

HARRISON VILLAGE LIBRARY

POLICIES AND PROCEDURES

1. The purpose of the Harrison Village Library will be to:
 - A. Assemble, preserve, and administer materials that will best serve the informational, educational, and entertainment needs of the community.
 - B. Provide opportunity and encouragement for persons of all ages to educate themselves.
 - C. Cooperate with educational, civic, and cultural groups and organizations.
 - D. Cooperate with all libraries.

2. Who may use the library:
 - A. Anyone may borrow library materials by providing the required information to a library staff person.
 - B. Required information to obtain a library card includes a fully completed application, government-issued proof of identity (driver's license, state I.D. card, social security card, etc.), and proof of address (driver's license, state I.D. card, utility bill, tax bill, or lease agreement).
 - C. In order to protect the investment in library materials made by the taxpayers of Harrison, library members will be identified as permanent, permanent/probationary, or temporary.
 - a. Permanent members will be defined as persons residing in Maine for more than 30 days, or as Maine property owners residing in another state.
 - b. Permanent/probationary members will be defined as persons who have recently applied for permanent membership, or permanent members who have not remained in good standing, but have not been debarred. The probationary period will last 30 days, with borrowing privileges limited to 5 items checked out at one time. Permanent/probationary members may not request items through Inter-Library loan or borrow Special Items. If the member remains in good standing, the probationary period is lifted and the member will enjoy full borrowing privileges.
 - c. Temporary members will be defined as persons with a permanent address outside of Maine or as intending to reside in Maine for less than 30 days. Temporary members will be limited to 5 items checked out at one time and may not borrow Special Items or request items through Inter-Library Loan.
 - D. A member in good standing will be defined as having no outstanding bills for lost

items and/or no items overdue for longer than 30 days. Only permanent members in good standing may request items through Inter-Library Loan or borrow Special Items.

- E. A person's right to use the library will not be denied or abridged because of origin, age, background, or beliefs. Children 12 and over are eligible to apply for a library card without the permission of their parents or legal guardians. The library will not restrict access to any material, with the exception of Special Items, and does not assume responsibility or liability in a child's choice of material. Harrison Village Library safeguards the confidentiality and privacy of all borrower records, including those of children, as defined by State and Federal Laws, including Maine State Law, Title 27, Chapter 4-A, Section 121 (see Section 9, Article D). Parents who wish to monitor the borrowing of children under 12 are encouraged to use a family card rather than individual cards.
- G. Use of the library or its services may be denied by the Library Director for due cause. Such due cause may include, but is not limited to, failure to return books or to pay for lost materials, destruction of library property, disturbance of other patrons, or any objectionable conduct on the library premises. See APPENDIX I, "Guidelines for Patron Conduct".
- H. Use of the library or its services by groups or individuals will be limited when excessive demands tend to curtail or interfere with the services of the general public.

3. Library services:

- A. The library will provide materials which best meet the needs of the community.
- B. A library staff person will assist patrons, whenever possible.
- C. The library will initiate programs, exhibits, and book lists to encourage the use of library materials.
- D. The library will accept responsibility for securing information beyond its own resources, whenever possible.
- E. The library will lend to other libraries, whenever possible. Patrons of this library will have priority use of materials.
- F. The library will endeavor to maintain a balance of its services to persons of all ages.
- G. The public library will cooperate with, but cannot perform the functions of, school or other institutional libraries that are designed to meet curriculum needs.
- H. The trustees and Library Director will make periodic reviews of library services to determine whether community needs indicate that present services should be discontinued or others should be added.

4. Lending library materials:

- A. The library may loan any of its collection suitable for circulation.
 - * Reference materials and any other materials that the library specifies will not be circulated.
- B. The loan period will be two weeks for all materials, with the exception of certain Special Items.
- C. Library loans may be renewed provided that no other library patron is waiting to borrow the specified material. Certain Special Items may not be renewed.

5. Overdue policy:

- A. The library will use a “conscience box” instead of charging specific overdue fees.
- B. Overdue notices will be made by telephone, mail or email.
- C. The Library Director may send a bill for replacement cost of the materials if there is no response from overdue notices.
- E. If there is no response from a bill, the patron may be denied borrowing privileges until the bill is settled.

6. Special Items:

- A. Special Items are non-conventional materials that may be of greater value than a standard item (book, audiobook, or DVD). Only Permanent patrons in good standing will be allowed to borrow Special Items. Borrowers must be 18 years of age or older, and sign the Use Agreement for the item(s) they borrow (See Appendix D). Patrons may only borrow one Special Item at a time.
- B. The loan period and renewal policy for Special Items will vary according to the item, and will be discussed at the time of checkout. If the item is not returned on time, is returned damaged, or is lost, the patron’s borrowing privileges will be suspended until the item is returned, or damaged or missing items are paid for. Replacement costs for each item will be included in the Use Agreement.
- C. The responsibility to protect against loss is the borrower’s. The borrower is solely responsible for the item and will be billed reasonable repair or replacement costs associated with damage or loss due to abuse or neglect, including peripherals/components. The Library has sole discretion in making these decisions. Special Items must be returned in person by the borrower to the circulation desk. A staff member will inspect the item at the time of checkout, and again upon the item’s return.

- D. The borrower assumes all risks for any injury, loss, or damage that may occur from use of any Special Items. Youth under the age of 18 must have adult supervision using an item that requires a Use Agreement.

7. Computer services:

- A. See APPENDIX A, “Acceptable Use For Computer and Internet Access Policy”.

8. Physical facilities:

- A. To achieve the goal of good library services, the Board of Trustees accepts responsibility to see that the library building facilities adequately meet the physical requirements of current library services.
- B. The Board of Trustees accepts responsibility to seek the funds for maintaining and improving facilities.
- C. The library may be used by non-profit organizations for meetings with donations accepted. The Library Director and/or Library Board President will approve use of facilities by outside organizations with the library having priority use. See APPENDIX B, “Meeting Use Policy”.
- D. The priority of using the library facility will be limited to normal operating hours for the Library with the prior approval of the Library Director/Library Board President. Use of the facility outside these hours requires prior approval by the Board of Trustees at least thirty (30) days before the date requested. See APPENDIX B, “Meeting Use Policy”.
- E. A copy of APPENDIX B, “Meeting Use Policy Agreement”, will be provided to all who request use of the facility and a signed copy will be kept on file. Any changes by the organization using the facility will be brought to the attention of the Library Director and the “Meeting Use Policy Agreement” will be updated.
- F. Rules for the use of the library facility will be posted in the library.

9. Gifts:

- A. Books and other donations will be accepted on the condition that the library has the authority to make whatever disposition it seems advisable.
- B. No estimated evaluations of new or old books for income tax purposes will be made by library personnel, although the donor may estimate their own evaluations.
- C. The library will not accept materials for deposit which are not outright

gifts.

- D. Memorial books or funds are welcomed and encouraged by the library. A memorial bookplate will be placed in front of books. An acknowledgement will be sent to donors and the family that the gift was given in memory of.
- E. Disposal of gift or memorial materials will be left to the judgment of the Library Director after proper usage.
- F. The library will accept gifts of money, stock, real estate, or other property, provided that the stipulations of such gifts are acceptable to the Board of Trustees. Please see Appendix E, "Gift Acceptance Policy", and Appendix F, "Endowment Investment Policy".

10. Confidentiality:

- A. Any information provided by the patron at the time of registration, i.e. name, address, telephone number, should be updated annually or as needed. This information is considered private and confidential and will not be made available to anyone unless required by law.
- B. The library reserves the right to use the registration information to compile mailing lists for informing patrons about library activities and to solicit contributions to our Annual Fund. This use may be extended to direct affiliates of the Harrison Village Library, such as the Friends Group or Capital Campaign. No mailing information will be made available to other organizations without permission of the patron.
- C. Any patron may choose not to be included on a mailing list at the time of registration or, at any time thereafter, by notifying a library staff person.
- D. The Harrison Village Library considers library records to be confidential information, regardless of the age of the patron. This is in accordance with Maine State Law, Maine Revised Statutes, Title 27, Chapter 4-A, Section 121, as stated: *Records maintained by any public municipal library, the Maine State Library, the Law and Legislative Reference Library, and libraries of the University of Maine System and the Maine Maritime Academy that contains information relating to the identity of a library patron relative to the patron's use of books or other materials at the library are confidential. Those records may only be released with the express written permission of the patron involved or as the result of a court order.*

11. Displays and Exhibits:

- A. The library encourages the display of informational bulletins, brochures, and poster regarding community educational, cultural, and civic events of interest.
- B. Display or posting of information does not imply library endorsement.

- C. The library staff will place, post, and remove all materials. Materials having no specific date will be displayed for a reasonable amount of time according to space availability. The library will not be responsible for returning such materials.
- D. Materials will be accepted on a space available basis using the following priorities:
 - a. Library programs, events, activities, and services.
 - b. Notices of community interest from affiliated Harrison organizations.
 - c. Notices of cultural, educational, or recreational topics of interest to the community.
- E. Information regarding contests or solicitations, merchandise for sale, or notices of sales or auctions, may not be displayed unless the event or sale is for a local non-profit organization. No solicitation, other than for library-related events, is allowed without permission.
- F. Informational or political events may be displayed, although no campaign materials or petitions will be permitted. Religious events sponsored by local denominational groups may be displayed.
- G. Informational service notices of Harrison-based organizations, such as exercise classes or childcare, may be posted on a space-available basis. This does not imply endorsement of the organization or service.
- H. Displays or exhibits are encouraged, but are displayed at the owner's risk, with arrangements made with the Library Director or staff member.
- I. The library reserves the right to accept or refuse any items for displays or exhibits.

12. Library materials selection policy:

- A. The library strives to provide a balance of materials for all age groups, and endeavors to build a collection representing varying points of view. Selections are made according to the interests or needs of the community, and will include resources that enhance the enjoyment of leisure time as well as resources for education and emotional and intellectual growth.
- B. Patrons are welcome to recommend materials for acquisition; however, materials selection remains the responsibility of the Library Director. Criteria will include, but not be limited to: community interest, popularity of author or material, literary merit, reviews in professional literature or patron request, budgetary limitations, and building a balanced collection that will continue to meet the community's needs over time.

- C. Due to limited space and financial resources, the library cannot house materials to meet all requests, but will attempt to secure the requested information and materials beyond its own resources through inter-library loan for patrons in good standing.
- D. The library subscribes to the “Library Bill of Rights” (see APPENDIX G) and “The Freedom to Read” (see APPENDIX H) statements from the American Library Association.
- E. Materials which are no longer useful in the light of the stated objectives of the library will be removed from the collection according to current weeding standards. Such materials will be disposed of at the Library Director’s discretion.
- F. Patrons who find any library material objectionable may request a review of this material by the Board of Trustees by completing a “Request for Reconsideration of Library Resources” (see APPENDIX C) form. The Library Director and the Board of Trustees will review this form. The Library President will notify the patron of the final decision.

13. Volunteers:

- A. Volunteers may be used to increase the effectiveness of paid staff and enhance the Library’s ability to provide quality services to the public. Volunteers, including those providing programming, will be asked to undergo background screening and complete a volunteer application in order to determine the best use of the volunteer’s time and talents.

14. Library Director hiring and compensation:

- A. The Library Director is to possess, upon hiring, a minimum of a high school diploma plus an associate degree or its equivalent in college level credits. The initial appointment of the Director shall be for 90 days and will be considered permanent after a satisfactory 90 day review.
- B. Each fiscal year, \$1000 will be budgeted and available to the Library Director for tuition and registration reimbursement for library-related courses taken, pre-approved by the Library Committee. Unused professional development may roll over for two years, not to exceed the amount budgeted for a two-year period. The Library Director will be responsible for tracking the money spent on professional development in a spreadsheet accessible to the Board.
- C. 48 hours of paid vacation time is provided to the Library Director per fiscal year. The Library Director is to notify the President of the Board of Trustees regarding her/his vacation schedule, and the Library Director will make arrangements for a substitute when absent. Unused vacation time will accrue and carry over into the next year.

Accumulated vacation time will be paid at termination of employment. The Library Director will be responsible for tracking his/her vacation time in a spreadsheet accessible to the Board.

- D. 30 hours of paid sick leave is provided to the Library Director per fiscal year. The Library Director will arrange for a substitute when sick. Unused sick time may roll over and accumulate up to two years, with no more than 60 hours of accumulated sick time in the bank at any one time. The Library Director will be responsible for tracking his/her sick time in a spreadsheet accessible to the Board.
- E. After five (5) years of service, the Library Director will receive 60 hours of paid vacation time per fiscal year. Once this threshold is reached, the Director may receive an additional 6 hours of vacation time, if his/her review is satisfactory, on the years he/she is not eligible for a pay raise. (See item I below.)
- F. A time sheet will be submitted to the bookkeeper by the Library Director specifying the time off for vacation and sick leave. The time sheet will be submitted no later than one week after the time is taken.
- G. The library will close due to inclement weather at the judgement of the Library Director. The director may use the Oxford Hills School District closing as a guideline. Non-salaried workers scheduled to work on days the library is closed due to weather will still be paid for their regular hours. Vacation or sick days scheduled by either salaried or non-salaried workers on a day closed for weather will not count toward the worker's total and may be used at a later date.
- H. The library will be closed on Patriots' Day and Christmas Eve, and on the following federal holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving and Christmas. If the holiday falls on a Sunday, the library will be closed on the federal government observance day.
- I. The Library Director will be eligible for a biennial salary review as long as his/her reviews have been satisfactory and the financial health of the library allows an increase in pay. The salary shall remain within the range of 30-40% of the library's total operating budget.
- J. If more than 30% of the line items of the Director's Review are in the "needs improvement" category, the Director will be put on probation, with written goals to address problem areas with specific measurable outcome, and another review in 90 days. The Library Committee and the Board of Trustees will be available to support the Director to make changes and to meet goals.

15. Library Assistant Hiring and Compensation

- A. The Library Assistant is to possess, upon hiring, at minimum a high school diploma. The initial appointment shall be for 90 days and will be considered permanent after a satisfactory 90 day review.
- B. Should the Assistant receive an unsatisfactory review, with more than a third of the categories marked as “working toward”, the Assistant will be put on probation, with written goals to address problem areas with specific measurable outcome, and another review in 90 days. The Library Director will be available to support the Assistant to make changes and to meet goals.
- C. 24 hours of paid vacation time is provided to the Library Assistant per fiscal year. The Assistant will give the Director as much notice as possible of planned vacation time in order to ensure a substitute will be available. The Director will track the Assistant’s vacation time in a spreadsheet accessible to the Board.
- D. 12 hours of paid sick leave is provided to the Library Assistant per fiscal year. Unused sick time may roll over and accumulate up to two years, with no more than 24 hours of accumulated sick time in the bank at any one time. The Library Director will be responsible for tracking the Library Assistant’s sick time in a spreadsheet accessible to the Board.
- E. The Library Assistant will be paid for all federal holidays observed by the library (see Section 13, paragraph H). If Christmas Eve or Patriots’ Day fall on a day the Library Assistant is scheduled to work, the Assistant will be paid for the holiday.
- F. The Assistant will be eligible for a biennial salary review as long as his/her reviews have been satisfactory and the financial health of the library allows an increase in pay. The salary shall remain within 10-15% of the library’s total operating budget.

16. Social Media Policy:

A. Social Media Purpose Statement: Harrison Village Library’s social media presence may be considered as an extension of the Library, and as such, to fulfill the Library’s mission of providing a welcoming place for our community to access information, education, technology and entertainment. The Library considers information and interactions generated on social media channels to be equal to other information resources at the library, and meant to encourage conversations with staff and other library users.

Primarily, the purpose of social media at HVL is to disseminate information about, and promote, the Library’s services and resources. This may include, and is not limited to, promotion of programs and events, readers’ advisory initiatives, general library news, projects, volunteer opportunities, and ongoing activities to all members of the Harrison community. Social media may also be used to provide a forum for Library staff and Library users to share information, opinions and entertaining items about Library-related topics and issues. Social media may also be used, with careful discretion, to occasionally

share news items from Harrison organizations that align with the Library's mission. The sharing of such items should be considered by outside organizations to be supplemental to their own efforts.

B. **Social Media Strategy:** The Library's social media presence will be supervised by the Library Director, and may include a team of staff, board members, or other volunteers to assist with posting. A schedule will be created assigning responsibilities for days and/or social media channels; team members posting on a particular channel will be expected to submit drafts via a publishing tool for the Director to approve, and are also expected to respond in a timely manner to any public comments or questions on their posts. Postings should follow the Social Media Purpose Statement above. If a situation arises where conduct guidelines have been violated (see Appendix I: Guidelines for Patron Conduct), the person in charge of the post should bring it to the Director's attention.

17. Appeal of Library Policy or Procedures:

- A. The Board of Trustees and staff of Harrison Village Library will attempt to provide fair and equitable library services to the best of their ability to their patrons.
- B. A member of the public who wishes may appeal an action or administrative decision made by library staff to the Library Director or President of the Board of Trustees.
- C. A written grievance must be made within fourteen days of the action or decision.
- D. The Library Director or President of the Trustees shall respond within thirty days.
- E. If a satisfactory settlement cannot be reached, the person may appeal in writing to the Board of Trustees. The Board will decide whether to address the grievance or dismiss it and will render an opinion as it deems appropriate.
- F. The Board will notify the person directly, or through its designee, of the decision made or action taken.

APPENDIX A

Internet Safety & Acceptable Use Policy –Computer and Internet Access

Harrison Village Library, as part of its ongoing commitment to provide information to the citizens of Harrison, provides access to the internet and its various resources through computers available for patron use. In addition, wireless access to the internet is available for patrons using their own computers. (See page 3, “Wireless Access” for additional information.)

The internet contains all types of information and resources. Not all sources on the internet provide accurate, complete, or current information. Therefore, users need to be good information consumers, questioning the validity of any information found.

It is the policy of Harrison Village Library to:

- A. Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].
- B. Prevent access to, or transmission of, inappropriate material (as defined by CIPA) via internet, electronic mail, or other forms of direct electronic communication by any patron, including minors under age 17, over our computer network.
- C. Prevent unlawful access (e.g. “hacking”) and other unlawful online activity on the part of any patron, including minors.
- D. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

Harrison Village Library expressly prohibits any use of library equipment on the part of any patron, including minors, to access material that is obscene, child pornography, or “harmful to minors” (as defined by CIPA and consistent with any State and Federal laws) As required by CIPA, a filtering system is in place that blocks access to such material. The filters are not guaranteed to block access to every site that may be objectionable, and may block access to material that is constitutionally protected, for example information about breast cancer or AIDS. Adults over 17 wishing to bypass blocked sites for their own use should request assistance from the library staff.

All users of electronic resources should be aware that the inappropriate use of electronic information may violate Local, State, and Federal laws, and can lead to prosecution. In addition, unacceptable use of the Library's computers or internet access resources will result in revocation of privileges and the user will be held responsible for his or her inappropriate use.

Users will abide by the following policies:

1. The publicly accessible computers are available for all patrons for educational, recreational, and informational purposes. Users will notify staff immediately if they experience any problems with the equipment or software.
2. Patrons will not use the Library's computers for unauthorized, unethical, or illegal purposes. Such uses include, but are not limited to:

- Using an account other than your own or misrepresenting your identity.
- Creating and/or distributing a computer virus.

- Using the systems to gain unauthorized access to other systems (e.g. “hacking”)
- Using impolite or abusive language, harassing or threatening.
- Using the systems for fraud, or infringement of copyright or license.

3. The Library's publicly available computers are configured to be usable by as many patrons as possible. Patrons may not alter the configuration of the computers in any way. Patrons may not add or edit any software to the library computers, change any settings, or change the appearance of the desktop or home page, or in any way alter the operation of the computer.

4. Penalties for any initial violation of the Internet Safety & Acceptable Use Policy can range from a warning to loss of computer privileges for up to three months, as determined by the Library Director. Penalties for repeat offenders will be determined by the Library Director and may result in permanent loss of computer privileges.

5. Parents and guardians are solely responsible for supervising the information their children view or access, and educating their children on the safe use of the internet when using email, social media, online chat, and other direct electronic communication. Parents and/or guardians of minor patrons (under age 17, as defined by CIPA) will be required to sign a copy of this document that acknowledges that they have read, understood, and agree to its contents on behalf of the minor patron(s). Patrons using computers in the children’s area will refrain from viewing material unsuitable for children.

6. Computers are available on a first-come, first-serve basis. When patrons are waiting to use the computers, there is a 30-minute time limit for each use, with a maximum of 90 minutes per day. Each patron must sign in at the circulation desk and indicate time-in and time-out when using a computer.

7. Patrons may access personal, website-based e-mail accounts (hotmail, gmail, yahoo, etc.) but may not configure e-mail client software (Outlook Express, etc.) for their own personal use. Parents/guardians of minor patrons are urged to supervise the minor's use of such e-mail accounts.

8. The library regularly deletes any and all unauthorized files from all computers and will not be held liable for an individual’s lost information, files or data. Patrons wishing to save files should bring their own USB device.

9. All users who release personal information over the Internet, including personal identifying information, credit card numbers, or bank account numbers, will do so at their own risk.

10. All material on the internet is copyright-protected. It will be the patron’s responsibility to be aware of the display of any notices concerning the copyright of information on the Web and to respect the copyright laws of the United States. You should consult with the Library Director if you have questions regarding copyright.

11. Be considerate of other patrons who are using computers. Refrain from using your mobile phone, limit conversations with those around you, and take care not to view another’s computer screen unless invited.

12. In accordance with the State of Maine's statute regarding confidentiality of patron information, (M.R.S.A. Title 27, Chapter 4-A, Section 121), the Library will not disclose any information about any of its patrons, adult or minor.

13. Copies of this policy are available for inspection at the circulation desk, and a brief summary, “Guidelines for Computer Use”, is posted at the computer terminals. **This policy was approved by the Board of Harrison Village Library at a public meeting on October 9, 2014 & amended on September 8, 2016.**

Additions to Internet Safety & Acceptable Use Policy – Wireless Access

This service will not be used for any abusive or unlawful purpose including, but not limited to, any use which disrupts the local area network within The Harrison Village Library, the wide area network to which it is linked, or other users of this wireless service. By signing this agreement, you agree to comply with all laws while using this service, and you agree not to transmit any communication that would violate any laws, court order, or regulation, or that would likely be offensive to the recipient. You are responsible for all content that you transmit through this connection.

Use of this wireless connection is at the risk of the user, and the Library disclaims all liability for loss of confidential information or damages resulting from that loss. Under no circumstances will this Library be liable to you, or to any other person, for any direct, indirect, incidental, special, punitive, or consequential damages, of any character that arise from your use, or anyone else's use of this wireless network service.

No express warranty is made by this Library regarding wireless access service. The Library disclaims any implied warranty, including any warranties of merchantability, or fitness for a particular purpose.

Wireless networks by their nature cannot be fully secured and yet provided for use in a public access environment. Patrons will not enter credit card numbers, passwords, or other information, that may be considered confidential unless the patron is certain that the web site that they are interacting with provides its own security mechanism, such as Secure Sockets Layer (SSL) encoding. An SSL-protected web page is usually indicated by a small lock icon display along the lower edge of your browser window.

In addition to the policies governing use of the wired computers at the Harrison Village Library, the following will apply to all users of the wireless network:

1. It is highly recommended that patron's equipment will have up-to-date antivirus software and a personal firewall installed.
2. Laptop batteries should be fully charged, as electrical outlets are not always available.
3. Use of headphones for listening to video and/or audio is generally necessary to avoid disturbing other patrons.
4. The library offers wireless printing at the cost of \$.25 per page.
5. Library staff will not provide technical assistance for patron's equipment.

Patron Agreement for Computer and Internet Use

I have read and agree to the policies for computer and internet use as stated in this document. I understand that penalties for any initial violation of the Internet Safety & Acceptable Use Policy can range from a warning to loss of computer privileges for up to three months, as determined by the Library Director. Penalties for repeat offenders will be determined by the Library Director and may result in permanent loss of computer privileges.

Patron signature: _____

Date: ____/____/____

Patron name (printed): _____

Acknowledgment of Parent/Guardian:

On behalf of the minor patron named _____ (Age: ____), I have read and agree to the policies as stated in this document. I understand that the Library does not restrict the content available via the internet and will personally supervise his/her usage to the extent I deem appropriate.

Parent/Guardian: _____

Date: ____/____/____

Parent/Guardian (printed): _____

APPENDIX B

Meeting Room Use Policy

The Harrison Village Library building's primary function is to provide library services for the community as stated in the Policies and Procedures. When not being used by the Library, the meeting room may be made available to organizations to meet, or for individuals to work. It is understood that Library programs will have first priority. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board of Trustees. Groups or individuals using the building may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Library in any advertising or publicity.

The following guidelines address acceptable building use and will be posted in the library:

1. The building may be made available to individuals or organizations in the Library service area, with exceptions made by the Library Director or Library Board President for extenuating circumstances.
2. Meetings will be scheduled during normal operating hours for the Library.
3. Use of the facility outside these hours requires prior approval by the Board of Trustees at least thirty (30) days before the date requested.
4. Use may be reserved no more than ninety days in advance.
5. There will be no charge for use of the Meeting Room to individuals or established, non-profit groups. For-profit organizations will be charged a rate of \$25.00/hour.
6. No admission, selling, solicitation, or taking of orders may occur without written permission of the Library Board of Trustees.
7. Refreshments may be served and shall be provided by the group. No smoking or alcoholic beverages are allowed.
8. Those using the building shall leave it in a neat, clean, and orderly condition.
9. If the above conditions are not met (i.e. lights off, any appliances used turned off, doors securely locked and latched), the individuals or group will be given notice that future use will be denied. Any damage/loss to the Library or its contents because of the conditions not being met will be the responsibility of the organization, as stated below.
10. To gain access to the building, prior arrangements will be made with the Library Director or Library Board President.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting. The Library Board and staff will not assume any liability for groups or individuals attending a meeting in the Library. It is understood that general building use includes the meeting room, bathrooms, and sink in the kitchen area, but does not include the computer workstations or reading area. Use of those or other areas must be approved, as stated below, by the Library Director or Library Board President.

Meeting Use Policy Agreement

I have read and accept responsibility for the following organization at the date(s) and time(s) indicated.

Name/Address of Organization Date(s) times(s) of use

Organization's responsible person (signature/date)

Organization's responsible person (printed name)

Approved by (signature/date)

Approved by (printed name)

Area(s) & equipment to be used:

APPENDIX C
Harrison Village Library
Request for Reconsideration of Library Materials

Item in Question:

Title: _____

Author: _____

Type of material: _____

Request initiated by: _____

Address: _____

Telephone #: _____

Do you represent yourself? Yes No An organization? Yes No

If an organization, the name and address: _____

1. What brought this material to your attention?

2. What do you object to? Please be specific.

3. Have you examined the entire material?

4. Are there other resources that you can suggest to provide additional information and/or viewpoints on this topic?

5. Other comments you feel would be helpful:

Patron signature: _____ Date: ____/____/____

Staff Signature: _____ Date: ____/____/____

APPENDIX D: SPECIAL ITEMS USE AGREEMENTS

Special Items Use Agreement: Nature Backpacks

I, _____, have read the Special Items Policy and agree to take full responsibility for the item I am borrowing. The full replacement cost of the _____ Nature Backpack is _____. I agree to pay the full replacement cost if the backpack is lost or not returned, and understand my borrowing privileges will be suspended until the issue is resolved.

To the Harrison Village Library's knowledge, the backpack contains all components and they are all in working order at the time of loan. I understand I am responsible for making sure all the components of the backpack are included when I return the item, and I may be billed for damaged or missing items. An itemized list of the components and their value will be included with the backpack.

The loan period for this item is 2 weeks, and it may be renewed once if no one is waiting. I understand I must return the item inside the library, not in the book drop, and to a staff member, who will check it upon return.

Patron Signature: _____

Date of Checkout: _____

Staff Use:

Checkout:

____ All components listed are in the backpack

____ Patron contact info confirmed

____ Patron received copy of use agreement

Staff member signature _____

Check In:

____ All components listed are in the backpack

____ Item was returned in good working order

Staff member signature _____

Special Items Use Agreement: Projector Set

I, _____, have read the Special Items Policy and agree to take full responsibility for the item I am borrowing. The full replacement cost of the Projector Set is \$500.00. I agree to pay the full replacement cost if the Projector Set is lost or not returned, and understand my borrowing privileges will be suspended until the issue is resolved.

To the Harrison Village Library's knowledge, the Projector Set contains all components and they are all in working order at the time of loan. I understand I am responsible for making sure all the components of the Projector Set are included when I return the item, and I may be billed for damaged or missing items. An itemized list of the components and their value will be included with the set.

The loan period for this item is _____, and may not be renewed. I understand I must return the item inside the library, not in the book drop, and to a staff member, who will check it upon return.

Patron Signature: _____

Date of Checkout: _____

Staff Use:

Checkout:

____ All components listed are in the container

____ Patron contact info confirmed

____ Patron received copy of use agreement

Staff member signature _____

Check In:

____ All components listed are in the container

____ Item was returned in good working order

Staff member signature _____

Special Items Use Agreement: Telescope Set

I, _____, have read the Special Items Policy and agree to take full responsibility for the item I am borrowing. The full replacement cost of the Telescope Set is \$420.00. I agree to pay the full replacement cost if the Telescope Set is lost or not returned, and understand my borrowing privileges will be suspended until the issue is resolved.

To the Harrison Village Library's knowledge, the Telescope Set contains all components and they are all in working order at the time of loan. I understand I am responsible for making sure all the components of the Telescope Set are included when I return the item, and I may be billed for damaged or missing items. An itemized list of the components and their value will be included with the set.

The loan period for this item is 2 weeks, and it may not be renewed. I understand I must return the item inside the library, not in the book drop, and to a staff member, who will check it upon return.

Patron Signature: _____

Date of Checkout: _____

Staff Use:

Checkout:

_____ All components listed are in the container

_____ Patron contact info confirmed

_____ Patron received copy of use agreement

Staff member signature _____

Check In:

_____ All components listed are in the container

_____ Item was returned in good working order

Staff member signature _____

Special Items Use Agreement: NOOK E-Reader

I, _____, have read the Special Items Policy and agree to take full responsibility for the item I am borrowing. The full replacement cost of the NOOK E-Reader is \$129.99. I agree to pay the full replacement cost if the NOOK E-Reader is lost or not returned, and understand my borrowing privileges will be suspended until the issue is resolved.

To the Harrison Village Library's knowledge, the NOOK E-Reader contains all components and they are all in working order at the time of loan. I understand I am responsible for making sure all the components of the NOOK E-Reader are included when I return the item, and I may be billed for damaged or missing items. An itemized list of the components and their value will be included with the set.

Do not add any titles, even free ones, to the device. If there is a title you would like to suggest, please speak to the library director. Do not delete any titles from the device. These have been purchased for the NOOK, and any deletions will be considered damage to the device. Do not download any programs, apps or games to the device, or change the settings in any way. Be cautious with the NOOK, and keep it safe from water or being dropped.

The loan period for this item is 2 weeks, and it may be renewed if no one is waiting for it. I understand I must return the item inside the library, not in the book drop, and to a staff member, who will check it upon return.

Patron Signature: _____

Date of Checkout: _____

Staff Use:

Checkout:

____ All components listed are in the container

____ Patron contact info confirmed

____ Patron received copy of use agreement

Staff member signature _____

Check In:

____ All components listed are in the container

____ Item was returned in good working order

Staff member signature _____

APPENDIX E GIFT ACCEPTANCE POLICY

Harrison Village Library has established these policies for the clarification of the process for accepting gifts. Donations to HVL may be in the form of checks, securities, real property or other tangible assets.

Unrestricted Gifts of Cash

Unrestricted gifts of cash, in the form of checks, are readily accepted and should be made payable to the Harrison Village Library. Gifts under \$2,000 may be used by the Trustees for general operating costs or be board-designated to the Anchor Fund (endowment). All unrestricted gifts \$2,000, or larger, shall automatically be transferred to the Anchor Fund unless the Library's Investment Committee recommends an alternate purpose and the Trustees agree.

Restricted Gifts of Cash

The Investment Committee shall review donations that are restricted by the donor for purposes other than General Operations or Endowment, and will make a recommendation regarding acceptance to the Trustees.

Gifts of Stocks and Equities

Like cash, such gifts will follow the same procedures for unrestricted and restricted donations noted above. Securities are to be directed to the HVL's brokerage account for immediate sale with proceeds distributed appropriately.

Real Estate

Gifts of real property shall not be acceptance until the Finance Committee conducts a due diligence review on risks and benefits. No property shall be accepted without proper inspection. Acceptance shall also require a vote of the Trustees.

Other Tangible Assets

Gifts of other assets, such as vehicles, boats, equipment and art works shall follow the same policy as noted for real estate.

Gifts to the Anchor Fund

Gifts added to the Endowment may be on a restricted or unrestricted basis. If restricted, the gift becomes a permanent part of the endowment and shall follow the guidelines detailed in the Library's "Endowment Investment Policies". If unrestricted, the Board may still designate the gift to the Endowment but shall have authority to repurpose the funds should it be necessary to meet unforeseen circumstances.

APPENDIX F
ENDOWMENT INVESTMENT POLICIES
for the Harrison Village Library Anchor Fund

1. Investment Objective

The Investment Objective for the Harrison Village Library Anchor Fund is to provide a growing stream of current income and appreciation of principal that at least offsets inflation.

2. The Investment Committee

The Investment Committee is responsible for the investment of the Anchor Fund.

- a.) The Committee shall decide at what point the Fund has sufficient size to warrant the cost of professional investment management.
- b.) The Committee may consult with appropriate advisors and will recommend to the Board, and the Board will establish, guidelines for investment decisions and give the Committee authority to act in accordance with those guidelines.
- c.) The Committee may engage investment advisors and managers and may delegate authority to purchase and sell securities for the account of the Library
- d.) The Committee is responsible for establishing the asset mix of investment portfolios and for monitoring performance of investment managers
- e.) The Committee will review annually the appropriateness of the Library's spending policy relative to investment returns over time. The Chair of the Committee (or alternate designated by the Committee) will act on behalf of the Committee between its meetings.
- f.) The Committee will report at least quarterly to the full Board. Additionally, the committee will report each investment decision to the Board at the next meeting after reaching the decision.

3. Investment Authority

Funds may be invested in any security considered advisable by the Committee, regardless of whether it produces a current return, including (but not limited to):

- a.) Domestic and foreign stocks, bonds, mortgages, debentures and other corporate securities; shares in or obligations of associations, partnerships or individuals; and obligations of any government or instrumentality of that government.
- b.) Shares or interests in regulated investment companies, mutual funds, common trust funds, investment partnerships, real estate investment trusts or similar organizations in which funds are commingled and persons other than the Committee make investment determinations.

4. Investment Policy

Funds will be invested so as to yield a high rate of return over time on a "total return" basis (income, capital gains, and unrealized appreciation), commensurate with moderate risk of the total portfolio.

5. Spending Policy

The Investment Committee shall establish a spending rate for each fiscal year of not more than 5% of endowment assets valued at the average of the preceding twelve quarters. The amount determined by the Committee shall be incorporated into the Library's budget for the ensuing fiscal year. No withdrawals shall be made in the first three years after establishing the Anchor Fund unless authorized by the Trustees when presented with exceptional circumstances.

6. Performance Goals

- a.) The overall performance goal is to achieve a rate of total return (net of expenses) at least equal to the spending rate plus inflation as measured by the U.S. Consumer Price Index.
- b.) The performance of individual investment managers will be measured by their ability to achieve a total return net of all expenses that exceeds the net total return of appropriate benchmark indices.

APPENDIX G

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

APPENDIX H

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 Library Directors 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 Library Directors 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 Library Directors 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, Library Directors, 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 Library Directors 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 Library Director 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 Library Directors 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 Library Directors, 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 aesthetic concepts of an individual or group will occasionally collide with those of another 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 Library Directors 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 Library Directors 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation

National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

APPENDIX I

GUIDELINES FOR PATRON CONDUCT

Harrison Village Library provides a welcoming place for our community to access information, education, technology and entertainment. The Library Director and staff are responsible for ensuring that all patrons use the library safely. Use of the library or its services may be denied by the Library Director for due cause, including continued disruptive behavior. Thank you for your cooperation.

General Conduct

- Food and beverages may be consumed in the kitchen area of the children's room.
- Patrons must be fully clothed and wearing shoes.
- Only service animals are allowed in the library.
- Smoking, consumption of alcohol or illegal substances is prohibited.
- Firearms or weapons of any kind are not permitted on the library premises.
- Children under 12 must be accompanied by an adult unless prior arrangements have been made with the library staff.
- Behavior that is abusive, threatening or harassing is prohibited.
- Harrison Village Library reserves the right to restrict video and audio recording on its property.

Computer Use

- Illegal, unethical or unauthorized use of the library's computers is strictly forbidden. For a full list of rules, please see the Internet Safety & Acceptable Use Agreement. All computer users must have a signed agreement on file.
- Sign in BEFORE going to a computer. If all computers are in use, you may "get in line" by signing in, then adding your time on as a computer becomes available.
- Computer use is limited to 30 minutes when people are waiting, and total daily time should not exceed 90 minutes.
- The computers are configured to be usable by as many patrons as possible and their settings are not to be altered, or their software changed. Personal files should not be saved to the machine. Patrons use the computers at their own risk.

-The Library expressly prohibits any use of Library equipment to access material that is obscene, harmful to minors or pornographic in nature. In compliance with the Children's Internet Protection Act, a filter is in place to prevent access to material that may fall into this category. Adults over 17 wishing to bypass blocked sites for their own use should request assistance from the library staff.

Social Media

The Harrison Village Library welcomes the comments, posts, and messages of the community, and recognizes and respects differences in opinion. However, all comments, posts, and messages are subject to review, and the Harrison Village Library reserves the right to, but is not required to, remove any comment, post, or message that it deems inappropriate.

Content containing any of the following will be removed immediately from any Harrison Village Library social media forum:

- Obscene comments or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Posts containing images, music, video or published works without source credit or permission of the owner
- Posts in violation of laws or library policies
- Comments, links, or information unrelated to the purpose of the forum
- Duplicated posts by an individual user
- Spam, or other commercial, political, or proselytizing messages.

Any content that remains are the sole opinions of their owners and do not reflect the official views or policies of the Harrison Village Library. The Library is not responsible for, or liable for, any content posted by any participant in a Library social media forum who is not a member of the Library's staff.