the use of the telescope when it is checked out in my name. I understand that I should not look at the sun with the telescope.

Patron Signature \_\_\_\_\_ Phone \_\_\_\_\_



## Minot-Sleeper Library Ukulele Borrowing Policy and User Agreement

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10. The ukulele may only be checked out to Minot-Sleeper Library patrons who are 10 years of age or older. A parent or guardian must co-sign for patrons younger than 18 years old.
11. Patron must sign a Ukulele Borrowing Agreement each time the ukulele is checked out.
12. The ukulele will circulate for two weeks (14 days) and may be renewed if there is not a waiting list. All renewals must be done at the library or by calling a librarian at 603-744-3352.
13. The patron is responsible for taking proper care of the ukulele while it is checked out to him or her.
14. The patron will pay a \$75 replacement cost if the ukulele is lost or damaged beyond repair. If other items in the kit are lost or damaged, it will be the responsibility of the patron to pay the cost of replacing the item(s).
15. Any situation not covered by this policy will be reviewed and acted upon by the Library Board of Trustees at its sole discretion.

### **Items included**

- Ukulele
- Carrying case
- *The Daily Ukulele* book
- Tuner

### **Ukulele User Agreement**

I agree to follow the ukulele borrowing policy for the ukulele from the Minot-Sleeper Library. I accept all responsibility for any damage to the ukulele or caused by the use of the ukulele when it is checked out in my name.

Patron Signature \_\_\_\_\_ Phone \_\_\_\_\_

## **Ukulele Check out**

- ☐ Confirmed user contact information
- ☐ Confirmed ukulele and included items are not damaged
- ☐ Provided patron with copy of Ukulele Borrowing Policy and User Agreement

### **Items included at checkout**

- |  |  |
|--|--|
| <input type="checkbox"/> Ukulele       | <input type="checkbox"/> <i>The Daily Ukulele</i> book |
| <input type="checkbox"/> Carrying Case | <input type="checkbox"/> Tuner                         |

**Staff initials:** \_\_\_\_\_

**Checkout date:** \_\_\_\_\_

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## **Ukulele Check In**

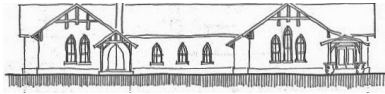
- ☐ Confirmed ukulele has no damage

### **All Items Returned**

- |  |  |
|--|--|
| <input type="checkbox"/> Ukulele       | <input type="checkbox"/> <i>The Daily Ukulele</i> book |
| <input type="checkbox"/> Carrying case | <input type="checkbox"/> Tuner                         |

**Staff initials:** \_\_\_\_\_

**Return Date:** \_\_\_\_\_



**MINOT-SLEEPER LIBRARY**  
**AGREEMENT FOR USE**  
**OF THE MINOT-SLEEPER MEETING ROOM**

Organizations using the Meeting Room will return all furniture configured to the position in which they found it. All trash will be removed by the using organization.

Under no circumstances will anyone be allowed into the Library portion of the building if the meeting room is used outside of Library hours.

The organization using the Meeting Room assumes all responsibility for the property of the Minor-Sleeper Library and the Town of Bristol. They will be held accountable for the replacement of any significant change in condition of property through damage or loss.

I understand the above:

Organization: \_\_\_\_\_

Responsible Party \_\_\_\_\_

Date: \_\_\_\_\_

Please select which of the following applies to the organization:

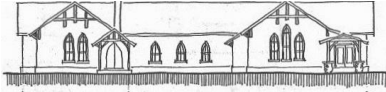
☐

This group will meet in the Library's Meeting Room for a single event

☐

This group will meet in the Library's Meeting Room for multiple events on an ongoing basis





## Minot-Sleeper Library Patron Accounts Authorized Users Agreement

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### **Account holder information**

Name: \_\_\_\_\_

Card number: \_\_\_\_\_

### **Authorized users**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

I, \_\_\_\_\_, grant permission for the individual(s) listed above to check out and in, as well as place holds on library items using my Minot-Sleeper Library account. By signing this form, I agree to allow Minot-Sleeper Library staff to share information about any and all items currently checked out or holds placed on my account. For privacy reasons, the library will not release information about any library item previously checked out or in on my account.

**The primary account holder is responsible for any and all check outs, damages, lost, and overdue items on his or her account.**

Authorized users may be added or removed only by the account holder. Request for changes must be processed with a Minot-Sleeper Library staff member.

\_\_\_\_\_  
Account holder's signature

\_\_\_\_\_  
Date