

Policies of the Haston Library

General Library Objectives: The Haston Library provides free access to books, periodicals and other materials and services for information and recreation. It supports the Library Bill of Rights and the Freedom to Read Statement. The library is committed to meeting the Vermont Minimum Standards for Public Libraries as set by the State of Vermont Department of Libraries.

Hereafter, the library refers to the board of trustees and staff.

Our library will attempt to provide books and other materials representing all points of view, with concern for the issues and problems of our times. In no case will materials or programs be excluded on the basis of race, nationality, age, gender, lifestyle or personal views of the author, whether social, political or religious. No library materials will be removed from our shelves because of partisan or doctrinal disapproval. The library will attempt to maintain a balance in its services to all age groups.

The library will seek to identify the needs of the community, and to provide free services to every resident within the community. The library encourages cooperation with the local school library and loans books to the school library upon request by the school librarian. Cooperation with the community officials and local organizations is both encouraged and sought after. Based on public interest, additional off site services may be provided.

The library will continue to evolve and grow to meet the demands of the community and maintain its role as a valuable local resource. The library will strive to build public support by informing its patrons of its objectives and services, and by encouraging library development and use, to become a valuable community resource.

Who May Use the Library: Upon filing with the librarian their name, address, and telephone number, any person is entitled to a borrower's card. In the case of a child under the age of 16, a custodial parent or guardian must initial the borrower's card to indicate acceptance of responsibility for materials borrowed by the child. For the protection of our patrons, parents seeking records of their minor child, under age 16, may be asked to provide of their child's age as well as evidence they are the custodial parent. The library rooms are available for meetings by civic, cultural or educational groups with the notification to and permission of the Librarian or the Board of Trustees. This notification must be provided in written form, either hardcopy or email.

Hours of Service: The Haston Library will be open on a regular schedule, with a minimum of twenty **six** hours per week. The schedule will be displayed in a public place, such as the Town Clerk's Office and library website. In case of holidays or emergencies, a closing notice will be posted as far in advance as possible.

Interlibrary Loans: Any requested library material unavailable in the Haston Library and found to be available at another library, may be borrowed by Inter-Library loan.

Renewals and Overdue Materials: Books, audio books, and magazines may be checked out for

a two week period. DVDs and videos may be checked out for a two week period. All materials may be renewed a maximum of three times before being returned to the library for circulation. Fines are not levied for overdue books, however library patrons will be advised of a "Conscience Jar".

Reminder calls may be made to patrons two to four weeks after an item is due.

When an item is overdue and unreturned for a period of three months from the due date, and two attempts have been made to remind the patron of their overdue item(s), a bill will be sent to the patron for the retail cost of the unreturned item(s). Bills will be sent out on a quarterly basis. A patron with items overdue by more than three months and unpaid for, may have their borrowing privileges revoked until such time as they replace or pay for the item(s).

Book Selection: The basis of book selection for the Haston Library is the "Library Bill of Rights" and the "Freedom to Read Statement". Our prime concern is to meet the need and interests of our patrons and to present a balanced collection.

Censorship: In the event a library user wishes to protest the inclusion of a particular item in the collection, they will be required to submit a written complaint on a Book Reconsideration Form. This form should be completed in full and submitted to the librarian, who will refer it to the Board of Trustees with a recommendation for appropriate action.

Confidentiality: The Trustees and Staff of the Haston Library affirm the confidentiality of library materials borrowed or requested by any individual patron. As required by 22 VSA §172, all library records of individuals age 16 or over are confidential unless an individual waives that right through written permission. Records of individuals under age 16 may be released upon request to custodial parents or guardians as indicated in the individual borrower's record.

Technology: The Haston Library encourages patron use of the information technology services offered, especially the Vermont Department of Libraries online services. The public access computers can also be reserved for use for research, word processing, or use of programs on the system.

Public Access Computer Policy: The Haston Library is happy to offer its patrons electronic information resources, which include public access computers and free wireless internet access. The Haston library provides free and equal access to current popular materials and electronic information for the cultural enrichment, enjoyment and self-education of all ages. It is hoped that patrons use these resources in a responsible, respectful and ethical manner. Patrons may sign up for thirty minute slots any time the library is open to use a public access computer. Patrons may bring their own discs, drives etc. for computer use, but may not install any software without the express consent of the Library Director. The Haston Library does have free unfiltered wireless internet service; the password for this service will be displayed. The Haston Library assumes no responsibility for the use of the Internet by children. Use of network access equipment for illegal purposes is prohibited. Misuse of the computer or Internet access will result in suspension of Internet Access privileges.

Donation Policy: The library welcomes gifts of books, audios, DVD's, magazine subscriptions, and may incorporate some items into the collection. However, it reserves the right to dispose of those gifts it cannot use. The library staff is not licensed to appraise gift books for tax purposes.

We do accept: "Good Condition" Books, audio books, DVD's, CD's during library hours only.

We do not accept: Readers Digest Condensed Books, magazines without pre approval, dated encyclopedias, textbooks, moldy or otherwise damaged items.

Adopted June 2, 2016

OUTLINE OF EMERGENCY PROCEDURES HASTON LIBRARY

Emergency Phone Number

911

Medical Emergency

Rescue Squad 911

Fill out accident report

Fire

Fire Department 911

Do not use lift/elevator

Evacuate patrons using emergency exit

Relocate to a safe distance

Bomb Threat

Call 911

Evacuate building

Power Outage

Turn off equipment

Check if building only, if so, call VELCO to report 1-800-832-2667

Help Patrons Leave and notify a trustee

Lock Doors

Problem Patron

Get back up help (Town Clerk) or closest Trustee

Be firm but polite

Ask patron to leave

Call police if necessary

Written Report of Details of incident, notify a trustee

Weather Emergency

Close without pay at discretion of librarian

Notify a trustee and post closed signs at entrances if possible

Other

Floor plan emergency signs posted