

Newbury Public Library Policies

Mission Statement

The Newbury Public Library provides free and equal access to cultural and educational experiences and resources. We celebrate knowledge and promote creativity, while striving to connect our community and enhance the quality of life in our town.

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Section I. Circulation

CHECK-OUT PERIODS. All circulating materials are checked out for two weeks, except that InterLibrary Loans to other libraries are checked out for six weeks.

RENEWALS. Patrons may renew materials. Renewals may be made in person, by telephone, or by email or via the library website. Renewals may be limited at the discretion of the librarian.

NON-CIRCULATING MATERIALS. Non-circulating items include certain reference materials and portions of the New Hampshire collection (including town reports). The use of other library materials may be limited at the discretion of the librarian.

RESERVATIONS. Patrons may reserve materials. Patrons are notified by telephone or email when materials become available. Reserved materials are held for a two week period.

FINES. The Library does not charge fines for overdue materials, but accepts contributions when offered. A container on the circulation desk is available to receive contributions.

LOST OR DAMAGED MATERIALS. Lost or damaged materials are paid for by patrons. Once paid for, damaged materials become patrons' property.

OVERDUE MATERIALS. Notices are ordinarily sent to patrons with materials that are two months overdue. Subsequent notices are sent at the discretion of the librarian. Patrons with materials overdue for six months or more shall not be permitted to check out additional materials until the materials have been returned or the Library has been paid for them. Patrons who have made sustained attempts to find the materials, even though they insist that they have returned the materials, and who refuse to reimburse the Library may be restricted from checking out any materials; or they may be limited to checking out two books at a time, at the discretion of the librarian.

Section II. Patron Privileges

IN-HOUSE USE. Within the library building, the use of Newbury Public Library's resources is free to all, regardless of place of residence.

STAFF USE. Library staff members have free borrowing privileges.

RESIDENT USE. Borrowing privileges are free to all residents of Newbury and Bradford.

NONRESIDENT USE. Newbury property owners who reside elsewhere and students in the Kearsarge Regional School District have free borrowing privileges.

Property owners who rent or lend their homes to others may authorize the property users as borrowers on their registration if the property owners agree to be responsible for lost or damaged materials. This authorization can be done by the property owner in person or with a signed letter delivered to the library. All programs at the Newbury Public Library are open to the public.

FEE-FOR-USE. Persons other than those described above may purchase borrowing privileges for \$30 per year. Short term visitors to Newbury may apply for borrowing privileges for a period of up to two months for a fee of \$10. Checkouts will be limited to 5 items at a time.

REGISTRATION. All patrons who borrow materials must be registered on the library's automated system. Such registration shall include name, mailing address, telephone number(s), and email address. Children under the age of 18 must have a parent or guardian co-sign the registration form as the responsible party. Any family member may be registered under the family's name. Forms will be filled out to register, and proof of identity as well as residence or property owner status will be required.

Section III. InterLibrary Loans

Newbury Public Library is committed to the principles of InterLibrary Loan (ILL) set out in the New Hampshire InterLibrary Loan Protocol Manual. Except as set out below, the Library does not charge fees to its patrons or to borrowing libraries for InterLibrary Loan service. The Library complies with all copyright laws with respect to photocopies. Materials may be delivered by the state library's van service, by mail, or in person.

BORROWING. Any patron except short term visitors may request to borrow materials not available in the Library's collection. The Library will promptly attempt to borrow first from any lending library inside the state, but, if the material is not available in-state, then from outside the state, except that non-print materials will not be requested from out-of-state. The Library will attempt to borrow from libraries that do not charge fees, and will request notification of fees from lending libraries before materials are shipped. When fees are unavoidable, patrons will be given the option of paying the fees or canceling the requests.

Materials obtained through InterLibrary Loan are lent to Newbury Public Library's patrons for a period specified by the lending library. Renewals may be possible within the loan periods granted by lending libraries. The Library will restrict materials to in-house use if so requested by lending libraries.

LENDING. Newbury Public Library will promptly lend available materials to other New Hampshire and United States libraries upon request, except for materials in demand or in use by Newbury Public Library's patrons, and certain rare or local materials that do not circulate. Materials loaned to other libraries will be allowed a loan period of six weeks, and may be renewed for another six weeks if there are no local requests for the materials.

Requests for loans will be accepted from libraries by email, ALA form, fax, telephone, or the NH Automated Information System.

When a patron has lost or damaged a book that Newbury Public Library has borrowed through the InterLibrary Loan program, the Library will report the loss to the lending library and offer to send a replacement book. If requested by the lending library, the Library will also pay a reasonable processing fee. Except under extenuating circumstances the Library expects its patrons to reimburse the cost of the replacement book and processing fee.

Section IV. Internet Access and Computer Use

ACCEPTABLE USE. Newbury Public Library does not monitor and has no control over the information accessed

through the internet and cannot be held responsible for its content. The internet is a world-wide community with a highly diverse user population and it is the patron's responsibility to use this resource wisely. Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, not the Library Trustees or library staff, are responsible for the internet information selected and accessed by their children.

Library internet workstations must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment. Computer and internet settings may not be changed by patrons. Computers and the network may not be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable federal, New Hampshire, or local laws. During periods of library heavy usage, staff may place time limits on patrons' computer use.

Certain material on the internet is copyrighted. It is the patron's responsibility to be aware of copyright notices, and to respect the copyright laws of the United States.

SEXUAL CONTENT. (NH Criminal Code Title LXII Chapter 650 -Obscene Matter) Newbury Public Library is committed to providing an environment free from sexual harassment. Displaying sexually harassing material on screens or printer is prohibited. Also, accessing sexually explicit or obscene materials is expressly prohibited.

Patrons using the Newbury Public Library network, whether on hard-wired machines or other devices are bound by the same restrictions regarding sexually harassing material and sexually explicit or obscene materials.

PRINTING. Printing will be free for school reports (grades K-12). Limited black-and-white printing will be free. Printouts over five pages in length and all color printouts not for school reports will incur a charge. Donations will be accepted, or a fee of 10 cents per page in black and white and \$1 per page in color will be requested. The printers shall not be used for bulk copying.

NOTES:

--Internet access may not be available due to technical problems._

--Newbury Public Library cannot be responsible for the quality or accuracy of any information found on the internet._

--Internet access will be denied to anyone breaching this use policy.

Section V. Disruptive Patrons

AUTHORIZATION. The Library Director and the library staff shall have the authority to ask a patron to leave the Library if the patron's behavior is disruptive, offensive or dangerous to staff or other patrons.

DANGEROUS MATERIALS. Possessing a hazardous or dangerous weapon or device other than explicitly permitted by law is not permitted in the library.

APPEALING A DECISION. Patrons who are asked to restrict their activity in the Library, or who are asked to leave by library staff, may appeal that decision before the Board of Trustees.

Section VI. Unaccompanied Minors

Newbury Public Library welcomes children to use its facilities for customary library activities. However, responsibility for children using the Library rests with the parent, guardian, or assigned chaperone, not with library personnel.

Children 10 years of age or younger must be accompanied and supervised by an adult or a teenager (16 years or older). In special situations such as children's events and reading programs, a child 6 years of age or older may attend a program unaccompanied, if contact emergency contact information has been provided. However, responsible parties must remain in the building while a child 5 years of age or younger is attending a program.

Disruptive young people will be asked to leave the Library.

Library staff cannot provide food, transportation, or money to children.

Library staff cannot take legal responsibility for a child in a medical emergency, but will call 911 if necessary and attempt to contact parents.

If an unaccompanied child is in the Library at closing time, the police will be contacted.

There is a behavior policy that young people who participate in after school programs and their parents are required to sign.

Section VII. Operation and Rules

HOLIDAY CLOSINGS. The Newbury Public Library shall be closed on New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day, Easter and Christmas Eve.

ANIMALS. Animals other than service animals and animals used in library programs are prohibited in the Library.

MUSEUM PASSES. Patrons may reserve a museum pass for a specific day, in person, by phone, or via the library website, up to 3 months in advance. Passes may be picked up three days or less before the date on which they will be used. Passes must be returned in person or drop box (inside large envelope provided by staff) within two days after the date they were used. If a patron loses a museum pass, the patron shall be charged for a replacement pass.

LIBRARY STORM CLOSINGS. The Director or staff may close the Library when there is a power failure, or if storm conditions warrant. If town personnel cannot keep Library walkways, driveway, and parking lot sufficiently clear, particularly in conditions of ice, freezing rain, or heavy snowfall, the Library will be closed. Unexpected closings will be posted on the Library web site as soon as possible.

TRUSTEES MEETINGS.

Newbury Library Board of Trustees meetings shall be open to the public as described in the NH Open Meeting Law (RSA 91-A:2). Notice of meetings shall be posted in at least two public places at least 24 hours beforehand. Minutes of meetings shall be available at the Library within five days of the meeting for public review. Nonpublic sessions may be held in accordance with RSA 91-A-3.

Section VIII. Donations, Gifts and Collections

DONATION OF MATERIALS. If donated materials are new or are of special interest to the community, Newbury Public Library may add them to its collection. Otherwise, the Library reserves the right to make whatever disposition it deems advisable, including sale as a fundraiser. The library gladly accepts items that are in salable condition.

Materials that are dirty, moldy, smelly, or water damaged, or have yellowed pages, missing covers or pages, excessive markings, or damaged bindings or pages are unacceptable.

Acceptable donations include:

- Hardcover fiction and non-fiction books
- Paperback books
- Travel books (current year only)
- Audio books on CD (Must be operable and include casing with artwork)
- DVDs (Must be operable and include casing with artwork)
- Gently used children's books

Unacceptable materials include :

- Textbooks
- Audio books on cassette, VHS tapes
- Music
- Software
- Puzzles
- Leftovers from book sales
- Journals/magazines
- National Geographic magazines
- Encyclopedia sets
- Reader's Digest Condensed Books

DONATION OF PERSONAL PROPERTY. In accordance with NH RSA 202-A:4-d, Acceptance of Personal Property Donated to Libraries:

--Newbury Library shall retain the right to accept or refuse any non-monetary gift offered to the Library. This may include but is not limited to furnishings, artwork, computers, equipment, books, videos and audio books, plants, lighting, and children's toys.

--The Library will accept only those items that will serve a useful purpose in the Library. --The Library retains the right to dispose of any items it has accepted if those items no longer serve a useful purpose, if they become unusable because of damage or wear, or there is no longer space for those items to be used. The Library shall have no obligation to inform the donor of its intent to dispose of the items.

COLLECTION OF FUNDS BY ORGANIZATIONS. Town agencies such as the Conservation Commission, the Recreation Committee, the Newbury Beautification Committee, and the Friends of Newbury Public Library may, with the permission of the Library Director, sell materials on library premises. Outside organizations may not do so without permission of the Board of Trustees.

Section IX. Privacy and Confidentiality of Information

GENERAL STATEMENT OF POLICY. Newbury Public Library will endeavor to protect the privacy of all patrons.

The Library will maintain user-specific information including:

--The name, address, telephone number and email address of each person or family with circulation privileges. The Library will treat these records as confidential.

--Records of InterLibrary Loan transactions and the Library's materials. These records are kept for patrons' convenience unless otherwise requested.

WHEN RELEASE OF INFORMATION IS REQUIRED BY LAW. RSA 201-D:11 identifies the circumstances under which a New Hampshire public library must disclose information about a user to a third party. Those circumstances are (1) when requested or authorized by the user, (2) pursuant to a subpoena, (3) pursuant to a court order (including a search warrant), or (4) when otherwise required by statute. Newbury Public Library will limit disclosures of such information to these four circumstances and to the extent necessary for the proper operation of the Library.

WHAT ACTION THE LIBRARY WILL TAKE. When a member of the library staff is served with a subpoena or court order purporting to require the disclosure of user information, or if the staff member is otherwise approached by law enforcement authorities in connection with his or her work at the Library, the staff member shall immediately refer the matter to the Library Trustees. It is the responsibility of the Trustees to handle all such inquiries from law enforcement authorities. When possible Trustees shall seek the advice of counsel before complying with any court order or subpoena requiring the release of user information.

STATISTICAL INFORMATION. The library keeps ongoing statistical information about library use as required by the State. Such statistical information does not identify specific users.

COLLECTION AND USE OF EMAIL ADDRESSES. Patron e-mail addresses gathered from Newbury Library's website shall be used only by the Library and the Friends of Newbury Public Library for library-related activities. They shall not be used for any other purposes nor shared with any other organization or individual.

Patrons can unsubscribe to library emails at any time.

Section X. Collection Development & Reconsideration of Materials

COLLECTION DEVELOPMENT POLICY PURPOSE STATEMENT. The Newbury Public Library serves the Newbury community and students of the Kearsarge School District. The library's aim is to provide a current, useful collection of materials that is representative of different points of view, and that is of educational, informational, and recreational value to the library's users.

The purpose of this policy is to guide staff in the selection of materials; to fulfill the mission of the library and to inform the public about the scope and nature of the library's current collection, as well as the collecting priorities which will shape the depth and breadth of the library's future collection; to serve as a tool to train new staff, aid in selection, weeding, and evaluating the collection, and as a rationale for budget allocations. This policy will be reviewed and revised by the Newbury Public Library Board of Trustees as needed.

ACCESS. The Newbury Public Library provides equal access to all library materials for all library users. Some materials may not be suitable for all ages, in which case the parent or guardian is responsible for what a child under 18 checks out on his or her card.

SELECTION AUTHORITY. The responsibility and authority for selection of all print and non-print material purchased by the Library ultimately rests with the Library Director, in accordance with the policy direction of the Trustees.

The Director may delegate the selection and weeding of materials in selected areas to other members of the library staff. Patron requests for specific materials will be considered, but purchasing those materials is ultimately the decision of the Library Director, who will look at the item within the context of the selection criteria outlined in this policy.

SELECTION GUIDELINES. Major factors that influence the selection of library materials including print books, audio books, and DVDs are:

- Content
- Authority
- Literary merit, artistic quality, originality, and creativity
- Accuracy, currency, objectivity, clarity, logic, and effectiveness of material
- Relevance to the needs of the community
- Current interest in subject matter
- Local interest in subject or author, and school curriculum

Popular demand
Limits of space and funds

The Library does not purchase textbooks to support educational curriculums. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective.

Periodicals are added to the collection on the basis of relevance and community interest.

The library reserves the right to not purchase all works by an individual author.

All criteria need not be met for purchase consideration.

COLLECTION MAINTENANCE. To provide the best service to our community the collection is regularly evaluated. To keep the collection fresh and relevant the Library maintains a schedule of evaluation. The Newbury Public Library subscribes to the CREW (Continuous Review, Evaluation, and Weeding) method when weeding the library collections. The CREW method uses an acronym, MUSTIE, to indicate when an item should be removed. MUSTIE stands for:

Misleading, for items are out of date, contain inaccurate data or are not historically significant
Ugly, for items that are worn, stained or damaged beyond repair superseded
by a new edition or a better source
Trivial (of no discernible literary or scientific merit)
Irrelevant to the needs and interests of the community
Elsewhere (the material may be easily borrowed from another source)

Decisions are based on some combination of these criteria; that is, an item will probably not be discarded by meeting only one of these criteria. Other criteria that might also be considered includes age, condition, frequency of use/circulation, and multiple copies. The automated library system provides numerous report options to assist the staff in the weeding process.

Items removed from the collection are to be either sold with proceeds to benefit the Library, or disposed of properly.

Currently useful items withdrawn by reason of condition, loss or damage will be considered for replacement.

RECONSIDERATION PROCEDURE. Newbury Library, being open to all patrons for their enjoyment and edification, believes everyone is free to accept or reject any materials or programs it offers. While consideration of all patrons' tastes and opinions is fundamental in shaping library acquisitions and programs, it is understood some patrons may disagree with library choices. Therefore, Newbury Library adopts the following Reconsideration of Materials Procedure:

--Written requests for removal of library materials or objections to programs or displays shall be considered by the Library Trustees. Forms for such requests are available at the circulation desk.

--The trustees will review the merits of such requests at the next scheduled meeting. A response to the

request will be made within 30 days of receipt by the library.

--During reconsideration, no change will be made in materials presented, scheduled programs, and displays and exhibits.

Section XI. Home Delivery Service

Newbury Public Library offers a home delivery program for people who are homebound. There is no charge for this service.

PATRON ELIGIBILITY. Homebound service will be provided to residents of the town of Newbury who are not able to come to the library. "Homebound" is defined as being generally confined to the residence either temporarily, due to illness or accident, or permanently, due to age, disability or other mobility problems.

LIBRARY ACCOUNT REGISTRATION. Homebound patrons may call the library to register for an account if they do not already have one.

REQUESTING MATERIALS. Home delivery patrons may call the library (603-763-5803) or contact us via email (npldesk@yahoo.com) to request particular items or to speak to a librarian for reading suggestions.

DELIVERY SCHEDULE. Materials will be delivered by Newbury Public Library staff when available. When materials are delivered, items from the previous delivery must be ready for the staff to return them to the library. Pickup and delivery will be scheduled at the convenience of the staff, while taking into account the needs of the patron.

REQUIREMENTS FOR DELIVERY. Patrons requesting homebound services must provide a safe and appropriate access for the staff who make deliveries to their homes. Staff may choose not to enter a home, to leave a home immediately, and/or to recommend suspension of the service if any of the following conditions exist:

- Pets are not confined (with the exception of service animals trained to assist a disabled person).
- There is not a clear and safe path to the home, with snow shoveled and ice removed.
- Any person in the home presents threatening behavior.

Section XII. Library Notice Board

PURPOSE. The Newbury Public Library provides a public bulletin board for the posting of information that meets the educational, professional, and recreational needs of the community. The Library gives priority to notices and programs that serve the community of Newbury and the greater Kearsarge

area.

POLICY. The following applies to the public bulletin board, and all counter space by the bulletin board used for the aforementioned purposes:

The bulletin board is open to organizations engaged in educational, cultural, intellectual, or charitable activities. For-profit companies and individuals may also post notices that are consistent with the policy statement above.

Priority will be given to notices from the Library and the Town of Newbury. All other notices will be posted as space permits.

Designated staff must approve all notices, posters, and brochures. Only the designated staff may post or remove items from the notice board. Once notices are removed, they are discarded.

Notices should generally be no larger than 8 1/2" x 11", but larger notices will be considered, space permitting.

Notices may be posted for up to 1 month before the date of the event. Notices that are not date-sensitive may be posted for up to 1 month, space permitting; each notice will be marked with the date it was posted. Notices will be removed and discarded following the date of event.

Notices posted or left on tables without authorization will be discarded.

Acceptance of materials for display does not imply the Library's endorsement of any events, groups or organizations, its policies or beliefs.

Complaints about this Bulletin Board Policy or the content of a particular notice should be addressed to the Library Director.

SECTION XIII. Volunteers

ACTIVITIES. Volunteers are an important part of the Newbury Public Library. The Library and its staff value the time and commitment of citizens who volunteer. Jobs can be tailored to fit any level of interest and talent. Volunteers may be asked to perform any one, but not necessarily all, of the tasks listed below:

- Shelve books and other library materials, or organize the shelves
- Book repair
- Craft preparation
- Computer projects
- Assist with special library events including the annual book sales
- Teach other patrons a specialized skill or craft
- Other tasks as assigned by the Library Director

Volunteers may not:

- Perform activities that could reveal confidential patron information.
- Work at the circulation desk, or with the library's Integrated Library System (catalog). Volunteers will not be used to replace the work done by paid library staff.

QUALIFICATIONS. Volunteers shall be recruited without regard to any individual's age, race, creed, color,

national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of 18 must have parental approval and a Youth Employment Certificate issued by the School District. The volunteer cannot work more than four (4) hours per day. The Library will not accept volunteers under the age of 14. Youth volunteers may not work without direct supervision by a staff member.

AGREEMENTS. Selection, training, and supervision of volunteers is the responsibility of the Library Director. All library volunteers will be asked to complete a Volunteer Service Agreement that will be kept on file at the library. Volunteers who will come in contact with children, the elderly, and other potentially vulnerable populations will be subject to State and Federal background checks.

It is mutually understood that the volunteer services are donated and the volunteer is not entitled to any wages or other benefits.

The volunteer agrees that he/she will not be considered to be an employee of the library for any purposes other than tort claims and injury compensation, while performing the volunteer duties.