

Haston Library General Policies

Objectives: The Haston Library provides free access to books, periodicals, and other materials, services, and programs for information and recreation. It supports the [Library Bill of Rights](#)¹ and the [Freedom to Read Statement](#)². The library is committed to meeting the Vermont Minimum Standards for Public Libraries as set by the State of Vermont Department of Libraries.

The Haston 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.

Community Engagement: The Haston Library will endeavor to identify the needs of the community, and to provide free services to every member of the community. The library encourages cooperation with the Franklin Central School library and loans books to the school library upon request by the school librarian. Cooperation with community officials and local organizations is both encouraged and sought after. Based on public interest, additional off-site services may be provided.

Advocacy Groups: The Board of Trustees welcomes the commitment and energy of advocacy groups, such as the Friends of the Haston Library, which support the mission of the Library. Such groups will work in cooperation with the Board, which by statute bears the responsibility for the management of the library.

Who May Use the Library: After filling out a short form with their name, address, telephone number, and email address, a person may obtain a library card. In the case of a child under the age of 16, a custodial parent or guardian must fill out the form and sign it, indicating acceptance of responsibility for materials borrowed by the child. A card is not required for use of materials, computers, etc. while a person is on library premises. Library rooms are available for meetings by civic, cultural, or educational groups, with the notification of and permission from the Library Director. This notification should be provided at least two weeks in advance in person, via telephone, or by email.

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, for library administration purposes, or in response to an authorized judicial order or warrant. Records of individuals under age 16 may be released upon request to custodial parents or

¹ <https://www.ala.org/advocacy/intfreedom/librarybill>

² <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

guardians as indicated in the individual borrower's record. For the protection of our patrons, parents or guardians seeking records of their minor child may be asked to provide proof of their child's age as well as evidence they are the custodial parent or guardian.

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 public places such as the front door of the library, the Town Clerk's Office, and the library website. In case of holidays or emergencies, a closing notice will be posted as far in advance as possible.

Circulation: Books, audio books, magazines, and DVDs 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. In lieu of fines for overdue materials, patrons are encouraged to make a donation to the library.

At the discretion of the Library Director, reminder calls may be made to patrons who are in possession of overdue materials. 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 may be sent to the patron for the replacement cost of the unreturned item(s). 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). Further action may be taken to recover library property if deemed necessary by a majority of the Board of Trustees.

Interlibrary Loan: Any material unavailable in the library may be requested through Interlibrary Loan, with the understanding that the librarian may be unable to procure the desired books, DVDs, etc.

Library of Things: The Haston Library maintains a collection of non-traditional items which may be borrowed by patrons with a library card in good standing. Some items are only available to patrons 18 years or older due to safety concerns. Check-out periods for non-traditional items vary, and the borrower may be required to sign a liability waiver and lending agreement.

Materials must be returned to the circulation desk. Items must be returned intact, clean, in working order, and complete (including all accessories, parts, manuals, and packaging provided when borrowed). As with all library materials, borrowers are responsible for the care of the item and any supplemental materials. If any of the library's property is lost or damaged, borrowers agree to provide the cost of a repair or replacement as described in the lending agreement.

The library reserves the right to take items out of circulation temporarily to support a library program or for repair or maintenance. Library staff may limit the number of repeat loans of a specific item to one household in the interest of ensuring fair access for all library patrons.

Information about specific non-traditional items is available at the circulation desk.

Electronic Resources: The Haston Library offers its patrons electronic information resources including public access computers and free wireless internet access. The library provides free and equal access to electronic information for the cultural enrichment, enjoyment, and self-education of patrons of all ages. Patrons are expected to use these resources in a responsible, respectful, and ethical manner.

Public Access Computers: The Haston library maintains several desktop computers for patron use. Patrons may bring phones, tablets, laptops etc. for use in the library, but may not install any software on the library computers. The library reserves the right to limit the amount of time a patron may use a computer in order to ensure access for all patrons. Public access computers remove all cached data daily; however, the library cannot guarantee the confidentiality of personal information transmitted over the internet.

Public Wireless Access: The Haston Library offers free unfiltered wireless internet service; the password for this service is displayed throughout the library. The Haston Library assumes no responsibility for the use of the internet by any patron. Use of network access equipment for illegal purposes is prohibited.

Programs and Services: Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education, and recreation. Library programs introduce users and potential users to the resources of the library and to the library's primary function as a facilitator of information access, community building, and exploration and discovery. Programs on site and in other locations include, but are not limited to, speeches, community forums, discussion groups, demonstrations, displays, and live or media presentations. Programs cover a diverse range of topics and formats and are designed to meet the interests of all segments of the population.

Censorship: The Haston Library provides 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.

Nondiscrimination: The Library's practices shall reflect that it serves all persons regardless of age, race, color, religion, gender, gender identity, place of birth, political affiliation, national origin, ancestry or sexual orientation. The library will serve everyone without discrimination in accordance with the Vermont Public Accommodations Law 21 VSA, § 271 and will make reasonable accommodations for people with disabilities.

Behavior/Conduct: The Haston Library is open to all to provide access to the information, ideas, and meeting rooms therein. No individual or group has the right to interfere with anyone else's ability to use the library for these purposes. Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to library or patron property. Persons failing to follow the library's behavior rules may be asked to leave. Repeat violations may result in suspension of library privileges.

Review and Revision of Policies: [Policy Review Calendar](#)³

³ franklinhastonlibraryvt.org/wp-content/uploads/2023/10/Haston-Library-Policy-Review-Calendar.pdf

HASTON LIBRARY EMERGENCY PROCEDURES

Emergency Phone Number

911

Medical Emergency

Rescue Squad 911

Fill out Incident Report

Fire

Fire Department 911

Do not use lift/elevator

Evacuate patrons using closest un-blocked exit

Relocate to a safe distance

Bomb Threat

Law Enforcement 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 law enforcement if necessary

Complete written Incident Report Form

Notify a Trustee

Weather Emergency

Close without pay at discretion of Staff

Notify a Trustee and post closed signs at entrances if possible

Other

Floor plan emergency signs posted