



Policy Manual

of the

Acton Public Library

Updated & Approved April 13, 2021

Table of Contents

MISSION STATEMENT OF THE BOARD OF TRUSTEES OF THE ACTON PUBLIC LIBRARY..... 3

BY-LAWS OF THE BOARD OF TRUSTEES OF THE ACTON PUBLIC LIBRARY..... 3

CODE OF CONDUCT 6

CHILD SAFETY POLICY 6

CIRCULATION AND BORROWING POLICY 8

COLLECTION DEVELOPMENT POLICY (previously Materials Selection) 10

REQUEST FOR RECONSIDERATION OF MATERIAL FORM 12

EXHIBIT, DISPLAY AND LOAN POLICY 13

EXHIBIT AND DISPLAY REQUEST FORM 15

GIFT AND MEMORIAL DONATION POLICY 16

GIFT AND MEMORIAL DONATION FORM 17

HOTSPOT, LAPTOP, AND TELESCOPE LENDING POLICY & AGREEMENT 18

INCLEMENT WEATHER POLICY 19

INTERLIBRARY LOAN POLICY 19

LIBRARY VOLUNTEER POLICY 20

MEETING ROOM POLICY 21

MEETING ROOM BOOKING REQUEST FORM 23

NOTARY PUBLIC POLICY 24

PROCTORING POLICY 24

PROGRAM POLICY 26

STAFF DEVELOPMENT 26

VIDEO SECURITY CAMERA POLICY 26

Appendix A: Library Bill of Rights..... 27

Appendix B: Access to Library Resources and Services for Minors 28

Appendix C: The Freedom to Read Statement 29

Appendix D: An Interpretation of the Library Bill of Rights 32

Appendix E: CT Gen Stat § 11-25 (2012) 33

Appendix F: A Link to Connecticut General Statues Chapter 190 Public Libraries 34

MISSION STATEMENT OF THE BOARD OF TRUSTEES OF THE ACTON PUBLIC LIBRARY

The mission of the Acton Public Library is to serve the community as an information resource center, providing educational, cultural and civic programs and materials through diverse media.

Board Policy as of March, 1994
Reviewed and approved November 9, 1999
Reviewed, revised and approved February 2004

BY-LAWS OF THE BOARD OF TRUSTEES OF THE ACTON PUBLIC LIBRARY

Acton Public Library Board of Trustees By-Laws

ARTICLE 1- Name:

This organization shall be called the Board of Trustees of the Acton Public Library (hereinafter known at the Board) existing by virtue of the provision of the Connecticut General Statues, Title II, Chapter 190, Sections 11-20 through 11-37, as amended and Ordinances of the Town of Old Saybrook and exercising the power and authority and assuming the responsibilities delegated to it under said statues, charter and ordinances. The Library derives its operational revenue from The Town, augmented by gifts and grants.

ARTICLE II- Membership:

Section I: The Board shall consist of nine members appointed by the Board of Selectmen in accordance with provisions of the town charter. All members of the Board will hold office for six (6) years, commencing on the second Tuesday of the month immediately following their appointment.

Section II: A vacancy created by a Board member before the expiration of their term shall be filled by appointment by the Board of Selectmen, following written notification of such vacancy

ARTICLE III- Duties:

The Board’s function shall be to:

1. Participate in the selection of a Library Director with the First Selectman of the town.
2. Adopt policies, goals, and objectives for the operation of the Acton Public Library.
3. Monitor and review the operations of the Acton Public Library.
4. Develop with the Library Director an annual operating and capital budget to be presented to the Board of Finance and Board of Selectmen for review.

ARTICLE IV- Officers:

Section I: The officers of the Board shall consist of a chairperson, vice-chairperson, treasurer, and corresponding secretary.

Section II: The Board shall elect the officers for the Board every two years in January. If a vacancy occurs in any of said offices of the Board, the vacancy will be filled by the Board for the balance of the term.

Article V- Duties of Officers:

Section I: The Chairperson shall preside over all meetings, authorize calls of any special meetings, and generally perform the duties of the presiding officer.

Section II: The Vice-Chairperson shall preside in the absence of the Chairperson and perform the duties and functions of the Chairperson.

Section III: The Treasurer shall make special reports of the non-Town Library funds and initial purchases made with said funds.

Section IV: The Corresponding Secretary shall write and accept correspondences on behalf of the Board under the direction of the Chairperson.

Article VI-Meetings:

Section I: Regular meetings of the Board shall be monthly, except in July at the Library. Each year during the December meeting, the Board shall determine the next year's meeting dates and file notice with the Town Clerk upon approval by the Board.

Section II: All meetings shall be open to the public, except when in executive session.

Section III: The order of business for regular meetings of the Board shall be as follows:

1. Call to Order/Pledge of Allegiance
2. Approval of Minutes
3. Public Comment
4. Acceptance of Financial Report
5. Acceptance of non-Town Fund Report
6. Acceptance of Statistical Report
7. Correspondences
8. Library Director's Report
9. Friend's Report
10. Old Business
11. New Business
12. Adjournment

Section IV: *Robert's Rules of Order* (latest revision) shall govern the conduct of meetings of the Board in all cases in which it is not inconsistent with these bylaws, with state statutes, and with Town charter.

Section V: Special meetings may be held at any time at the call of the Chairperson, or at the request of any three (3) members of the Board, for the purpose of transacting library business that should not be delayed until the next regular meeting. The nature and purpose of the special meeting must be clearly stated in the agenda for the meeting, notice of which must be given to all Board members at least twenty-four (24) hours in advance of the special meeting, and to the Town Clerk's Office in accordance with state law.

Section VI: Any special or emergency meeting, or any part of a regular meeting, may move into executive session by proper motion and vote of the Board. During executive sessions, only members of the Library Board, and others at the special invitation of the Chairperson of the Board, may be present, and the official minutes will show only the results of motions made and approved during such sessions.

Section VII: A quorum is required to conduct any official business. An affirmative vote of a simple majority of the members of the Library Board shall be necessary to approve any action of the Board.

Section VIII: Whenever a member of the Library Board is absent without notice or excuse at three (3) regular meetings out of ten (10) per year, the Board, acting through its Chairperson or Secretary, may contact the Board of Selectmen to request that that member be replaced by a new appointee.

Article VII-Committees:

Section I: The Chairperson may appoint special committees of one or more members for such specific purposes as the business of the Board may require from time to time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after its final report is made to the Board.

Section II: All committees shall make a progress report to the full Board at each of its regular meetings.

Section III: No Board committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. Nor shall any committee represent itself as speaking or acting for the Board as a whole unless such power is specifically granted in writing.

Article VIII-Library Director:

Section I: The Board shall participate in the selection of a qualified Library Director with the First Selectman. Applications, received by the Town following town procedures, shall be reviewed by a committee of the Board to choose applicants to interview. The Board shall participate on the interview panel(s) and have direct input with the First Selectman as to the final recommendation. The Library Director shall be directly responsible to the First Selectman.

Section II: The Library Director shall be responsible for the specific management and enforcement of the policies formulated by the Board.

Section III: The Board, by an affirmative vote of not less than six (6) voting members, shall report to the First Selectman the failure of the Library Director to perform their duties as specified in these bylaws.

Article IX: Amendments:

These bylaws may be amended by a majority vote at any given regular meeting of the Board, provided notice of the proposed amendment has been given in writing to all members at least ten (10) days prior to the meeting.

Board Policy as of March 1994
 Reviewed and approved November 9, 1999
 Reviewed, revised and approved February 2004
 Revised March 2020

CODE OF CONDUCT

Conduct Expectations

The Acton Public Library, a department of the Town of Old Saybrook, is a taxpayer-supported institution. The Library Board is responsible for establishing rules of conduct to protect the rights and safety of all library patrons, volunteers, and staff, as well as preserving and protecting the Library's materials, equipment, facilities, and grounds.

Acton Library Board of Directors has established the guidelines below.

All patrons, volunteers and staff:

- Will have the right to free and open access, while respecting the rights and privacy of others to use the Library;
- Will respect the Library's collections and understand their value;
- Will use the Library's facilities in a manner that ensures the comfort and safety of others, including taking responsibility for our children's behavior;
- Will respect the work of the Library's staff to ensure a positive and safe environment and promote and support literacy and learning;
- Will understand the importance of zero tolerance for tobacco, drugs, alcohol, harassment, discrimination, or violence of any kind in the Library.

Violations of this Code will result in increasing levels of action, ranging from asking the patron to leave the Library for the remainder of the day, to permanent loss of Library privileges, to legal prosecution. The level of action shall be determined on a case-by-case basis and shall be within the sole discretion of the Library Director or their designee.

These policies are drafted in accordance with *Sec. 11-32* of the Connecticut General Statutes; *Legislative Body of Municipality May Establish or Operate a Public Library*.

Revised 10/8/2019

CHILD SAFETY POLICY

Purpose:

The Acton Public Library is a department of the Town of Old Saybrook and is a taxpayer-supported institution. As a result, the Library Board is responsible for establishing policies and rules of conduct to protect the rights and safety of all library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

In accordance with Connecticut State Statute 53-21a, children under 12 must be accompanied by a responsible adult, 18 years of age or older. At all times, caregivers are responsible for the conduct and safety of their children on Library premises. Caregivers must provide appropriate supervision based on the ages, abilities, and the levels of capability of their children.

This Child Safety Policy defines permissible and non-permissible use of the Children's Room facilities and equipment at the Acton Public Library and the scope of the staff's responsibility to minors. This policy is an extension of the Code of Conduct and the conduct expectations for all library patrons, volunteers, and staff.

Permissible and non-permissible Children's Room use includes, but is not limited to:

All children under 12 must be accompanied by a responsible adult age 18 or older when using the Children's Room. The responsible adult must remain in the Children's Room with the child or children at all times.

The Children's Room is reserved for the use of children and developmentally delayed adults. Adults unaccompanied by a child may use the Children's Room only if they are looking for materials to check out and they must leave the room once they have located the items. Adults unaccompanied by a child may not use the Children's Room to lounge. Any adult found in the Children's Room not supervising a child or browsing for materials to check out will be asked to leave immediately.

The use of the children's computers is restricted to children under the age of 12.

Patrons on the sex offender registry are not permitted in the Children's Room.

Adults unaccompanied by a child are prohibited from using the restroom in the Children's Room.

Unattended Children:

Parents should be aware that the Library is a public building open to all individuals. It is not the Library staff's function to provide supervision for children or to care for children while parents or caregivers are outside the Library. The Library staff is not authorized to act in place of parents. Staff members are responsible for assisting all Library patrons and cannot monitor unattended children. Staff will not monitor unsupervised children at the point that they are leaving the Library.

Parents, guardians and caregivers are referred to Connecticut General Statute Section 53-21a - Leaving child unsupervised in place of public accommodation or motor vehicle.

(a) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class A misdemeanor.

Unattended Children, Closings:

Caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these times can and do change. Sudden emergencies may occur in the Library and in such cases the Library assumes no responsibility for unattended children. Power failures or other emergencies can occur and require unexpected closing of the building. Parents, guardians, and caregivers should be sure that their charges know what to do or where to go when the Library closes.

If a child is left at the library after regular closing time or on the occasion of an of an emergency closing, staff will attempt to contact a parent or guardian. If no responsible person can be contacted, the police will be called. Under no circumstances will library staff escort a child off library property or transport children to another location. A minimum of two library staff will remain with the child until a parent/guardian/caregiver or the police arrive.

Violations of this policy will result in increasing levels of action, ranging from a verbal request asking the patron to leave the Library for the remainder of the day, to the enforcement of permanent loss of library privileges, to legal prosecution.

Approved March 2019

Revised November 2019

Revised March 2020

Revised March 2021

CIRCULATION AND BORROWING POLICY

An Acton Public Library card is available for any person who shows proof of residence within the Town of Old Saybrook to borrow library materials and be subject to the requirements and restrictions set forth in the application procedure. The library card will be valid for three (3) years. Renewals of library cards must be done in-person. Any person 18 years of age or older or the parent/guardian of any person under 18 years of age with an Acton Public Library card is responsible for all materials and associated fees charged to their card. Cardholders are responsible for notifying the Acton Public Library of card loss or changes in contact information. There is a \$1.00 fee to replace lost cards.

Confidentiality of User Records: Pursuant to *Connecticut General Statutes Sec. 11-25 (b)*, identifiable personal information contained in the circulation records of the public libraries within the consortiums shall be confidential.

Library Card Registration:

Adults: Adults must provide the Library with proof of Old Saybrook residency with address. The following items are acceptable forms of identification:

- Driver's License, Connecticut State Photo ID, or Federal Photo ID
- Utility Bill dated within last 30 days
- Town Tax statement
- Tax bill or receipt
- Mail postmarked within last 30 days
- Other documents accepted on a case by case basis

Minors: Minors until the age of 18 must have a parent or a legal guardian present with the applicant and sign the application. The parent or guardian's identification or Acton Public Library card will be accepted as proof of residence. Parents or guardians are responsible for all items checked out by children under the age of 18. Parents are also responsible for monitoring their child's borrowed materials.

Teacher Cards: Teachers, homeschool educators, preschool or daycare providers who live in or work in Old Saybrook, may apply for a teacher library card. The teacher card allows educators to keep their personal account separate and has a 5 week loan period. There are no fines associated with a teacher card, but items lost or damaged are the responsibility of the teacher. These cards are updated yearly.

Out-of-Town Residents: Residents of other Connecticut Towns may use their valid, home-town library card to check-out materials at the Acton Public Library. If a patron has an expired out-of-town LION (Libraries Online) library card, the expiration date will be extended for one month to allow the patron to update their cards at their home library.

Blocked Library Cards: Library cards will become blocked if an item(s) is lost/damaged and not paid for. Parents or guardians whose library cards are blocked due to lost items are not allowed to use their child's card until their own record has been cleared. A child may continue to use their card to check out materials if their parent's/guardian's card is blocked.

Library Card Usage:

Borrowing Materials: Your valid library card must be presented upon checkout. The Acton Public Library is part of the LION Consortium. This consortium is comprised of 30+ public libraries and one college library, and shares a catalog that contains the full collections of the member libraries which can be searched simultaneously or by library.

From the catalog, a patron can request any title, and, subject to the policies, an available item will be retrieved and sent to the patron's library via the State Library's deliverIT program. LION also participates in an auxiliary delivery system to

streamline the efficiency of book delivery from library to library. The LION collection totals over 830,000 titles and 2.5 million items.

Loan periods at the Acton Public Library are created to align with the LION Consortium's best practices. If the due date falls on a Holiday or a day when the library is closed, the loan period will be extended until the next day the library is open.

Loan Periods (in days):

- 3 Days: Fast Flix Movies
- 7 Days: Adult Express Books, DVD's & Blue Rays, Magazines
- 21 Days: Books, Audiobooks, Kits, Music CD's, Playaways
- 90 Days: Rotating Collections

Renewing and Reserving Materials: Most items can be renewed. Renewals can be made in person, on the phone and through the catalog. Museum passes, Fast flicks, Express items cannot be renewed. Other items can be renewed 2 times unless there is a reserve on the item, and ILL items may be renewed once provided the lending library allows.

A reserve can be placed on any item except museum passes, Fast Flicks and Express fiction. Reserves are honored in the order taken. Patrons will be notified when item is available and it will be held for one week.

Returning Items: Items can be returned when the library is open or closed. Books should be returned to the main circulation desk when returning inside. There are 2 external book returns slots located near both the front and rear entrances of the building. If the book returns are full and you cannot insert any more items, please do not leave items outside.

Inter-Library Loans: Items that are not within the LION Consortium, but within the State of Connecticut will be subject to our InterLibrary Loan (ILL) Policy (*can be found on page?*).

Non-Circulating Items: Newspapers, ready Reference materials, and items in the case reference section (Local Historical), do not circulate. Copiers are available for people needing copies of information from materials that don't circulate. There is a charge for copies made using library copiers.

Fees and Fines

Fines: As of January 1st, 2019 the Acton Public Library will be eliminating mandatory fines on a majority of our materials. Fines can prevent some patrons, especially children, from checking out our collection items. One of the library's missions is to connect patrons with materials and the threat of fines gets in the way of this goal.

The Acton Public Library will inform the patron of the amount of money that would normally be collected if a fine structure were in place. Patrons will have the option of donating that or a different amount of money. The Library does not want to financially burden patrons, but if patrons are able to donate, the library is appreciative. The Acton Public Library will be instituting a donation jar so that patrons may still contribute to the library collection procurement.

The library will also accept unexpired canned goods, in good condition, for the local soup kitchen at the equivalent rate of \$1.00 for one canned item.

The below fines schedule is a suggested donation amount, except for museum passes and Children's Kits, which exceptions are noted below.

Books, Magazines, Audiobooks, Music CDs, DVD'S	\$.10 per day <i>suggested</i> , max \$5.00 per item
Museum Passes	\$5.00 per day, max \$20.00 per pass
Kits (Children's)	\$.10 per day, max \$5.00 per kit

After an item is two weeks overdue, a reminder is sent to the patron. **At three weeks overdue the item is considered lost, the card will be blocked, and no activity will be allowed on the card.** A bill for replacement cost will be sent, with the following language; "This is a bill for replacement of lost materials. To reduce the amount owed, please return the item(s). No refunds of any of these charges will be made if lost item is found after payment.

Lost or Damaged Items: A patron who lost or damaged an item of the Acton Public Library's collection will be asked to pay the replacement cost of the item, a default cost of 25.00 per book. Consideration of age and availability will be taken into consideration when an item is charged to a patron for replacement. We will not accept replacement items in lieu of money.

Items that belong to other libraries, even if checked out at the Acton Public Library may have different fine schedules. The fines rules from the owning library will apply.

(Approved December 11th, 2018)

COLLECTION DEVELOPMENT POLICY (previously Materials Selection)

Library Board Policy as of March 1994.

Reviewed and approved November 9, 1999

Reviewed, revised and approved February 2004

Reviewed, Revised and approved April 9, 2019

Purpose of Policy

The purpose of this policy is to provide guidelines for the selection of Library materials in accordance with our Mission Statement. The Acton Public Library adheres to the American Library Association's Library Bill of Rights, Free Access to Libraries for Minors (an interpretation of the Library Bill of Rights), and the Freedom to Read (statements attached as Appendix A, B and C).

The Library provides a broadly based and diverse collection of resources and materials with a balanced point of view on topics.

Children and Young Adults have complete and open access to all materials within the entire library. Parents are ultimately responsible for what their Children and Young Adult's select for reading, listening, and viewing.

The materials selection policy statement is directed toward the development and maintenance of a well-balanced

collection of available materials. These materials include books, periodicals, newspapers, audiovisual, and digital offerings. Other forms of information will be added as they develop and become in demand.

Responsibility for Selection

Responsibility for the collection rests with the Library Director. The Director and delegated staff will determine items to be included in the collection by using staff recommendations, reviews in library journals, and recommendations from individuals and groups. Suggestions from patrons are welcome and are given serious consideration.

Selection Criteria

The following considerations will be made when purchasing materials for the collection:

- Reader request or local interest;
- Reviews in professional journals;
- Evident need in a subject area;
- Heavy demand for popular items;
- Importance as a document of the times;
- Attention of critics, reviewers and public

Requests for Purchase

Suggestions for purchase are welcomed and appreciated. We will use the same criteria when considering requests from Old Saybrook patrons as mentioned above in our Selection Criteria.

Donations and Gifts

The Acton Library accepts donations of books and other materials. Donated items are subject to the same criteria as any purchased additions to the collection. Gifts are accepted without commitment as to final assignment.

Collection Maintenance

In order to provide the best service to our community, the collection is regularly evaluated. Materials are evaluate on an on-going basis for accuracy, currency, enjoyment and will be withdrawn when their individual value to the library's collection no longer exists. Materials which are no longer useful because of condition, lack of circulation, or because they no longer meet selection criteria will be withdrawn from the collection. General guidelines for collection management are adapted from the CREW method, an industry standard developed by the Texas State Library. CREW stands for Continuous Review, Evaluation, and Weeding. Withdrawn materials will be sold at the Friends of the Library book sales, donated to other non-profits, or discarded.

Reconsideration of Library Materials

Objections to materials owned by the library should be made in writing, giving reasons in detail. Material Reconsideration Forms are available for this purpose. The Library Director will review the material in question, make an initial determination on the request, and discuss it with the person who challenged the material. If the complainant is dissatisfied with the Library Director's determination, the complaint will go to the Board of Trustees. The Board of Trustees will meet with the Library Director and will make a determination about the materials. Decisions of the Board of Trustees will be final. The Library Director and the Board of Trustees will use this policy, the Library Bill of Rights, The Freedom to Read Statement, and the related supportive documents of the American Library Association to help make its final determination of any challenged materials.

REQUEST FOR RECONSIDERATION OF MATERIAL FORM

Title of Work: _____

Author: _____

Format of Item (Book, Periodical, DVD, etc.): _____

Publisher: _____

Request Initiated by (Name): _____

Address: _____

Telephone: _____ E-Mail: _____

Do You Represent (Check One):

_____ Self Only _____ An Organization or Group

If Organization, Name: _____

1. Have you read or viewed the entire work? _____
 a. If no, which parts did you read or view? _____
2. To what in the work do you object? _____
3. What do you feel might result in the reading or viewing of this work? _____
4. What do you believe to be the theme of this work? _____
5. Are you aware of any reviews of this work by critics? _____
6. In its place, what would you recommend that would convey as valuable a picture and perspective of the subject area treated? _____
7. How was this item brought to your attention? _____
8. Are there any good things in this material? _____
9. What else would you like us to know about this specific item? _____

Your signature: _____

Date: _____

EXHIBIT, DISPLAY AND LOAN POLICY

Purpose of Policy

The Acton Public Library provides space to showcase local artists, and local accumulators of special collections. These items are displayed for educational and entertainment purposes and selection does not imply endorsement of the artist's or collectors' views or themes. Works of art should be suitable for a family setting. These items are considered on short term loan to the library and have specific set-up and removal dates. The library shall not accept for exhibit or display any materials being offered for sale, will not facilitate sales of art or objects, and there will be no price tags allowed on the pieces.

Art Displays and Case Exhibits

There are three areas where artwork can be displayed:

- Grady Thomas (framed art)
- Gallery (framed art)
- Low case (framed art or memorabilia)

The library has an art hanging system installed in the Grady Thomas Room and in the Gallery to hold framed art.

These items are on display for a month at a time. The library decides the conditions of display, housing and access to any loans.

The Library cannot store any exhibit pieces. Because of the space limitations, the Library cannot generally accept as donations the artwork or collections it displays.

Artwork displayed in the Grady Thomas Room may not always be available for public viewing due to programs or meetings.

The Acton Library reserves the right to publicize exhibits. Exhibiting artists may prepare a letter-size sheet with information about their works, including how artists can be contacted, for posting during the exhibit.

Art on Long Term Loan

On occasion, the Acton Library will accept special art pieces to display in the interior or exterior of the library. These pieces must adhere to the above-mentioned criteria. In addition, we must know the intended length of the loan. Each year the loan contract must be renewed and initialed to make sure it is still acceptable to both parties. The loaner is responsible for all maintenance and upkeep of the art on loan. The Library would appreciate two weeks advanced notice before the long-term art item(s) will be removed.

Bulletin Boards

As a community service, The Acton Public Library provides bulletin board space for posting notices that publicize services, programs, and events of interest to the Old Saybrook community. The library's bulletin

boards are reserved for materials submitted by nonprofit organizations for civic, educational, or cultural purposes.

The two (2) bulletin boards in the front and rear entry ways are split; in half for library programs and half for community programs and information. The bulletin board under the main stairway focuses on public health information.

Flyers should be no bigger than 8.5 x 11 inches.

Flyers will be hung for a month before the event. Flyers with no end date will be hung for an appropriate amount of time.

Political advertisements are not permitted. No campaign or ballot-related literature will be posted on the bulletin boards.

Any and all flyers must be given to a staff member designated by the Director to approve and display. Approval for displaying notices will be based in part upon compliance with the terms of this policy, and in part upon the amount of bulletin board space available at the time.

Handouts

The Library will display (free) handouts from sources cited in the section above. The Library will accept and display multiple copies of newspapers or magazines of local or general interest, as space allows.

(Revised November 2019)

EXHIBIT AND DISPLAY REQUEST FORM

Name _____

Address _____

Telephone _____ Email _____

Title and Details of Display or Loan

Arrangements/Restrictions: _____

Set Up Date _____

Removal Date _____

Location: (circle)

Renewal (long term loan only): _____

Grady Thomas / Gallery / Short Case/TBD by Library

1. The Acton Public Library, will not be responsible for insuring the item(s) against, nor be responsible to the owner for any loss or damage to the item(s) by any means whatsoever.
2. The exhibitor agrees to install display and dismantle display on dates agreed to with the Library Director or designee.
3. The Library decides the conditions of display, housing, and access to any exhibits or displays.
4. The Library will determine the following before accepting; is there space, and is the display timely and a benefit to the library and community.
5. The library will not accept items that require maintenance.
6. Long term loans will require a yearly review and initial of contract.

The above applicant agrees to adhere to these policies and conditions.

SIGNATURE (EXHIBITOR)

DATE

SIGNATURE (LIBRARY REPRESENTATIVE)

DATE

[] Copy to: Exhibitor

GIFT AND MEMORIAL DONATION POLICY

Statement of Purpose

The Acton Public Library is a department of the Town of Old Saybrook. The Acton Library Board of Trustees (hereafter to be known as the Board) encourages and welcomes gifts and bequests to the Library. Gifts may be given to the Acton Public Library, to be placed in a gift fund, or to the Friends of the Acton Library (a 501 (c)3 organization that raises funds for the library). The Library Director may defer any donation offer to the Board for determination, especially in cases where the gifts are given with unusual restrictions or designations, or where the gift has storage, display or insurance ramifications. Upon acceptance of the donation, the Gift and Memorial Form will be signed by both parties.

Type of Gifts

Books and Collection Items

Gifts of books, periodicals, or other items for the collection will be accepted using the criteria set forth in the Collection Development Policy. The Library Director or their designee will determine if the item fits into the collection development objectives and is not obligated to accept or retain any gifts or donations.

Art and Other Objects

Although collection and display of art work and collections is not the library's purpose, it may from time to time accept such works if it enhances the appearance of the interior or exterior of the building.

Monetary Gifts

The Acton Public Library gratefully accepts gifts, donations, endowments, bequests and trusts. The Library shall attempt to use a given monetary gift according to the wishes of the donor, so long as the library can reasonably use the gift for the donor's specified purpose.

If the gift comes with no stipulations, it will be placed in the general gift fund to be used to supplement programming for all ages, special projects, or other items determined appropriate through the strategic planning process. Items from the gift funds will be signed off by the Treasurer of the Board. Financial gifts to the Library should be viewed as an addition or supplement to, not a reduction of, the operating budget of the library.

Acknowledgement of Gifts

All gifts, other than donations of used materials, shall be acknowledged by a personal note from the Library Director or an appropriate representative of the library. In instances where the gift is in memory of a third party or individual, a letter will be sent to the honoree or to his or her family to let them know about the tribute.

The library will not appraise donations for purposes of income tax deduction. Such appraisals are the responsibility of the donor. The library will not assume any legal responsibility if an acknowledgement letter of a donation is used for tax or other purpose.

Disposition of Materials

The ultimate disposition of the gift lies within the sole province of the Board

GIFT AND MEMORIAL DONATION FORM

First Name _____

Last Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email _____

Gift of Art/Object (Name & Description) _____

Enclosed is my tax-deductible gift of \$ _____

I would like my donation applied toward:

- Collection Materials (Books, Movies, Music)
- Friends of the Library
- Programming (Children, Young Adults, Adults)
- Other:

Please make checks, corporate matches, and other donations payable to:

*Acton Public Library, 60 Boston Post Road, Old Saybrook, CT 06475*In honor/memory of: _____ Keep My Donation Private _____

Gift will be matched by: _____

Organization Name & Address _____

Branding/Logo _____

Signature: _____ Date: _____

HOTSPOT, LAPTOP AND TELESCOPE LENDING POLICY & AGREEMENT

The Acton Public Library lends out both WiFi Hotspots, Laptops, and a telescope to Acton Library (Old Saybrook residents) card holders in good standing ages 18 and above (i.e. library card is not blocked due to unpaid bills or lost material) accompanied by a valid photo ID. The lending period for the hotspots, laptops, and telescope are two (2) weeks. The hotspots, laptops or telescope may be reserved, but not renewed. The Acton Library reserves the right to refuse service to patrons who abuse equipment or are repeatedly late returning electronic devices. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Illegal use of this device is prohibited.

Compliance with the **Computer and Internet Policy** is expected when using the hotspots and laptops.

- A patron must present their library card along with a government issued photo identification to the circulation desk. Once a hotspot, laptop, or telescope is checked out to a patron, it becomes the responsibility of the patron. A signed copy of this agreement will be given to patron with equipment.
- Only one hotspot, laptop, or telescope may be checked out to a family or household at one time.
- Any changes in condition, of the device, or content while in the patron’s care will be the patron’s responsibility. The patron is responsible for damage, loss or theft. Patrons should have a basic working knowledge of the device on checkout. If any technical issues are encountered while in the care of the patron, patron should notify the library immediately.
- Items must be returned directly to a staff member. They are not to be returned to another library or in the book drops. Each item will be examined upon return and any damage discovered will be billed to the patron.
- A returned hotspot, laptop or telescope must remain available in the library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- An overdue fee of \$5.00 per day up to the full replacement cost of \$180.00 will be charged for a hotspot or \$350.00 for laptop and \$375.00 for the telescope. Damaged devices or parts will be charged at full replacement cost.
- I understand and agree to these rules. By signing this, I accept the above loan policy and am stating that I am responsible to return this device in good working condition and free from damage to a staff member at the Acton Public Library.

Name(print)_____Signature:_____

Library Card#_____ Photo ID#_____

Staff Initials: _____ Date: ____/____/_____

INCLEMENT WEATHER POLICY

The Library Director will consult with the First Selectman to decide when an emergency closing is necessary on the basis of the safety of the staff and patrons. The Library Director will then inform the Chairperson of the Board of Trustees and appropriate staff. The Director will then post the announcement on our website, available Town of Old Saybrook forums, social media outlets, and on the local news stations. There will be posted notices on the doors to advise the public if staff is at the Library to do so.

Approved March 12th, 2019

INTERLIBRARY LOAN POLICY

The purpose of an Interlibrary Loan (ILL) is to obtain library materials within Connecticut, not available at The Acton Public Library or any other LION library. ILL services are available to all Old Saybrook residents and members of other LION libraries with a valid library card in good standing. The library reserves the right to deny ILL services to a patron with a blocked library card due to overdue fines or unpaid lost or damaged items.

Patrons will be limited to no more than three (3) active interlibrary loan transactions. This includes requests that are pending, in process or items currently checked out to a patron. As ILL items are returned, additional requests can be placed.

Acton Public Library will not lend museum passes, reference material, special collections, express and new books, and any form of media.

Acton Public Library will engage in an ILL transaction only with in-state libraries. All items must be deliverable through the Connecticut State Library free delivery system. If patron requests an item that will incur a shipping cost or a printing fee, the total cost of delivery must be paid by the patron prior to request being processed.

Material will be borrowed in accordance with the lending library's policies. Fines for lost, damaged and late returned items are the responsibility of the patron. Non-compliance with the lender's policies may result in suspension of ILL privileges.

Acton Public Library will comply with Copyright and Fair Use Guidelines in all ILL transactions.

(Approved by the Library Board June 12, 2018.)

LIBRARY VOLUNTEER POLICY

Role of Volunteer:

The Library encourages the use of volunteers, as they are a major force in enhancing library services to the community. Volunteers provide support to staff or work on special projects. Volunteers shall not be utilized to displace any paid employees from their position.

Selection of Volunteer(s):

Volunteers are selected by the Director based on their qualifications and the needs of the library at any given time. The Library Director and the staff shall use their discretion in determining the appropriate use and retention of volunteers.

Community Service:

Persons who seek volunteer assignments at the Acton Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy. The Library does not provide community service opportunities for those who are obligated to perform such service to comply with a court order. Persons seeking court mandated community service will be referred to the Town Hall.

General Statement of Duties:

Volunteer performs varied support tasks as needed by the Library.

Training and Supervision:

Volunteers will receive instruction and appropriate training to complete assigned tasks. Training will be coordinated by the Head of Circulation, and supervised by the Children's Librarian, YA Librarian, Cataloger or their designee. Volunteers may not have access to staff-only areas of the library without direct supervision. Volunteers will adhere to the library's policies and procedures.

Qualifications:

1. Ability to understand and follow written/oral instructions.
2. Able to maintain a regular schedule of hours.
3. Complete the application form, and possibly be interviewed by one or more library staff members.

Responsibilities:

1. All volunteers will be assigned to an area and complete tasks that are assigned to them. These tasks may vary dependent on the demand or as directed by their supervisor.
3. Volunteers will cooperate and maintain an effective relationship with other staff members as part of a team.
4. Volunteers will wear a 'Volunteer' name tag.
5. Volunteers must keep a log of hours volunteered.

Library Board Policy as of March 1994,
 Reviewed and approved November 9, 1999
 Reviewed, revised and approved February, 2004
 Review, Revised and Approved January 8, 2019

MEETING ROOM POLICY

Statement of Purpose

The Acton Public Library Board of Directors views the use of the meeting rooms as an extension of library services. The rooms should be available to the Library's community and should reflect the educational, cultural, social, and recreational role the Library plays.

The Board subscribes to Article IV of the American Library Association's Library Bill of Rights that states that facilities should be made available to the public served by the Library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of a room by any group or individual does not in any way constitute an endorsement of the group's policies or beliefs by the Library or the Town.

Availability and Application for Use

The following rooms are available for use:

- The Friends' Conference Room, capacity not to exceed 12
- The Grady Thomas Program Room, capacity not to exceed 75, (when divided into two smaller rooms capacity not to exceed 35 each)
 - A. Meeting rooms will be scheduled on a first-come, first served basis, according to the date the application is received.
 - B. Application for the use of meeting rooms should be submitted prior to the date of the event, but no more than 12 months in advance. Application forms should be completed and signed by a representative of the organization.
 - C. In order to make the rooms available to as many eligible groups as possible, no group may schedule more than 12 meetings per calendar year (one per month). Applications may be made in person, by calling 860.395.3184, or on the library website.
 - D. Room reservations must end 15 minutes prior to the library closing time.
 - E. Local for-profit groups may use the meeting rooms for informational programs only and must be open to the public.
 - F. No fees may be collected and no sign-ups will be allowed. Solicitation and sales of any kind is prohibited. The exception would be sales during library sponsored programs.
 - G. Friends' Conference Room can be used for an individual study in two hour intervals and will be accommodated only on a walk-in basis. The time may be extended if the room is not booked.
 - H. Youth groups may use the rooms if they are accompanied by an adult supervisor of the group (21 yrs. or older). The adult supervisor shall sign the application for the use of the facility and shall assume full responsibility for supervision of the group for the entire time they are in the Library.
 - I. The following scheduling priorities will prevail when rooms are booked:
 1. Library sponsored programs
 2. Friends of the Library
 3. Town commissions/boards
 4. Old Saybrook community organizations
 5. Other non-profit organizations
 - J. Groups that have booked a room must notify the library as soon as possible in advance of the meeting date if they decide not to use the room. Failure to do so may result in loss of meeting room privileges.
 - K. Neither the name nor the address of the library may be used as the address for groups or organizations using meeting rooms.
 - L. Library meeting rooms are not available for individual and private parties.

General Rules of Use

- A. All publicity is the responsibility of the sponsoring organization.

- B. No decorations, signs or posters may be put up in meeting rooms without prior permission. Materials and signs shall not be affixed to the walls or doors.
- C. Refreshments may be served in the meeting rooms, provided that no fee is charged. Kitchen facilities and a coffee pot may be used with prior arrangement, but paper supplies, coffee, and utensils are not provided. The kitchen must be left clean and food must be removed.
- D. Groups may not store supplies at the library.
- E. Groups using videos/DVDs in the meeting rooms must secure all necessary public performance rights or agree to indemnify the library for any failure on their part to do so.
- F. If a group requires audio-visual equipment, the user must be comfortable with the technology and will be held responsible for any damage to hardware or software.
- G. Smoking and alcoholic beverages are not allowed in the library.
- H. Any publicity should clearly indicate the sponsoring organization's name, and that the Acton Public Library is not responsible for the program.
- I. Activities and noise levels must not interfere with the use of the other meeting room or the Library.
- J. Library staff reserves the right to enter any meeting space at any time.
- K. The group using the room is responsible for:
 - Setting up chairs, tables and equipment.
 - Proper supervision of children attending programs (including time prior to and following meeting)
 - Restoring the room to the same condition in which it was found.
 - Any costs arising from any damage or loss during use.
- L. The Library reserves the right to suspend or cancel meeting space privileges to any individual, group or organization that fails to comply with the Meeting Room Policy or any other library policy.
- M. Any individual or group that uses the meeting rooms pursuant to these rules agrees to indemnify and render the Acton Public Library, its Board of Trustees, and its employees harmless from any and all claims, actions, causes of actions of any kind which may arise out of the use of the meeting rooms by such individuals or group.

MEETING ROOM BOOKING REQUEST FORM

Please note: Completing this form does not ensure a booking. You will be contacted by the Library to confirm that your request has been approved. If you would like to use the projector or other audio/video technologies we can provide, please schedule a training appointment with staff at least a week prior to your meeting to learn how to use requested equipment. If you are bringing your own equipment, please check with us beforehand if it is compatible with our equipment. Meetings must be free, open to the public, and no registration fees can be collected.

Check here to signify that you have read and agree to our Meeting Room Policy.

Date(s) a room is requested for: _____

Starting time: _____ Ending time: _____

Organization: _____

Are you for-profit group/individual: Yes No

Title of program/purpose of meeting? _____

Estimated Attendance: _____

Room set-up? _____ # of chairs _____ # tables

Will you need: projector TV with DVD/BR player laptop (Windows) microphone

Will refreshments be served? Yes No

Kitchen facilities needed: Yes No

Name of person responsible: _____

Address: _____

Phone Number: _____

Email: _____

The applicant agrees to accept all responsibility for the conduct of the activity for which this application is made and to hold the Town of Old Saybrook harmless from all claims, demands, suits, or actions that may be brought against said Town, or any agent thereof, by reason of injury to any person or damage to any property caused by said applicant as a result of the activity for which this application is made.

Signature of applicant/group representative: _____

FOR STAFF USE ONLY:

Booking approved _____ date, by (initials) _____ Comments _____
(Bookings begin 1/2 hour before starting time and end 1/2 hour after the ending time of the program or meeting)

Room assigned:

_____ Conference Room

_____ GT Room – whole _____ GT Room – part A _____ GT Room – Part B (by the kitchen)

NOTARY PUBLIC POLICY

Purpose:

The purpose of the notary public service is to provide patrons a convenient way to get items notarized. A Notary Public is a public servant appointed by state government to witness the signing of important documents and administer oaths. We suggest that you call ahead to the library to be sure that a Notary is on duty at the specific time that you plan to use the service. Notary Service is limited to three (3) documents per person/per visit.

What Can and Cannot Be Notarized:

The Notary at the library is able to:

- Administer an oath
- Notarize acknowledgements
- Notarize an affidavit
- The library will only notarize documents written in English
- The Notary must be able to communicate in English directly with the signer

The Notary at the library is not able to:

- Notaries cannot certify copies of vital records such as birth, marriage and death
- Notary Services are not available for wills or I-9 forms
- Notaries cannot dispense legal advice
- The notary cannot perform a notarial act over a document that is missing pages or that contains blanks that should be filled-in prior to the notarial act. If missing pages cannot be presented to the notary, or if the signer does not know how to deal with the blanks in the document, the notary cannot proceed. (Note: some blanks are clearly intended to be filled- in later, such as "Office Use Only.")

Identification Needed:

For Notary Services to be performed, you must provide two forms of identification; a picture ID as well as another current form of identification containing your signature. Acceptable forms of ID include:

- A current passport from any country, in a language the Notary can read.
- A valid driver's license.
- A valid state ID.
- A signed library or credit card.
- If witnesses are required, please bring them with you as the library is not required to provide this service.
- *Birth certificates and Social Security cards are not acceptable ID*
- If notaries doubt the validity of the document or the identity of the person signing the document, they have the right to refer such people elsewhere.

When Are Notaries Available:

Call (860) 395-3184 to schedule an appointment. Notaries may have varied schedules and it is best to call before you come to make sure they are available.

Please don't sign the document(s) until you appear before the Notary Public.

Approved July 9th, 2019

PROCTORING POLICY

Statement of Purpose

In support of lifelong learning, the Acton Public Library provides a limited test proctoring service to Old Saybrook residents.

Only those tests which meet the guidelines listed below will be proctored. These guidelines insure the integrity of the testing process and equitable treatment of all students. The Library

reserves the right to limit or deny this service if the proctoring request does not meet the proctoring guidelines.

Scheduling Exam

1. The Library Director, or designee, will proctor print or online examinations by appointment during the Library's regular hours of operation.
2. A minimum of one weeks' notice is needed to allow the scheduling of staff to proctor the exam.
3. Exams cancelled or postponed by the student due to illness, weather, or other unforeseen circumstances will be rescheduled as staffing allows.
4. Exam must conclude an hour before closing.

Arrangements

1. Exams and/or online login information must be sent directly from the testing institution to the Library.
2. Librarians cannot proctor exams that students bring in themselves, even if the exam is a sealed document.
3. Students must provide packaging and sufficient pre-paid postage for the return mailing of their examination.
4. An exam cannot be proctored if it requires the release of Library staff personal information (e.g. address, phone).
6. Due to the demands on staff time, proctors are not able to monitor a student continuously during an exam, but may check on the student periodically.
7. Proctors will adhere to time limits that are placed on the exam, as well as other rules set forth in the examination materials.
8. Library staff can only sign a proctoring verification form that accurately reflects what the staff member has been able to do.

Hardware requirements

1. Computer-based tests must be compatible with the hardware and software available on the Library workstations.
2. Online exams must not require the modification of Library hardware, software, or security systems.
3. The Library cannot proctor an online exam if it requires the Library to retain student electronic files, either on the hard drive of a computer or a removable storage device.

Expenses

All expenses related to the proctoring of examinations, such as postage for the return of print examinations, will be paid by the student who is taking the exam or the educational institution.

Follow-up

1. The Library can scan, mail, or fax completed examinations at the student's (or educational institution's) request.
2. The Library is not responsible for test materials left longer than 30 days after a scheduled test appointment. Print exams not taken within 30 days of the scheduled date will be returned to the institution if postage has been provided, or will be shredded otherwise. Password and login information for online exams will be discarded.
3. The Acton Library will not be responsible for any delayed delivery of exams, nor for any completed exams once they leave the Library's possession and have been returned to the educational institution or association.
4. All files generated during the proctoring process (e.g. registration forms) will be deleted or destroyed two weeks after the exam date. No records will be retained.

(Approved November 2019)

PROGRAM POLICY

The Acton Public Library provides programs of educational, cultural and civic nature, to further the enrichment of all of our community. Programs may represent the wide range of views and ideas contained in our materials collection and will represent the Library's philosophy of open access to information. These programs will often be presented in cooperation with other agencies and institutions as well as other public and private resources. Organization name or business affiliations may be used. This does not constitute endorsement, merely acknowledgement.

These programs draw attention to, and promote the unique resources of the Library.

Library sponsored programs will be free and open to the public. Programs will not be allowed to serve as a platform for generating income for any sponsoring group or individual, except funds for the library. Products or services will not be sold during programs at the library. Excepted from this are authors who come to speak about books they have authored and performers who have recordings available for sale.

The ultimate responsibility for selection of Library programs rests with the Library Director or their designee.

(Approved September 10, 2019)

STAFF DEVELOPMENT

The Acton Public Library realizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs. Additionally, staff meetings, and educational training will be provided so that staff will understand the policies and programs of the library and its affiliates, and improve library services for the benefit of all patrons.

A budget is established at the beginning of each fiscal year to support training and conference expenditures.

The responsibility of what programs and training are approved by the Library Director, who determines that the training is in alignment with the goals of the library and in relation to the job of the staff member.

(Approved May 12, 2020)

VIDEO SECURITY CAMERA POLICY

In accordance with [ALA's Privacy Statement](#) in the Interpretation of the Library Bill of Rights, the Acton Public Library will do its best to protect the patrons, staff, facilities and collections while defending our patron's right to privacy. Selected areas of the Library are equipped with video cameras for the protection and safety of patrons, staff, assets and property and to maintain order in the Library. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws, and ordinances. The video recording system is closed circuit and internal to the library. Signs are posted informing the public that security cameras are in use.

Security Camera Locations

The library understands that privacy is important to patrons and staff. Reasonable efforts are made to safeguard the privacy of customers and employees. Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, and public seating. Cameras will not be installed in areas where staff and

public have a reasonable expectation of privacy, such as restrooms, nor are they positioned to identify a person's reading, viewing or listening activities in the library.

Camera locations will not be changed or added without permission of the Library Director and the Library Board of Trustees.

Access to Archived Footage

Access to the archived footage in pursuit of documented incidents of criminal activity or violation of the Acton Library's Code of Conduct is restricted to Library Director and Assistant Library Director.

In accordance with CT General State Statute 11-25; for investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid court order or subpoena establishing probable cause to review the data.

However, in emergency situations that present imminent danger of physical harm, law enforcement may gain access without a court order. In such imminent danger emergencies where law enforcement calls for a waiver of the court order, the requesting officer is required to provide their name, agency, badge number, the nature of the emergency, and the extent of the data requested to the Library Director or the Assistant Library Director.

Retention of Digital Images

Images will typically be retained for a period determined by the storage capacity of the equipment, usually about 14 to 21 calendar days. As new images are recorded, the oldest images will be automatically deleted.

Selected recordings may be saved as long as required as part of an ongoing investigation or litigation.

(Approved May 14, 2019)

Appendix A: Library Bill of Rights

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

Appendix B: Access to Library Resources and Services for Minors

Access to Library Resources and Services for Minors

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to

them. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, games, software, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections because only a court of law can determine whether or not content is constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: An American Value” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011): a) Video games qualify for First Amendment protection. Like protected books, plays, and movies, they communicate ideas through familiar literary devices and features distinctive to the medium. And ‘the basic principles of freedom of speech . . . do not vary’ with a new and different communication medium.”

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; and July 1, 2014.

Appendix C: The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for

disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined

to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.

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.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the 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.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972;

January 16, 1991; July 12, 2000; June 30, 2004.

Appendix D: An Interpretation of the Library Bill of Rights

Introduction

Privacy is essential to the exercise of free speech, free thought, and free association. The courts have established a First Amendment right to receive information in a publicly funded library.¹ Further, the courts have upheld the right to privacy based on the Bill of Rights of the U.S. Constitution.² Many states provide guarantees of privacy in their constitutions and statute law.³ Numerous decisions in case law have defined and extended rights to privacy.⁴

In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf.⁵ Confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted" (*ALA Code of Ethics*), including, but not limited to: database search records, reference questions and interviews, circulation records, interlibrary loan records, information about materials downloaded or placed on "hold" or "reserve," and other personally identifiable information about uses of library materials, programs, facilities, or services.

Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. The ALA has affirmed a right to privacy since 1939.⁶ Existing ALA policies affirm that confidentiality is crucial to freedom of inquiry.⁷ Rights to privacy and confidentiality also are implicit in the *Library Bill of Rights'* guarantee of free access to library resources for all users.⁸

Rights of Library Users

The *Library Bill of Rights* affirms the ethical imperative to provide unrestricted access to information and to guard against impediments to open inquiry. Article IV states: "Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas." When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists.

In all areas of librarianship, best practice leaves the user in control of as many choices as possible. These include decisions about the selection of, access to, and use of information. Lack of privacy and confidentiality has a chilling effect on users' choices. All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.

Users have the right to be informed what policies and procedures govern the amount and retention of personally identifiable information, why that information is necessary for the library, and what the user can do to maintain his or her privacy. Library users expect and in many places have a legal right to have their information protected and kept private and confidential by anyone with direct or indirect access to that information. In addition, Article V of the *Library Bill of Rights* states: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." This article precludes the use of profiling as a basis for any

breach of privacy rights. Users have the right to use a library without any abridgement of privacy that may result from equating the subject of their inquiry with behavior.⁹

Responsibilities in Libraries

The library profession has a long-standing commitment to an ethic of facilitating, not monitoring, access to information. This commitment is implemented locally through the adoption of and adherence to library privacy policies that are consistent with applicable federal, state, and local law.

Everyone (paid or unpaid) who provides governance, administration or service in libraries has a responsibility to maintain an environment respectful and protective of the privacy of all users. Users have the responsibility to respect each others' privacy.

For administrative purposes, librarians may establish appropriate time, place, and manner restrictions on the use of library resources.¹⁰ In keeping with this principle, the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the library. Regardless of the technology used, everyone who collects or accesses personally identifiable information in any format has a legal and ethical obligation to protect confidentiality.

Libraries should not share personally identifiable user information with third parties or with vendors that provide resources and library services unless the library has obtained the permission of the user or has entered into a legal agreement with the vendor. Such agreements should stipulate that the library retains control of the information, that the information is confidential, and that it may not be used or shared except with the permission of the library.

Law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. The American judicial system provides a mechanism for seeking release of such confidential records: a court order issued following a showing of good cause based on specific facts by a court of competent jurisdiction. Libraries should make such records available only in response to properly executed orders.

Conclusion

The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship.

Appendix E: CT Gen Stat § 11-25 (2012)

CT Gen Stat § 11-25 (2012)

(a) The libraries established under the provisions of this chapter, and any free public library receiving a state appropriation, shall annually make a report to the State Library Board.

(b) (1) Notwithstanding section 1-210, records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the

records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library.

(2) Information contained in such records shall not be released to any third party, except (A) pursuant to a court order, or (B) with the written permission of the library user whose personal information is contained in the records.

(3) For purposes of this subsection, “library” includes any library regularly open to the public, whether public or private, maintained by any industrial, commercial or other group or association, or by any governmental agency, but does not include libraries maintained by schools and institutions of higher education.

(4) No provision of this subsection shall be construed to prevent a library from publishing or making available to the public statistical reports regarding library registration and use of library materials, if such reports do not contain personally identifying information.

(1949 Rev., S. 1663; February, 1965, P.A. 490, S. 8; P.A. 75-316, S. 15; P.A. 81-431, S. 4; P.A. 07-227, S. 20.)

Appendix F: A Link to Connecticut General Statutes Chapter 190 Public Libraries

https://www.cga.ct.gov/current/pub/chap_190.htm