



**STONINGTON  
FREE LIBRARY**

**POLICIES AND PROCEDURES  
MANUAL**

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The Stonington Free Library (the “Library”) is governed by a Board of Trustees (the “Board”) which operates pursuant to written By-Laws. The conduct of the Library’s personnel is governed by the Stonington Free Library Employee Handbook. Every employee is given a copy of the Employee Handbook and signs to confirm receipt. In addition, the Board has adopted a policy relating to Handling of Financial Assets.

Other aspects of the Library’s services and operations are governed by the policies set forth below, which have been approved by the Library’s Board of Trustees. The Board reserves the right to amend or alter these policies as necessary and appropriate and to determine how, if at all, particular circumstances warrant exceptions or deviations. Nothing herein creates or is intended to create any rights in third parties or any standard of conduct governing the Library or its personnel.

**1. LIBRARY PERSONNEL**

- 1.1. The Library Director shall be the executive director of the Library and shall operate the Library according to the policies adopted by the Library Board of Trustees. Among his/her duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties; and the submission to the Board of such proposed policies, procedures, and budgets as will, in his/her opinion, promote the efficiency of the Library and its service to the people of the community.
- 1.2. The Library Director shall designate a subordinate to be responsible for supervising the Library in the Library Director’s absence.
- 1.3. A Children’s Services Librarian shall be responsible for the activities in the Children’s Room, under the general direction of the Library Director.

**2. EXPECTATIONS FOR TRUSTEES**

**2.1. General**

- 2.1.1. Trustees are expected to meet certain standards with respect to attendance at Board meetings, engagement outside Board meetings, and financial support of SFL. A trustee who fails to meet such standards will be expected to resign from the Board.

**2.2. Attendance at Board Meetings**

- 2.2.1. Trustees are expected to make reasonable efforts to attend Board meetings, including special meetings. Attendance may either be in person or remote. Except for absences given prior approval by the President (or either Co-President), a

trustee must not be absent from more than two consecutive Board meetings or be absent from more than 25% of Board meetings in any 12 month period.

**2.3. Engagement Outside Board Meetings**

2.3.1. Beyond attending Board meetings, each trustee is expected to undertake a significant role that advances the mission of SFL. Such a role may be serving on an important committee, serving as an officer, making a material contribution to a major project, or another role considered significant by the President (or either Co-President).

**2.4. Financial Support**

2.4.1. Each trustee is expected to contribute to the Annual Appeal and to other major fundraising activities (for example, capital campaigns) in an amount appropriate to his or her circumstances. However, the amounts of contributions are to be determined by the trustee and information about contributions will be shared within SFL on a need-to-know basis.

**3. CONFLICTS OF INTEREST**

3.1. Neither any member of the Library Board of Trustees nor any member of his/her immediate family may be employed for remuneration by the Library.

3.2. Each trustee and staff member must certify annually that he/she is not then and has not at any time during the past year been a participant, directly or indirectly, in any arrangement, agreement, investment, or any activity with any vendor, supplier, or other party doing business with the Library that has resulted or could result in personal benefit to him/her, except as fully described in such certification.

**4. PATRON BEHAVIOR**

4.1. The Stonington Free Library's Patron Behavior Policy has been established in order to:

1. Create an environment that is welcoming and comfortable for all,
2. Protect the rights and safety of patrons and staff,
3. Safeguard the building, equipment, furniture, and collection; and
4. Maintain an atmosphere that promotes the use and enjoyment of the Library's resources, services, and programs.

4.2. The Library trustees and staff recognize the right of all individuals to use the Library. However, they also recognize that, at times, decisions must be made in

order to protect persons and/or property. Violations of this Patron Behavior Policy may result in increasing levels of action, ranging from a warning to asking the patron to leave the Library for the remainder of the day, to the patron's permanent loss of all 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 his/her designee. The following non-exclusive list describes the type of conduct that shall constitute just cause for removal from Library premises and suspension and/or termination of Library privileges:

1. Behavior that causes excessive noise levels, creates disturbances, interferes with other patrons' use of the Library, or damages Library property.
2. Behavior that causes patrons or staff to feel harassed or threatened.
3. Use of electronic devices that are not reasonably limited, discreet and at a level that is not disruptive to others.
4. Solicitation, vending and distribution of petitions or surveys in the Library or on the Library grounds without prior consent of the Library Director or his/her designee.
5. Bringing animals (other than animals needed to aid individuals with disabilities) inside the Library.
6. Leaving animals outside of the Library that are not on a leash or are disruptive to patrons entering the building or causing noise levels that are disruptive to patrons inside the Library.
7. Loitering on the Library grounds.
8. Failing to leave the premises after closing, unless participating in a prescheduled program or meeting.
9. Theft, defacement, or mutilation of Library materials or property.
10. Consuming drinks or snacks without permission or failure to ensure that all trash is properly disposed of and other patrons are not disturbed. (Patrons should take great care when eating or drinking in the Library. Any damage caused by food or drink will be subject to full payment by the patron.)
11. Engaging in any other behavior that interferes with the proper and established functioning of a public library, that threatens the safety and/or welfare of individuals, or that interferes with the quiet enjoyment of the Library by other individuals.



4.3. Any person removed or excluded from Library privileges on the basis of these activities (or, in the case of a minor child, the parent or legal guardian of said child) or other activities deemed objectionable by the Library Director or his/her designee may request a meeting with the Library Director to discuss the situation and to request reinstatement of Library privileges. Determination of reinstatement will be made as quickly as possible following any such meeting, and the person involved will be notified in writing of the decision. Incidents involving permanent removal will be reported to and reviewed by the Library Board of Trustees.

4.4. **Patron Behavior During Virtual Programming**

4.4.1. Digital gatherings can be difficult to navigate socially as well as technically. These guidelines will help to foster a positive group atmosphere where we can focus on the topic of the meeting and enjoy each other's company.

1. Be mindful of those who are speaking - Technical issues are understandable, but try not to talk over others. If someone is speaking, wait until they are finished to reply.
2. Include everyone - Group meetings are for conversation. If you have been speaking a lot, give space for others to share.
3. Stay on topic - The groups meet for a specific purpose (e.g. to discuss a book, share knitting projects, etc.) and out of respect for everyone's time we should stay focused on that purpose. Not discussing things like religion or politics is what makes libraries a safe place for everyone. Occasional anecdotes are fine, but the bulk of the conversation should be on topic.
4. Be aware of background noise - Disruptive sounds (like barking, ringing, or construction) will lead to you being temporarily muted by the host. If there is consistent noise, stay muted and only unmute when you have something to say.

**5. UNACCOMPANIED ADULTS POLICY FOR CHILDREN'S ROOM**

5.1. Adults who are not accompanying a child are not allowed in the Children's Room or at children's programs unsupervised. Unaccompanied adults who require access to our children's collection must check in with a library staff member who will assist them.

5.2. Our intent is to maintain children's services that are safe and welcoming for our youngest patrons. We understand that unaccompanied patrons may have legitimate reasons for being in the Children's Room or at programs. We are

simply reserving the right to offer assistance to and monitor unaccompanied adults if they use our children's services. While library staff cannot be everywhere at once – and parents are ultimately responsible for the safety of children whom they bring to the library – this provision will provide a foundation for staff interactions with unaccompanied adults.

## **6. FOOD AND BEVERAGE**

- 6.1. Food and drink are allowed in public areas of the library under the following conditions:
  1. Drinks are limited to those in closed containers such as covered cups, cans, or water bottles.
  2. Wrapped snacks are permitted such as chips, cookies, and candy.
  3. Other foods are not considered snack food and are not allowed. (This includes fast food and take-out meals.)
- 6.2. Delivery of food to the Library is not allowed.
- 6.3. Spills should be reported immediately to library staff
- 6.4. Be respectful of others by discarding or disposing of trash properly.

## **7. SOLICITING ON LIBRARY PREMISES**

- 7.1. Solicitation is not allowed inside the Library building without express authorization from the Library Director or his/her designee. Solicitation includes, but is not limited to:
  1. Solicitation of signatures on petitions;
  2. Conducting surveys of any kind;
  3. Distribution of leaflets, flyers, literature or other written material or samples or other items;
  4. Requests for donations (including placing receptacles for donations or other collections on Library property); and
  5. Sales of or offers to sell or other promotional activities related to the sale of goods or services.
- 7.2. The foregoing prohibition on solicitation does not prohibit the posting of materials in the Library in accordance with the Library policy entitled "Bulletin Board".

- 7.3. All persons seeking to sell or offer to sell goods or services to the Library must comply with legal requirements applicable in the Town of Stonington.

**8. PETITION POLICY**

- 8.1. Part of the mission of the Stonington Free Library is to provide access to information and to support lifelong learning. This is accomplished through proper development of collection resources and through sponsorship of appropriate programs. However, it also is essential that the Library be perceived in the community as neutral in all issues, including but not limited to those dealing with politics and religion. Also, patrons may not be approached within the building and asked to sign petitions, regardless of purpose.

**9. BULLETIN BOARD AND HANDOUTS POLICY**

- 9.1. The Stonington Free Library maintains a community-notice bulletin board and makes free-distribution handouts available in order to provide the residents of Stonington and the surrounding communities with information on cultural, educational, recreational, civic, or service-oriented events and issues. Posters and handouts will be placed in the Library at the discretion of the Library Director based on space available, date of the event, and length of time the Library has displayed the material.
- 9.2. Acceptance of posters and handouts does not constitute or imply endorsement by the Library or by the Town of Stonington. The Library reserves the right to reject materials that are deemed inappropriate.
- 9.3. In its discretion, the Library will display bulletin board posters and notices from non-profit sources publicizing events and issues that conform to the purposes stated above. All materials for the bulletin board are posted at the discretion of the Director and dated by library staff and remain posted for a maximum of two weeks.
- 9.4. In its discretion, the Library will accept free-distribution handouts from non-profit sources publicizing events and issues that conform to the purposes stated above. The Library will accept for distribution multiple copies of free local or regional newspapers or magazines of an objective or general nature, as space allows.

**10. CHILD BEHAVIOR AND SUPERVISION POLICY**

- 10.1. The trustees and staff of the Stonington Free Library view service to children as an important part of their mission. We encourage children to use this facility for reading, study, research, and attending programs, and we welcome those who do so. However, parents, guardians, and caregivers should be mindful that the Library is a public building open to all individuals, and that unattended children are vulnerable. This policy has been designed to communicate the concern of the

trustees and staff for the safety and welfare of the children who use the Stonington Free Library.

- 10.2. The Library staff is not responsible for providing supervision and care for children while their parents, guardians, or caregivers are outside the Library or in another part of the building. The staff does not monitor children leaving the premises, nor is it the responsibility of library staff to know if a child is leaving with a parent, guardian, relative, friend, or stranger.
- 10.3. Parents, guardians, and caregivers are responsible for the safety and conduct of their children while on Library premises. These individuals must provide appropriate supervision based on the ages, abilities, and levels of responsibility of their children.
- 10.4. Parents, guardians, and caregivers are expected to be aware of the opening and closing times of the Library, and to make suitable arrangements to meet and/or transport their children. Inclement weather, power failures, and other unforeseen emergencies can and do occur, requiring the Library to open late or to close early. The Library cannot be responsible for children left alone in the Library or on Library premises.
- 10.5. If the Library is closing and a child has been left unattended, the staff may assist him/her in calling home to arrange for transportation. However, if a child under the age of 12 is not picked up within 15 minutes after closing, the police will be called to take responsibility. At least two (2) staff members must remain with the child after the Library closes and until the situation is resolved. The Library staff is not permitted to take a child out of the building or to transport him/her to another location.
- 10.6. The Library is not responsible for children who socialize on premises adjacent to the Library after closing.
- 10.7. Children are expected to adhere to the same standards of conduct as adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the Library (see our [Patron Behavior Policy](#)). A child who is not using the Library appropriately, who is engaged in disruptive or other inappropriate behavior, or who requires excessive staff attention, may be asked to leave the Library after proper warning.
- 10.8. Parents, guardians, and caregivers should be aware that the behavior of small children might at times be disturbing to others, especially those using the adult and/or quiet study areas of the Library. In such instances, Library staff may request that the caregiver remove the child from the building temporarily.
- 10.9. Parents, guardians, and caregivers are referred to Connecticut General Statute 53-21a, which describes the legal consequences that can result from leaving

children under the age of twelve (12) unattended in a public place.

- 10.10. Shoes are required while in the Library to avoid injury from any sharp objects or dirt or gravel brought into the building from outside.

## **11. PROGRAM POLICY**

- 11.1. Stonington Free Library supports its mission to enrich lives and build community by bringing information, ideas and people together in part by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:

1. Expands the library's role as a community resource
2. Introduces patrons and non-users to library resources
3. Provides entertainment
4. Provides opportunities for lifelong learning
5. Expands the visibility of the library

- 11.2. Ultimate responsibility for programming at Stonington Free Library rests with the Library Director, who may delegate responsibility to a Program Committee made up of staff and/or volunteers.

- 11.3. The Program Committee use the following criteria in making decisions about program topics, speakers, and accompanying resources:

1. Community needs and interests
2. Availability of program space and/or suitability of program for virtual presentation
3. Treatment of content for intended audience
4. Presentation quality
5. Presenter background qualifications in content area
6. Budget
7. Relevance to community interests and issues
8. Historical or educational significance
9. Connection to other community programs, exhibitions or events
10. Relation to library collections, resources, exhibits and programs

- 11.4. All library programs are open to the public. Some programs may require advance

registration for planning purposes or when space is limited, or may be limited to Stonington residents. Attendance may also be limited by age or grade level.

11.5. The sale of books or other media by authors or performers is permitted as part of a library-approved program, at the discretion of the director. Presenters are responsible for completing their own sales; library staff/volunteers are not to be made available to assist in this regard unless prior arrangements are made with the director.

11.6. Programs cannot be used for solicitation or for partisan purposes, whether commercial, political, religious, or otherwise. Library sponsorship of a program does not constitute endorsement of the program content or of the views expressed by presenters or participants.

11.7. Policies and Procedures of Stonington Free Library apply to all library programs regardless of venue.

11.8. Any individual requiring an accommodation to participate in a library program should contact the library two weeks prior to the program.

11.9. **Presenter/performer expectations:**

1. Scheduling: If a presenter finds it absolutely necessary to cancel a scheduled program, the presenter should notify the library as soon as possible and at least 24 hours prior to the scheduled event. There is no guarantee that the library will be able to reschedule the presenter's event.
2. Confidentiality: Presenters/Performers are expected to keep all personal information acquired while performing or conducting a program at the library confidential. A person's library record and information needs are private and confidential.
3. Conflict of interest: As part of the library program, presenters or performers cannot ask for or receive for themselves or for any member of their households, directly or indirectly, any monies or gifts from library patrons. The purpose of the library program should be educational, not promotional. Presenters cannot actively promote their personal business to library patrons, staff or volunteers.

11.10. **Cultural diversity/services**

11.10.1. The Library values diversity and is committed to providing many programming options for the library's diverse community. We strive to enhance library service with performers/presenters who represent diverse communities and represent a broad range of cultural, ethnic, linguistic, and economic backgrounds.

11.11. **Presenter/Performer Conduct**

11.11.1. Presenters and performers are expected to follow library behavior policies and rules of conduct that protect the interest and safety of presenters, volunteers, staff, and library patrons. The following are some examples of inappropriate conduct that could lead to the termination of contractor relationship with the library:

1. Willful violation of any library rule or policy
2. Theft or inappropriate removal or possession of library materials, equipment or other property or that of any volunteer, staff, or patron
3. Lack of cooperation or other disrespectful conduct
4. Inappropriate use of library equipment or systems
5. Unauthorized disclosure of confidential information
6. Unsatisfactory performance or conduct

11.12. **Vulnerable Populations**

11.12.1. In addition to the conduct outlined above, to protect vulnerable populations from harm and library presenters from false allegations, and to uphold the library's value of respect, library presenters must uphold the Code of Conduct outlined below during the course of their work for the Library. This Code of Conduct applies to volunteers and paid contractors that work with programs in a library setting that has limited staff supervision.

11.12.2. Vulnerable Populations include all of the following: youth and adolescents, elders, persons with physical or developmental disabilities, persons experiencing homelessness or mental illness, persons for whom English is a second language, those with economic disadvantages or learning disabilities and any other person especially vulnerable to abuse.

11.12.3. Library presenters overseeing activities or programs engaging Vulnerable Populations WILL:

1. Show respect for the rights, safety and welfare of program participants
2. Maintain a professional and respectful demeanor when engaging with program participants
3. Report any concerns about personal safety, harassment or intimidation by program participants

4. Report any concerns about a patron or program participant to the library location staff immediately

11.12.4. Library presenters overseeing activities or programs engaging Vulnerable Populations WILL NOT:

1. Use any racist, sexist, discriminatory, offensive or culturally insensitive language including inappropriate slang
2. Behave in a way that frightens or demeans any program participant
3. Accompany a patron into a restroom or assist them with personal care
4. Invite program participant to their home or arrange to see them outside the set activity times in their role as a presenter
5. Transport a program participant in a vehicle
6. Perform errands on behalf of program participants
7. Use patrons' personal information for personal gain

## **12. STAIRWELL GALLERY POLICY**

- 12.1. The stairwell gallery is a rotating display of local community and student artwork in memory of SFL friend and colleague Sue Buchman (1958-2019). The gallery space is located in the stairwell that connects the main library level and the lower-level children's room. The goal of the gallery is to honor the memory of Sue Buchman, who was a prolific artist, by encouraging students to engage in the creative process.
- 12.2. The library will not display images that may degrade or be perceived to degrade a people or culture, are intended to advance an individual's political cause or campaign, are founded solely on eroticism or obscenity, are unsuited to the physical space available, or are too valuable or fragile.
- 12.3. At this time, artwork for the exhibit space is arranged with art teachers in the Stonington school system and/or other local community organizations. Organizations wishing to exhibit artwork in the stairwell gallery should contact the Library Director or Assistant Director. Responsibility for acceptance or rejection of collections and individual works for exhibit rests with the library director or his/her designees.
- 12.4. Artists and the advising faculty member are responsible for creating the artwork and transporting it to and from the library. The actual hanging and removal of the exhibit will be the responsibility of the artist, in consultation with the library director or his/her designees. All work must be "display-ready". The gallery space and the frames are not to be rearranged or modified unless the Library Director



grants permission. Exhibitors are expected to take reasonable steps to ensure proper care of the facility and the equipment.

- 12.5. The library reserves the right to publicize the exhibit and related events. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing. Copies of any promotional materials created by the artists must be provided to the library for approval.
- 12.6. Library staff are not authorized to act as agents in the sale or status of art displayed in the gallery. Contact information should be provided by the artist/faculty advisor and made available to the library staff. The library is not responsible for damage or loss of any artwork in the stairwell gallery. Artists display their work with the understanding that the gallery space is located in a public stairwell that is used by people and families of all ages who are moving through the library.
- 12.7. Receptions must be scheduled with approval of the library and will be open to the public.

### **13. SERVICE ANIMALS**

- 13.1. The Stonington Free Library welcomes service animals and animals invited for special programs to enter the Library building.
- 13.2. “Service animal” is defined by the Americans with Disabilities Act (ADA) as any service dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual’s disability. The service animal designation is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animal does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.
- 13.3. Library staff have the right to ask the animal’s handler (1) Is this a service animal? and (2) what is the animal’s function for the handler? The handler is not required to provide documentation about the service animal or to prove a disability. Service animals are not required to be licensed or certified, or to be identified by a special harness or collar.
- 13.4. Service animals must be on a leash or harness at all times, unless the use of a leash or harness interferes with the animal’s effective performance of its task. If the animal cannot be leashed or harnessed, it must be under the handler’s control via voice, signals or other effective means at all times. The animal’s handler is solely responsible for the supervision and care of the service animal and must be in full control of the animal at all times. Therefore, owners must keep the service

animal directly with them at all times.

13.5. The Library retains discretion to exclude or remove a service animal from Library property if:

1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior
2. The service animal is not housebroken
3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications
4. Permitting the service animal would fundamentally alter the nature of the service, program or activity

13.6. The animal's handler will be responsible for any damage to Library or personal property and any injuries to individuals caused by the service animal. Anyone using a service animal on Library property will hold the Library and Town of Stonington harmless and indemnify the Library and Town of Stonington from any such damages.

#### **14. COMPUTER AND INTERNET USAGE POLICY**

14.1. The Stonington Free Library provides public-access computers through which its patrons may access information databases and the Internet. The Library's computers are available for use on a "first-come-first-served" basis. Sessions will be limited to thirty (30) minutes whenever other patrons are waiting. Any Library patron may use the public-access computers.

#### **14.2. Purpose**

14.2.1. The Stonington Free Library is committed to providing access to informational, educational, recreational and cultural resources for all library users. The Library provides access to the internet through library computers connected to the internet, and through wireless internet access.

14.2.2. The internet offers access to a wealth of information that can be personally, professionally and culturally enriching. Because the internet is a vast and unregulated information network, it enables access to ideas, information, images and commentary beyond the Library's selection criteria and collection development policies.

14.2.3. Users are cautioned that ideas, points of view and images can be found on the internet which are controversial, divergent and inflammatory. The provision of access does not mean to imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the internet. Furthermore, because access points on the internet change, the

Library cannot protect individuals from information and images which they might find offensive or disturbing.

### 14.3. **Responsibilities of the Library**

- 14.3.1. The Library strives to maintain internet access via library computers, networks, and wireless access at all times the Library is open. Short downtimes do occasionally occur, and will be announced ahead of time whenever possible. Library staff assist users with library computers, printers, library software, and general internet use. Library staff may be able to assist users with laptops, phones, e-readers or other wireless devices or answer software questions. Library staff also may direct users to library resources, internet resources, or training classes that can help users explore software or wireless devices.
- 14.3.2. Computer use information, as well as library cardholder information, is confidential. All files are removed and internet search history is deleted from library computers when they are shut down or restarted after each patron session.

### 14.4. **Responsibilities of Users**

- 14.4.1. Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Since staff cannot consistently and effectively monitor the public's use of the internet, individuals are asked to be sensitive to others' values and beliefs when displaying potentially controversial information or images on public computer screens.
- 14.4.2. All users of the internet are expected to use this library resource in a responsible and courteous way, consistent with the purposes for which it is provided, and follow all internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the internet includes:
1. Recognizing that the internet, like all Library information sources, must be shared and used in a manner which respects the rights of others and avoids activities that prevent others from using it. Time limits may be enforced during peak demand.
  2. Refraining from the use of internet sounds and visuals which might disrupt the ability of other library patrons to use the Library and its resources.
  3. Respecting the privacy of others by not misrepresenting oneself as another user.
  4. Exercising caution in sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) on the internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library's

internet networks are unsecure; the security of personal information shared on or with non-library sites cannot be guaranteed.

5. Evaluating internet sources for accuracy and completeness of information. Users must use the internet at their own risk, realizing that they may encounter material they find offensive.

14.5. People may only use the Library's computers and networks for legal purposes. Violations listed below may result in suspension or loss of the privilege to use these resources. Illegal uses of the library's computers or wireless networks may also be subject to prosecution by local, state or federal authorities. Illegal and unacceptable uses include:

1. Harassment of other users or violation of their privacy.
2. Libeling, slandering or maliciously offending other users.
3. Violation of software licensing agreements. Patrons may not use their own software on library computers.
4. Overuse of system resources such as bandwidth.
5. Attempting to crash, degrade performance of or gain unauthorized access to the Library's or other computer systems and networks.
6. Damaging equipment, software or data belonging to the Library or other users.
7. Accessing, viewing or disseminating child pornography.

#### 14.6. **Copyright Infringement**

14.6.1. Copyright law of the United States ([Title 17, U.S. Code](#)) protects created works (including email, text, music, videos, web sites, images, programs or data), and describes permissible and prohibited uses of protected works. The U.S. Copyright Office notes that while "use of works may be permissible for criticism, comment, news reporting, teaching, scholarship, and research...the distinction between fair use and infringement may be unclear and not easily defined." Except as permitted by fair use or other copyright exemptions, Stonington Free Library internet users may not reproduce, display, or distribute copyrighted materials.

14.6.2. Any individual who engages in unlawful copyright infringement while utilizing internet services at the Stonington Free Library will be personally liable for any such infringement and may be permanently barred from using the network.

#### 14.7. **Filtering**

14.7.1. The Library's internet connection is provided by the Connecticut Education Network which receives funding from the Universal Service Fund. In order to receive this federal funding, the network must follow the guidelines in the Children's Internet Protection Act. Therefore, we have installed filtering software on our internet routers. Library users age 17 and over may request that a staff member disable the filtering software for bona fide research, or other lawful purposes.

#### 14.8. **Child Safety on the Internet**

14.8.1. The Library supports the right of each family to determine appropriate internet use for their children and teens. Use of the internet presents an opportunity for each family to discuss sites and content they feel is appropriate or inappropriate. Responsibility for, and any restrictions of, a child's use of the internet rests solely with his or her parents or legal guardians.

14.8.2. Computers in the children's area are for use by children through sixth grade, as well as their parents and caregivers. Computers in the teen area are for the use of teens in grades six through twelve.

#### 14.9. **Obscene Images on the Internet and Child Pornography**

14.9.1. Library patrons shall not use the internet to view, print, distribute, display, send or receive images, text or graphics of obscene materials or materials that are harmful to minors. Library personnel may monitor patrons' use of the internet to assure that library policies and procedures are being upheld. Failure to comply with this section will result in patrons being asked to leave the premises. Repeat offenders may be suspended and/or barred from the Library.

14.9.2. It is illegal for library patrons to use the Library's internet access to view, print, distribute, display, or send or receive images, text or graphics that violate laws relating to child pornography; any such action will be reported to the proper authorities.

14.9.3. Print Management - The Library has two public printers that allow patrons to print on demand for a fee. Wireless printing from Library computers as well as patrons' own devices is supported.

14.9.4. The copyright law of the United States ([Title 17, U.S. Code](#)) governs the making of photocopies and other reproductions of copyrighted material. Patrons are responsible for any infringement.

### 15. **WIFI HOTSPOT LENDING POLICY**

#### 15.1. **Lending Policies**

15.1.1. In order to expand internet access to the community, Stonington Free Library has established a Wi-Fi hotspot lending program. The hotspots are funded by a grant from The Community Foundation of Eastern Connecticut.

15.1.2. A hotspot is a small device that can be used to connect a wireless enabled device, such as a laptop, smartphone or tablet, to the internet. Hotspots are portable, so patrons can connect their devices to the internet almost anywhere, for example at home or in a park. Stonington Free Library's hotspots connect to the 5G network through T-mobile.

15.1.3. The hotspot kit consists of 1 hotspot, 1 USB-C charging cable, 1 wall adapter, 1 quick start instruction sheet, and 1 case.

## 15.2. **Borrowing**

15.2.1. Hotspots are available to Stonington Free Library card holders ages 18 and over. Patrons must have a library card in good standing at the time of checkout. Checkouts are done in person at the library and are limited to one hotspot per household at any given time. Hotspots are loaned for a 14-day period and are due by the close of regular library hours. Hotspots may not be reserved. Hotspots must be picked up and returned at the Stonington Free Library circulation desk. Hotspots must never be returned to another library or placed in the book drop.

15.2.2. The Library reserves the right to refuse lending to patrons who abuse equipment or who repeatedly return hotspots late.

15.2.3. Each hotspot kit contains the following, and will be inventoried by staff upon checkout and/or return: 1 hotspot, 1 USB-C charging cable, 1 wall adapter, 1 quick start instruction sheet, and 1 case.

## 15.3. **Hotspot Use**

15.3.1. Patrons are responsible for the proper care and use of the Wi-Fi hotspot. We recommend that patrons have a basic working knowledge of the device on checkout. If patrons encounter any technical problems, they should contact the library.

15.3.2. The library is not responsible for any liability, damages, or expense resulting from use or misuse of the hotspot and its connection to other electronic devices, or data loss resulting from use of the hotspot. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

15.3.3. Wi-Fi service will be turned off if the hotspot is more than two days overdue, rendering the device unusable.

## 15.4. **Loss or Damage**

- 15.4.1. Hotspots must be returned in person to Stonington Free Library. To ensure the safety of the equipment, hotspot kits should not be returned in the book drop or to another library. Doing so will be treated as a late return.
- 15.4.2. Overdue fines of \$5 per day, to a maximum of \$20, will be charged for late hotspots.
- 15.4.3. An “on time” return is defined as a hotspot kit that is returned prior to closing on the due date.
- 15.4.4. Hotspots that are two weeks or more overdue are considered lost. Patrons will be charged a \$380 replacement fee if the hotspot kit is lost or damaged. The patron assumes full responsibility for the cost of replacement in the event the hotspot kit is damaged, lost, or stolen. The hotspot kit replacement cost is \$380.00. The Library staff will assess each device upon return and, if necessary, charge the patron accordingly. If individual parts of the kit are lost or damaged, the following replacement costs will be the responsibility of the borrower.
  - 1. Hotspot device replacement fee: \$350
  - 2. Charger cord replacement: \$5
  - 3. USB adapter replacement: \$5
  - 4. Case replacement: \$20

**16. LAPTOP LENDING POLICY**

16.1. The Library, at its discretion, will make laptop computers and other electronic devices available for patron use.

**16.2. Eligibility**

16.2.1. The borrower must be 18 years of age or older and present either: A) a valid CT library card B) a valid driver’s license; or C) a valid identification card. The identification card or license will be held at the Front Desk until the laptop is returned to Library staff. Credit cards are not accepted as identification.

**16.3. Loan Period/Availability**

16.3.1. Laptops can be checked out from the Front Desk. Library staff have the discretion to set the terms of the loan periods for electronic devices, especially if other users are waiting for a device. Laptops are available on a first-come, first-served basis and only one laptop may be checked out at a time. Laptops must be returned to the front desk in person. A mouse and power cord will be provided to plug into an electrical outlet if needed. Please do not stretch power cords across traffic areas.

**16.4. Limitation**

- 16.4.1. Each laptop is equipped with Windows operating software, a standard suite of Microsoft Office products, Adobe Reader, web browsers and built in Wi-Fi. No additional software may be installed or downloaded without Library staff permission. Audio or video files must be played with headphones. Users must supply their own headphones.
- 16.5. **Wireless Printing**
- 16.5.1. Printed documents can be picked up and paid for at the Front Desk. Users must pay for all pages printed. Cost of printing is 25 cents per page, 50 cents for double sided.
- 16.6. **Fines and Liability**
- 16.6.1. The Library's Computer and Internet Use policy applies to laptop use. Under no circumstances should a borrower leave the laptop unattended. The Library will not be responsible for a lost or stolen laptop even when it is used in the Library. It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the laptop or its associated peripheral equipment during the period it is checked out, or its replacement costs should it be damaged, lost or stolen
- 16.6.2. The borrower must return the laptop along with accessories to the Front Desk at the end of the checkout period. A patron's privilege to check out a laptop may be suspended if the borrower fails to return loaned equipment by the time due. Laptops not returned by Library closing time will be considered stolen. The Police Department will be notified and an investigation may be initiated.
- 16.6.3. The borrower is responsible for verifying the current physical condition of the laptop and that it is in working order when it is checked out. Please report damage, non-working laptops and laptops with any objectionable material downloaded on them immediately.
- 16.6.4. The laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, the user must comply immediately. Failure to comply may result in loss of computer privileges.
- 16.7. **Troubleshooting Problems and Questions**
- 16.7.1. If borrowers experience problems with laptop hardware or applications or have questions, they should ask for assistance at the Front Desk. Staff will assist with basic computer usage questions, but are not available for extensive training. The borrower will be financially responsible for any damage to a laptop if he/she tries to troubleshoot problems and damage occurs.
- 16.8. **Disclaimer**



- 16.8.1. The Library is not responsible for damage to any removable drive (i.e. CD or flash drive) or loss of data that may occur due to malfunctioning hardware or software.
- 16.8.2. The Library is not responsible for any computer viruses that may be transferred to or from user storage devices. Library laptops use current anti-virus software, but the Library cannot guarantee protection against all viruses. The Library does not assume responsibility for lost or corrupted files for any reason, such as hardware failure or network interruptions. Users wishing to save files they have created must back them up to USB drives or personal internet based accounts. All created files will be wiped clean after a session ends by software that is in use on the laptop.
- 16.8.3. The Library assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment. Tampering with Library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.

## **17. EREADER LENDING POLICY**

- 17.1. eReaders are available only to Stonington Free Library cardholders, 18 years or older, in possession of a valid library card in good standing (no fines over \$5 and up-to-date contact information). Parents or legal guardians must be present to authorize children under 18 to check out eReaders.
- 17.2. eReaders may be borrowed for a 3-week period and are not renewable. Overdue fines will be assessed at \$1 per day. No holds or renewals.
- 17.3. eReaders must be picked up in person and returned in person at the Stonington Free Library during operating hours. eReaders may not be returned in book drop.
- 17.4. eReaders will be checked for functionality and accessories before being checked out and when returned.
- 17.5. The patron is responsible for damages to the eReader and its accessories.
- 17.6. Several eBooks are preloaded on our eReaders. Preloaded eBook titles are searchable in our Library catalog. Preloaded apps are available on our Kindle Fires. Only Library staff can download new apps and eBooks to eReaders. You may request additional eBooks and apps for the devices at the Library. Your request will be reviewed and decided upon by Library staff.

## 18. CIRCULATION

18.1. Every Stonington resident who has a valid Stonington Free Library card in good standing may borrow items from this Library's collection. In addition, under the BorrowIT reciprocal borrowing system of the Connecticut State Library, any resident of another Connecticut town or city may borrow items from this Library's collection provided he or she presents a valid borrower card in good standing from his or her own hometown public library.

18.2. It is the policy of the Stonington Free Library that parents or guardians, not the Library staff or trustees, are responsible for monitoring and approving the selection of library items made by their minor children. It is the parents or guardians – and only these – who may restrict their children – and only their children – from borrowing specific Library items. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The Library staff and trustees cannot and do not act in loco parentis. The Library staff may impose requirements on the eligibility to borrow particular costly items, such as cultural site passes or equipment, but these restrictions must be based on some reasonable consideration.

### 18.3. **Standard Loan Periods**

1. Every item in the Library collection, whether print or non-print, may be borrowed for 21 days, with the following exceptions:
2. Ten-day loan period for books with high demand.
3. Seven-day loan period: DVD's and Playaway Views.
4. Passes to cultural sites acquired by the Library itself may be borrowed by any cardholder in good standing and are loaned for 2 Days. These passes may not be put on hold for patrons.
5. Forty-two-day loan period: Items inter-library loaned to other libraries for the borrowing library's cardholders
6. Fourteen-day loan period: Mobile WiFi Hotspots
7. In-house use only: The most recent issue of each magazine, newspapers, materials in the Local History Collection and laptops.

### 18.4. **Special Loan Periods**

18.4.1. In order to satisfy the occasional, non-recurring needs of cardholders, the Library Director or his/her designee may make exceptions to the above loan periods for reasonable purposes

18.4.2. The following items are not eligible for special loan periods: items on reserve for other cardholders, reference books, items interlibrary loaned from other libraries for Stonington residents, DVD and audiobook SWAP collections needing to be exchanged with other CT libraries and books listed on the Stonington school system's required high school reading list (summers only).

18.5. **Renewals**

18.5.1. Most circulating items may be renewed twice, each time for a period equal in length to the original loan. Renewals can be made in person, by telephone, email or online via the Library homepage.

18.5.2. The following items may not be renewed: items on reserve for other cardholders, passes to cultural sites, items loaned on special loan periods, items designated as "lost" in the online catalog, reference books and items interlibrary loaned from other libraries for Stonington residents.

18.6. **Reserves**

18.6.1. Any circulating item in the collection may be reserved, except passes to cultural sites and mobile hotspots.

18.6.2. If an item wanted by a patron is not available, he or she may reserve it using the procedures and forms established by the Library. Only items out in circulation or otherwise not immediately available at the time of request may be reserved.

18.6.3. Items may not be reserved for specific dates. A reserve will be satisfied at the time the item becomes available.

18.6.4. As soon as a reserved item becomes available, the Library staff will notify the requesting cardholder. Reserved items of all types will be held aside for 3 business days following the day of notification. Any reserved item not picked up by the end of this period will be given to the next requesting cardholder or, if no additional reserves exist, re-shelved

18.6.5. When notifying requesting cardholders, Connecticut law forbids the revealing of item titles reserved by borrowers age 18 and over to anyone other than the borrower him/herself. Messages stating titles and delivered via other persons are forbidden.

18.7. **Quantity Limitations**

18.7.1. Quantity limitations on borrowing collection items are not imposed except for the following:

1. DVDs– limit of 5 per family.

2. Electronic devices: one per person

18.8. **Overdue Items**

18.8.1. Cardholders are responsible for returning borrowed items on or before the due date, as noted on the due-date slip. Returns may be made in person, via the outside book drop, or at any Connecticut Public Library participating in the Connecticut State Library's BorrowIt program.

18.9. **Overdue Fines and Fine Maximums**

18.9.1. As of February 22, 2022 the Board of Trustees approved a policy to waive all overdue fines, with the exception of fines on electronic devices. The Library reserves the right to re-establish overdue fines at any time at the determination of the Library Director.

18.10. **Replacement Charges**

18.10.1. Cardholders who lose or damage Library items will be charged to replace those items. The replacement charge for a lost or damaged item will be decided on a case by case basis by the Library staff. Adequate time will be given to a cardholder to locate a lost Library item. Once a lost or damaged item is paid for, however, no refund will be made. Overdue fines will not be added to the replacement charge when a lost or damaged item is paid for. Patrons may not check out any additional items until the replacement charge has been paid.

18.11. **Financially-Related Borrower Suspensions**

18.11.1. A cardholder will have his or her borrowing privileges suspended whenever he or she owes the Library for replacement charges.

18.12. **Discretion In Financial Transactions**

18.12.1. At the discretion of the Library staff, payment to remove a financially-related borrowing suspension may be delayed until a future date and the cardholder may be allowed to borrow items during the intervening time.

18.12.2. The Library Director may authorize staff members to reduce or cancel replacement costs and other charges owed to the Library by cardholders, if circumstances warrant. It is Library policy that staff members will never be reprimanded or disciplined for erring in favor of a cardholder or for giving a cardholder "the benefit of the doubt." Library staff should consult with the Library Director about any unusually large fees that have been incurred.

18.13. **Classroom Collections**

- 18.13.1. The public and parochial schools of Stonington, as well as those in surrounding towns, receive funds through their governing boards to develop their own school Library collections that respond to the specific curriculum needs of their students and teachers. Moreover, the items purchased for the collection of a public Library are intended to be available for the benefit and enjoyment of all community members. Therefore, it is the policy of the Stonington Free Library not to lend large numbers of items from the Library collection to schoolteachers for use in their classrooms as “classroom collections”.

## **19. INTER-LIBRARY LOAN**

- 19.1. The Stonington Free Library offers inter-library loan as one of its core services.
- 19.2. In order to satisfy the needs and interests of local residents, the staff will attempt to borrow specifically-named materials not available in this Library from other libraries around the state, and the nation. Inter-library loans for unspecified materials on specifically-named subjects also will be submitted.
- 19.3. The staff will place inter-library loan requests for any cardholder in good standing of the Stonington Free Library. This service is extended to all patrons, regardless of age. The Library reserves the right to deny inter-library loan services to any patron with outstanding lost or damaged item charges, or other infractions on his/her borrower record.
- 19.4. In addition, it is the policy of the Stonington Free Library to function whenever possible as a provider of materials in the inter-library loan systems of which it is a participant.
- 19.5. In consultation with the Library Board, the Library Director will develop and publish guidelines that govern patron use of the inter-library loan service. Also, rules governing Stonington Free Library’s participation as an inter-library loan provider will be developed and published.

## **20. LIBRARY CARDS**

- 20.1.1. Every resident of Stonington is entitled to receive a library card free-of-charge from the Stonington Free Library. Upon expiration, this card is eligible for free renewals.
- 20.1.2. Adult Library Cards: Every Stonington resident age 16 and over may receive a library card by (1) completing a registration form provided by the library and (2) providing proof of identity and residency.
- 20.1.3. Youth Library Cards: Every Stonington resident under the age of 16 may receive a Youth library card by having a responsible adult complete a registration form provided by the library. Youth cards will be linked to a responsible adult party. Youth cards will not incur overdue fines on materials checked out from the

Children's or Teen Rooms. Materials that are not returned within 6-10 weeks will be replaced and the replacement cost will be charged. Materials that are damaged will also incur a replacement charge.

- 20.1.4. Temporary Library cards for use at Stonington Free Library only will be issued at a charge of \$25.00 per year to visitors from out of state who are staying in the Town of Stonington.
- 20.1.5. Institutional Library cards: An institutional Library card will be issued free-of-charge to any business, school, daycare center, church, or other institution with offices in Stonington. A request for an institutional card should be made in writing on the form provided by the Library and must be signed by the officer who will assume responsibility for paying fines, replacement charges, and other financial assessments levied against the card. The resulting Library card will be issued in the name of the institution and kept on file in the Library. The institution also will be asked to furnish a list of persons authorized to use its borrower card, and only those so designated will be permitted the use and privileges of that card upon presentation of suitable identification. An institutional card may be used only for the purposes of the organization itself and is valid for use in the Stonington Free Library only. The card itself must be so marked.
- 20.1.6. Other card categories may be established from time to time for internal use by the Library staff in conducting Library business.

## 20.2. **Library Card Privileges**

- 20.2.1. Stonington Free Library borrower cards entitle the holder to borrow all materials that are available for loan from the Stonington Free Library, in compliance with the rules set forth in the [Library's Circulation of Library Materials Policy](#). Also, they entitle the holder to utilize any of the services, programs, and equipment of the Library for which a borrower card is required.
- 20.2.2. Non-resident cards and institutional cards are valid for use in the Stonington Free Library only and will be so marked.

## 20.3. **Library Card Responsibilities**

- 20.3.1. Stonington Free Library cardholders:
  - 1. Assume responsibility for the care and safety of all Library materials borrowed on their cards
  - 2. Assume responsibility for paying fines, replacement charges, and other financial assessments levied against their cards
  - 3. Agree to report changes in names, addresses, and telephone numbers as soon as possible so that the Library's registration records can be kept up-to-date

4. Agree to report lost, stolen, or damaged cards to the Library as soon as possible. Cardholders continue to be responsible for the use of their cards until the Library has been notified of a theft or loss.

#### 20.4. **Library Card Expiration Dates**

- 20.4.1. Stonington Free Library borrower cards will be marked as valid for three (3) years from the date of issuance or renewal, except for non-resident cards. Non-resident cards will be marked as valid for one year from the date of issuance and are eligible for renewal on payment of the annual fee of \$25.00. Regardless of the official, printed expiration date, a Stonington Free Library borrower card ceases to be valid when the cardholder moves from Stonington.

#### 20.5. **Renewal/Replacement of Library Cards**

- 20.5.1. Upon expiration, Stonington Free Library borrower cards are eligible for free renewals.

#### 20.6. **Proof of Identity and Residency**

- 20.6.1. Proof of identity and residency are required before any Library card will be issued. For applicants age 16 and over, any document showing the name and Stonington address will be considered acceptable proof of identity and residency. A street address is required, a PO Box number is not sufficient as proof of residency. For applicants age 15 and under, verification by a parent or legal guardian will be considered acceptable proof of identity and residency. For an institution, the acceptable proof of identity and residency will be a piece of its letterhead stationery. For a Stonington property owner with principal residence in another state, a tax bill or tax receipt from the Town of Stonington's Tax Collector's Office or Assessor's Office will be considered acceptable proof of identity and residency.

#### 20.7. **Suspension of Library Card**

- 20.7.1. The Library staff is authorized to suspend the use of any Stonington Free Library borrower card whose holder is guilty of breaking Library rules. This includes, but is not limited to, owing fines in excess of the established maximum limit, owing money for a lost or damaged collection item, damaging Library property, behaving in a disorderly manner, or committing other infractions prohibited by Library policy.

#### 20.8. **Use of Library Cards By Children**

- 20.8.1. The Library staff and trustees are charged with the responsibility of providing free and equal access to Library materials and services to all eligible people. Moreover, it is impossible for them to know or predict the opinions of parents and

guardians regarding the specific borrowing selections made by minor children.

- 20.8.2. Therefore, it is the policy of the Stonington Free Library that parents and guardians, not the Library staff or trustees, are responsible for monitoring and approving the selection of materials made by minor children. It is the parents or guardians – and only these – who may restrict their children – and only their children – from borrowing specific Library materials. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The Library staff and trustees cannot and do not act in loco parentis.

20.9. **Use of Library Cards By Persons Other Than the Owners**

- 20.10. Borrowers are encouraged to use their own Library cards exclusively and are discouraged from lending them for use by others. Cardholders who allow their Library cards to be used by others do so at their own risk. They continue to be responsible for the care and safety of all Library materials charged to their cards, as well as for paying fines, replacement charges, and other financial assessments that result from the use of their cards.

**21. MATERIAL SELECTION**

21.1. **Introduction**

- 21.1.1. The Stonington Free Library’s Materials Selection Policy serves as a guide for authorized personnel in the selection and withdrawal of Library materials. It also serves to inform the public as to the criteria upon which Library materials are selected and withdrawn. This Library supports intellectual freedom and subscribes to the Library Bill of Rights, The Freedom to Read Statement, and the related supportive documents of the American Library Association.

- 21.1.2. It is the Library’s goal to build a balanced collection of materials representing different points of view for education, information and enjoyment of members of the community from infancy through maturity that meets their diverse needs, interests and viewpoints. The Library provides unrestricted access to materials, information and resources to satisfy the community’s intellectual needs and to support lifelong learning.

21.2. **Responsibility for Selection**

- 21.2.1. The responsibility for selecting materials for purchase and withdrawal is delegated by the Library Board of Trustees to the Library Director and, under his/her direction, to other staff members who are qualified for this activity by reason of training and/or experience.

21.3. **Sources for Selection**



21.3.1. Reviews in Library and publishing industry periodicals are primary sources for materials selection. Reputable bibliographies, booklists by recognized authorities, and the advice of competent individuals and/or entities in specific subject areas also are used. Suggestions from Library staff and the general public are considered as well.

#### 21.4. **Criteria For Selection**

21.4.1. Library materials are diverse in topic, format, and other characteristics. Each type of item must be considered in terms of its own merit and the audience for whom it is intended. No single set of selection criteria can be applied to all cases. In general, the selection of books and other Library materials will take into account the following criteria:

1. The appropriateness of the item to the needs and interests of Library users and of the community as a whole
2. Accuracy, objectivity, clarity, logic and effectiveness of the material
3. Diversity of viewpoint
4. Relevance to the current and future needs of the community
5. Authority and competency of the presentation
6. Preference for materials from established publishing companies
7. Local interest in subject or author
8. The extent to which the topic is already represented in the collection
9. The contribution of the item toward strengthening the existing collection
10. Suggestions from Library staff and the general public
11. Popular demand is a significant basis for selection
12. The value of the item based on literary or scholarly excellence and other inherent quality, considered without regard to popular demand
13. Budgetary limitations and space constraints

#### 21.5. **Scope of the Collection**

21.5.1. The Library provides materials, services and a collection that reflects the diverse educational, informational and recreational needs of its users. The Library recognizes that patrons have different learning styles and preferences for how they receive information. Therefore, the Stonington Free Library provides materials in a variety of formats, including:

Print - such as hardcovers, paperbacks, magazines and newspapers

Digital resources - such as online databases, digital books, digital video, digital audio and digital archives

Media - such as movies, tv series and audiobooks

**21.6. Materials For Children and Teens**

- 21.6.1. As a rule, the children's collection contains materials best suited to the abilities and interests of Library users from birth through grade 6, while teen materials are those best suited to the abilities and interests of Library users from grade 7 through grade 12.
- 21.6.2. Children's and teen materials will be selected with the same care and judgment and following the same criteria as are adult materials.
- 21.6.3. Providing textbooks is the responsibility of the schools. The Library's role is to provide supplementary materials to enrich the resources available to students and teachers through the educational system. Selection of materials for children and teens should not be made to duplicate school texts, but rather should consider the usefulness of the items for general Library purposes.

**21.7. Choice of Library Materials By Minors**

- 21.7.1. The role of the parent or legal guardian in supervising the reading, listening, and viewing choices made by a minor child is recognized by this Library.
- 21.7.2. The Library staff and trustees are charged with the responsibility of providing free and equal access to Library materials and services to all eligible people. Moreover, it is impossible for them to know or predict the opinions of parents and guardians regarding the specific borrowing selections made by minor children.
- 21.7.3. Therefore, it is the policy of the Stonington Free Library that parents and guardians, not the Library staff or trustees, are responsible for monitoring and approving the selection of materials made by minor children. It is the parents or guardians – and only these – who may restrict their children – and only their children – from borrowing specific Library materials. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The Library staff and trustees cannot and do not act in loco parentis.
- 21.7.4. Selection of materials for the community as a whole cannot be inhibited by the possibility that specific items of an advanced nature may come into the possession of minor children.

**21.8. Withdrawals**

- 21.8.1. An up-to-date, attractive, and reliable collection can be maintained only by purchasing and retaining appropriate materials, and by removing items that have low circulation, are damaged, unrepairable, outdated, inaccurate, misleading, duplicating and otherwise no longer useful or historically significant. The collection should be evaluated by authorized and qualified staff on a systematic and continuous basis to identify materials that should be withdrawn.
- 21.8.2. Items withdrawn by reason of condition, loss or damage will be considered for replacement if deemed suitable and current.
- 21.8.3. Items removed from the collection are used for outreach activities, book sales, donated to other non-profits or are recycled.

21.9. **Gifts**

- 21.9.1. The Library accepts gifts of books and other collection materials without commitment as to final disposition. It assumes unconditional ownership of all items donated and retains the right to use or dispose of them as it sees fit.
- 21.9.2. Gift items must meet the same selection criteria as purchased materials. Items in poor physical condition or written in will not be kept. Duplicate copies of items already in the collection will be added only if needed. Gift materials will not be accepted with restrictions or conditions that necessitate special and separate housing, processing, or treatment.
- 21.9.3. The Library cannot give a dollar valuation for gifts of materials, but it will provide the donor with a statement verifying the number and type of materials donated and accepted, upon request.

21.10. **Balance and Neutrality**

- 21.10.1. Public libraries have a responsibility to provide books and other materials presenting diverse points of view on the problems and issues of our time. It must be understood, therefore, that ownership of Library materials does not constitute an endorsement by the Library of the ideas or viewpoints expressed within those materials.
- 21.10.2. Selections of Library materials are not made on the basis of any anticipated approval or disapproval by specific individuals or groups, but solely on the merits of the works in relation to building the collection and serving the needs and interests of Library users and the community as a whole. While aware that one or more persons may take issue with the selection of specific items, the Library does not have to remove from the collection items purchased in accordance with the criteria specified above. Nor will materials be marked in such a way as to indicate official approval or disapproval of viewpoint and content. Items are not separated from the general collection except for the purposes of protecting them from

damage or theft. In all cases, the quality of resources will be judged on the content as a whole, not by detached excerpts.

## 21.11. **Requests For Reconsideration of Materials**

- 21.11.1. Any patron who wishes to object to the presence of a particular item in the collection may do so by completing the Statement of Concern about Library Resources form. The Library Director and the Library Board of Trustees will review such objections. While an item is under review, it will remain in the collection. The patron will be informed of the Library Board's decision regarding the objection.

## 22. **CONFIDENTIALITY**

### 22.1. **Library Records Considered Confidential**

- 22.1.1. The policy of the Stonington Free Library is to preserve the privacy of its circulation, borrower registration, and patron usage records and to treat them with confidentiality. The library strives to collect the least amount of personally identifiable information possible and avoids creating unnecessary records. The library does not share personally identifiable information with third parties unless served with a valid subpoena, national security letter, or warrant to do so.

- 22.1.2. Section 11-25(b) of the General Statutes of Connecticut states, "Notwithstanding the provisions of section 1-210, personally identifiable information contained in the circulation records of all public libraries shall be confidential." Pursuant to this statute, and as recommended by the American Library Association and the Connecticut Library Association, the Stonington Free Library recognizes the following information as confidential in nature:

1. Circulation records, including but not limited to titles and number of items checked out, held on reserve, overdue, or borrowed from another Library through inter-Library loan;
2. Borrower registration records that are prerequisite to issuing Library cards and permitting individuals to borrow Library materials;
3. Computer-traceable or stored information or records of what Library patrons viewed on the Internet while using the Library's public-access computer terminals.

- 22.1.3. The above-cited records may be revealed only as follows:

1. To the individual named in the record;
2. To the parent or legal guardian of a minor (defined by the State of Connecticut as any person below the age of 18), who is the party made financially responsible for damages or losses to the Library caused by the minor;

22.1.4. Upon receipt of legal process, order, or subpoena, the Library's Board of Trustees will consult with legal counsel to determine if such process, order, or subpoena is valid and enforceable and shall take such action as it deems appropriate in the circumstances.

## 22.2. **Stonington Free Library website**

22.2.1. The library's website is encrypted with HTTPS. All communications between the patron's browser and the library website are private. The patron's account and catalog searching are also encrypted.

## 22.3. **Non-library websites**

22.3.1. Non-library websites may be linked through the library's website and may not follow the same privacy policies as the library. Non-library websites include some of the links from our Digital Library and Job Resources webpages, and others dispersed throughout the library website. Visitors to such sites are advised to check the privacy statements of such sites and to be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

## 22.4. **Third-party vendors**

22.4.1. Note: Some online services offered by the library are serviced by third-party vendors. These vendors have their own privacy policies and terms of service and they are not beholden to the library's privacy policies or terms or service.

22.4.2. The library works with third-party vendors to provide online learning, digital collections, streaming media content, analytics, and more. These third-party vendors include providers like Overdrive/Libby, Kanopy, Hoopla, Facebook, Instagram, and more. When patrons leave the library website, interaction with these systems will be governed by their individual privacy policies. Some of these vendors may collect and share information provided to them or require users to create a personal account in order to use their services. Users should inquire with the vendors directly for any specific questions about their data collection and management policies.

## 22.5. **Record Retention**

22.5.1. As has been its practice in the past, the Library will continue to preserve the privacy of confidential records as follows:

1. The Library shall create and maintain only those paper and electronic records that are deemed necessary to the efficient operation of the Library.

2. The Library shall destroy all records containing personally-identifiable patron information once they are no longer considered necessary to the efficient operation of the Library.
3. Circulation and inter-library loan records shall be maintained only long enough to ensure the safe return of materials.
4. All records relating to Internet and other computer usage, plus usage of the Library's other public-access equipment, shall be destroyed thoroughly in order to eliminate the opportunity for recovering personally-identifiable patron information. These records shall be destroyed as promptly as is reasonably practicable, but no less than once per day of Library operations.

## **23. FINANCIAL POLICIES AND PROCEDURES**

### **23.1. Endowment Management**

- 23.1.1. SFL's Board of Trustees may designate certain unrestricted funds as an endowment fund. These funds shall be segregated from the remainder of SFL's assets and may be held in one or more investment accounts. Such accounts shall be managed and invested in such manner as the Board of Trustees shall, from time to time, determine.

### **23.2. Bank/Investment Accounts and Signers**

- 23.2.1. SFL's Board of Trustees may establish such bank and investment accounts and may designate such persons as having authority with respect to such accounts as the Board of Trustees may, from time to time, determine.

### **23.3. Director's Purchasing Authority**

- 23.3.1. The Library Director has the authority, in consultation with the Building Committee, to move forward on emergency maintenance issues or repairs in the library for which the cost is \$2500 or less. For these expenditures, the requirement to obtain a competitive offer (i.e., in the form of several official quotes) is waived. Any expenditure above the \$2500 threshold requires obtaining a competitive offer and the Executive Committee has the authority to approve or waive the requirement. - Adopted October 27, 2015

### **23.4. Internal Controls**

- 23.4.1. As demonstrated in Stonington Free Library's daily procedures - IC means an Internal Control is in place.
- 23.4.2. **Income**

- 23.4.2.1. Circulation Desk- \$25 in cash register at front desk. \$50 is kept in back staff area for changing large bills. A cash register is used for each transaction, totaled each night by circulation associate present and then balanced against the actual money collected **(IC)**. Total amount posted and collected is written on an envelope; the daily collection with register receipt is placed in the envelope and sealed. It is placed in the back staff area. Director or Assistant Director regularly verifies register receipt, matches cash and posts on spreadsheet **(IC)**, prepares and makes deposits twice monthly; Bookkeeper transfers figures from spreadsheet to Quickbooks **(IC)**.
- 23.4.2.2. All income checks (annual fund/donations/memorial funds, daily transactions) are copied or scanned. One copy is put in a folder for the Director or Assistant Director when making the deposit, the other copy with envelope goes to Development Director to be entered in fundraising software (e-Tapestry) and thank-you letter generated; thank-you letters are signed and mailed by the Library Director **(IC)**. Actual checks are deposited by the Director, Assistant Director or other library staff member (not the same individual who opened/stamped/copied the checks) with each check posted per fund on Excel deposit sheet. **(IC)**. The Excel spreadsheet, copies of checks and the deposit slip are given to the bookkeeper to post into the in-house accounting system, QuickBooks **(IC)**. Development Director and Library's bookkeeper reconcile between eTapestry and QuickBooks on a periodic basis and at year end **(IC)** and make sure the amount collected agrees with total deposits on the Library's bank Statement **(IC)**.
- 23.4.2.3. The Director, Bookkeeper and Treasurer have access to QuickBooks; QuickBooks automatically backs up daily **(IC)**.

23.4.3. **Expenses**

- 23.4.3.1. Incoming postal mail is received at the front desk; the Director or Assistant Director sorts mail and the Director opens Library correspondence and bills, or the Assistant Director when the Director is absent. **(IC)**, The Director or Assistant Director OK's and codes invoices for payment **(IC)**, the Bookkeeper cuts checks / creates online payments and posts in QuickBooks **(IC)**. An authorized check signer, other than the person who approved the invoice, signs the checks (The President or either Co-President and Treasurer may also sign checks) **(IC)** / reviews and initials online payments. Payments are mailed. (Bank statements are obtained online by the Bookkeeper for bank reconciliation with QuickBooks, and the reconciliation is reviewed and signed by the Treasurer **(IC)**[2]).
- 23.4.3.2. Blank checks are kept in a locked office.

23.4.4. **Payroll**

- 23.4.4.1. The Director reviews the timesheets, verifies time used and OK's for payroll **(IC)**. The bookkeeper reviews and verifies timesheets, inputs data and generates direct deposit payroll **(IC)**. Director reviews and initials direct deposit report **(IC)** and

distributes pay stubs to employees **(IC)**.

23.4.4.2. Payroll is done in-house by the Bookkeeper bi-weekly; Bookkeeper prepares quarterly and y/e reports through Quickbooks, and prepares W-2's. All new hires have a W-4 and I-9 in their personnel files and Bookkeeper notifies the State of Connecticut of new employee (required).

23.4.5. **Other Duties**

23.4.5.1. The Bookkeeper does month-end reconciling of all accounts and prepares monthly financial statements that include budget comparison for the Board to review **(IC)**. Yearly audit is performed in August or September and the Bookkeeper gathers all data from the fiscal year as requested by the auditor **(IC)**.

23.4.5.2. Annual budget is created by the Director, the Assistant Director, Bookkeeper and Treasurer, with input by staff as needed (i.e., Children's librarian), and approved by Board **(IC)**. Budget is added into Quickbooks by the bookkeeper **(IC)**.

23.4.5.3. The Bookkeeper maintains time-off records and keeps personnel files, but has no other human resources duties.

23.5. **Capital Campaign Funds**

23.5.1. **Receipt of Contributions to the Capital Campaign**

23.5.1.1. When a donor has expressed an interest in contributing to the Capital Campaign, acknowledgement and documentation of the donation will depend upon the timing of the donor's payment. The following procedures should be followed to ensure that the cash payment is deposited into the correct account and the financial and donor management systems are updated appropriately.

23.5.1.2. **Immediate Donations**

23.5.1.2.1. If the donor intends to make an immediate donation to the Campaign, that intention should be communicated among the Capital Campaign Chairs, and the Director, Assistant Director and Development Coordinator at the Library.

23.5.1.2.2. When the payment is received, the contribution should be entered into the eTapestry donor database and an acknowledgment letter generated.

23.5.1.2.3. The donation check should be deposited into the capital campaign account at Charles Schwab in Mystic, and entered into Quickbooks.

23.5.1.2.4. Gifts in the form of securities shall be sold as soon as practicable. For acknowledgement purposes, the documentation shall indicate the value of the gift when it was received.



23.5.2. **Intention to Make a Donation in the Future**

23.5.2.1. If the donor intends to make a donation or series of donations commencing in the future (more than a month after the date of informing SFL of the intent), that intention should be communicated among the Capital Campaign Chairs, and the Director, Assistant Director and Development Coordinator at the Library.

23.5.2.2. The aggregate amount of the intended contribution should be entered into eTapestry as a pledge, and a confirmation letter should be generated specifying the amount and anticipated timing of future payments to be signed and returned by the donor. Once the signed confirmation is received, the pledge should be recorded in Quickbooks.

23.5.2.3. Anticipated payment dates should be tracked, and reminder letters should be sent to the donor if payment has not been received per the donor's intended schedule.

23.5.2.4. When received, donations should be deposited into the capital campaign account at Charles Schwab in Mystic. Payments shall be recorded in both eTapestry and Quickbooks.

23.5.2.5. Gifts in the form of securities shall be sold as soon as practicable. For acknowledgement purposes, the documentation shall indicate the value of the gift when it was received.

23.5.3. **Disbursements of Capital Campaign Funds**

23.5.3.1. **Approval of Invoice**

23.5.3.1.1. Before payment, all invoices for campaign related expenditures shall be reviewed and signed off by both a Library representative (Library Director) and a) in the case of building-related expenditures, the chair of the Building Committee (note: the Chair shall have the ability to delegate this task to another member of the committee in the case of his or her temporary absence) or b) in the case of other campaign expenses, one of the Co-Presidents. In addition, selected invoices shall be reviewed and approved by the project architect in accordance with his or her contract prior to payment.

23.5.4. **Authorization of Expenses in Excess of Budget**

23.5.4.1. Expenditures which exceed budgeted amounts by \$2,500 or more, individually in

or aggregate, whether through cost overruns or unanticipated spending categories, shall be approved by the Board prior to authorizing the work to commence.

23.5.5. **Check Authorization Requirements**

23.5.5.1. Disbursements of capital campaign funds shall be via checks drawn on the Charles Schwab campaign account. For amounts up to \$5,000, the Library Director may sign the checks; for larger amounts, the signatures of both the Director and one Co-President shall be required.

23.5.6. **Tracking of Expenditures**

23.5.6.1. Expenditures shall be tracked against Budget according to the categories established from time to time by the Board of Trustees.

23.5.6.2. In addition to the above, specific expenditures shall be tracked and reported in accordance with any applicable restricted grant requirements.

23.5.6.3. To the extent that approved campaign expenditures exceed cumulative cash contributions received as of a given date, but do **not** exceed total pledged contributions, the capital campaign shall have the ability to temporarily borrow funds from the existing endowment to bridge the timing gap. When pledged funds are received, such loans shall be repaid.

23.5.7. **Development Personnel Costs**

23.5.7.1. At the end of each fiscal year, the Library's bookkeeper will calculate the cost of the Development Coordinator's time which has been dedicated to the Capital Campaign for that fiscal year (authorized up to 5 hours per week), and a transfer shall be made FROM the Charles Schwab Capital Campaign account TO the Library's primary operating account as reimbursement for that amount. The cost of the Development Coordinator's time shall be accounted for as a Campaign Expense.

23.5.8. **Contribution to the Endowment**

23.5.8.1. At the conclusion of the Capital Campaign and after the building projects are completed (and all related invoices paid), a complete accounting of campaign contributions received and expenditures made shall be prepared for approval by the Board. Upon approval of the Board, the remaining balance of funds from the campaign shall be designated as an addition to the Library's Board-designated, unrestricted endowment.

23.5.8.2. Adopted by the Board of Trustees: January 28th 2020

**24. MUNICIPAL RECORDS RETENTION/DISPOSITION SCHEDULE**

24.1. To the extent applicable the Library will abide by the Connecticut State Library Municipal Records Retention/Disposition Schedule M11: Library, Museum, Special Collections and Archival Records.

24.2. To the extent applicable the Library will abide by the Connecticut State Library Municipal Records Management Program to request permission to destroy or transfer records that have reached their retention limit via Form RC-075: Records Disposition Authorization

**25. EMERGENCY PROCEDURES--CT STATE LIBRARY'S EMERGENCY**

**PROCEDURE INCLUDES THE FOLLOWING SECTIONS:**

**25.1. Staff Responsibilities**

1. Everyone must evacuate
2. Outline of which work unit is responsible to check what area of the stacks
3. Helping people who need assistance

**25.2. Supervisor Responsibilities**

1. Make sure your staff are trained
2. Know who is on duty at any time
3. Report if someone hasn't made it to the gathering area

**25.3. Outside Gathering Area**

25.3.1. As far away from the building as needed for safety around the Library park (for fire alarm, bomb threats and some hazardous materials)

1. Where staff should meet
2. Patrons can join staff there or can leave the area

**25.4. Indoor Gathering Area (for storms and some hazardous materials)**

25.4.1. Designated safest place where everyone must gather, away from windows and doors. Lower level Teen or Storage Room OR if these areas are determined to be unsafe during the active emergency, the most senior staff member on duty will determine the safest room in the building.

25.5. **Fire Emergencies**

1. Pull alarm if flames witnessed
2. Direct patrons to leave by nearest unobstructed exit
3. Shut off lights, close doors, close windows too, if fast and safe to do
4. Use a fire extinguisher only if trained and confident, if fire is very small and only after pulling the alarm

25.6. **Bomb Emergencies**

1. If the Library receives a call with a bomb threat, gather as much information as possible. Ask questions like:
  - a. When is the bomb going to explode?
  - b. Where is it right now?
  - c. What does it look like?
  - d. What kind of bomb is it?
  - e. What will cause it to explode?
  - f. Did you place the bomb?
2. If possible, make a coworker aware of the call, so police can be informed
3. Notify the director or designee who will judge if the threat is credible. If yes, send out announcement to evacuate
4. Leave interior doors open, shut off lights.
5. As you are leaving look for unusual or suspicious packages or items. Look but don't delay. Don't go looking for it, but if you see something strange report to the authorities
6. SHUT OFF CELL PHONES. Cell phone activity could set off a bomb
7. Move at least 300 feet away from the building before using a cell phone to call the authorities

25.7. Deciding whether a bomb threat is a hoax or not is based on common sense and what the director or designee might believe. Talk to your police dept. about this. Consider such factors as: Were children or young people in the background laughing as the caller spoke? Did the caller sound like a child or young person? Were 'details' mentioned that did not fit the building or the details could fit any building? Was the caller an adult? Did the caller mention things specific to your building? Did the caller speak of an incident pertaining to the agency or building employees or department? Did the caller sound angry? etc The call to evacuate will be different every time.

25.8. **Active Shooter Emergency**

25.8.1. An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active

shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

25.8.2. Good practices for coping with an active shooter situation

1. Be aware of your environment and any possible dangers
2. Take note of the two nearest exits
3. If you are in an office, stay there and secure the door
4. If you are in a hallway, get into a room and secure the door
5. As a last resort, attempt to incapacitate the shooter
6. Call 911 when you are safe

25.8.3. Quickly determine the most reasonable way to protect your own life. Remember that patrons and visitors are likely to follow the lead of staff members during an active shooter situation.

1. Evacuate. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - a. Have an escape route and plan in mind
  - b. Evacuate regardless of whether others agree to follow
  - c. Leave your belongings behind
  - d. Help others escape, if possible
  - e. Prevent individuals from entering an area where the active shooter may be
  - f. Keep your hands visible
  - g. Follow the instructions of any police officers
  - h. Do not attempt to move wounded people
  - i. Call 911 when you are safe
2. Hide out. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - a. Be out of the active shooter's view
  - b. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
  - c. Not trap you or restrict your options for movement
3. To prevent an active shooter from entering your hiding place:
  - a. Lock the door
  - b. Blockade the door with heavy furniture
  - c. Dial 911, if possible, to alert police to the active shooter's location

d. If you cannot speak, leave the line open and allow the dispatcher to listen

4. Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - a. Acting as aggressively as possible against him/her
  - b. Throwing items and improvising weapons
  - c. Yelling
  - d. Committing to your actions

25.8.4. The library has established a safe room in the building in the case of an active shooter emergency.

#### 25.9. **Severe Weather Emergency**

1. If you become aware that a severe weather watch or warning has been issued, alert the director or designee
2. For a "watch", send an email to all staff
3. For a "warning", make an announcement (don't hit the fire alarm) and move around the building to tell everyone to move to the Indoor Gathering Area (lower level Teen or Storage Room OR if these areas are determined to be unsafe during the active emergency, the most senior staff member on duty will determine the safest room in the building).
4. If readily available, bring a flashlight and radio

#### 25.10. **Hazardous Materials Emergencies**

1. Anyone who discovers that a hazardous material emergency is occurring (possibly due to an overturned truck or problem at a nearby business), should tell the Director or designee
2. Make an announcement (don't hit the fire alarm) and close windows and turn off HVAC
3. Follow instructions from the authorities
4. In some cases, you will need to move to the Indoor Gathering Area (lower level Teen or Storage Room OR if these areas are determined to be unsafe during the active emergency, the most senior staff member on duty will determine the safest room in the building) and wait for the all clear from the authorities. Have a flashlight and radio handy.
5. In other cases, you will need to evacuate and walk quickly up to 1/2 mile away or to drive home. Staff who didn't drive in should seek a ride from a coworker
6. Check the radio or internet for safe routes home

#### 25.11. **Power Outages**

1. If the outage is unrelated to a severe storm (where you must be in the Indoor Gathering Area, the lower level Teen or Storage Room OR if these areas are determined to be unsafe during the active emergency, the most senior staff member on duty will determine the safest room in the building), take a flashlight and make sure patrons and staff safely get out of dark offices and stacks
2. The director or designee will talk to the power utility and decide if the building should close
3. It isn't necessary to unplug computers

25.12. **Medical Emergencies**

1. Staff should know where the simple first aid kit is located but in a medical emergency call 911
2. Supervisors should know who on staff has first aid training, in case they will be needed

25.13. **Evening and Weekends**

1. The most senior staff member is responsible to gather information and communicate with the authorities (e.g. List of phone numbers for Fire and Police, security company, etc.) as well as Bomb Threat Checklist and Hazardous Material Emergency Shelter in Place Diagram.

**RECEIPT OF POLICIES AND PROCEDURES**  
**MANUAL**

This confirms receipt of the Stonington Free Library's Policies and Procedures Manual and I confirm that I have read and understood the policies and procedures described within it and that I will abide by it. I understand that this Policies and Procedures Manual replaces any and all prior policies and procedures of the Library. I acknowledge that this manual is intended for my information and guidance.

The Library may amend or terminate at any time the policies and procedures described in this manual as the need arises and experience dictates. I agree that I will abide by any changes or revisions, which will supersede the contents of this Policies and Procedures Manual.

If I have any questions regarding the content or interpretation of this manual, I will bring them to the attention of the Library Director.

**THIS POLICIES AND PROCEDURES MANUAL TAKES EFFECT ON**  
**SEPTEMBER 28, 2021.**

**Please sign and return this form to the Library Director.**

\_\_\_\_\_  
EMPLOYEE'S NAME (PRINTED)

\_\_\_\_\_  
EMPLOYEE'S POSITION

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LIBRARY DIRECTOR'S SIGNATURE

\_\_\_\_\_  
DATE