

LIBRARY POLICY OF THE HANOVER TOWN LIBRARY

Etna, New Hampshire

- I. General Objectives of the Library
- II. Basic Rules governing personnel and other internal rules of the library.
- III. Book Selection Policy

General Objectives

- I. The general objectives of the Hanover Town Library in Etna, N. H. are:
 1. To encourage self-education thru the availability of books in many fields. While not offering an extensive amount in any one particular area, it is hoped that a beginning can be found here, if desired.
 2. To offer a good over-all selection of encyclopedias, dictionaries and reference books for the young people in the area, who might otherwise have no way of using any other reference.
 3. Thru good fiction and current non-fiction books, to help enlighten any readers in their quest for knowledge or simply to provide good reading entertainment.
 4. Provide free service to all members of the community.
 5. Support the Library Bill of Rights and Freedom to Read statements.

Basic Rules on Personnel

1. The personnel of the library of the library shall include a paid librarian and a custodian with an elected board of trustees.
2. Duties of the librarian:
 - a. Maintain a minimum of 4 hours a week in the library.
 - b. Degree of responsibility:
 1. To dispense books and literature
 2. To select and purchase any new books and periodicals, etc
 3. To keep records and reports of all books.
 4. To select Bookmobile books.
 5. To hire a substitute when necessary.

3. Duties of the custodian

- a. To keep grounds and sidewalk in good condition and appearance for use of the public.
- b. To maintain cleanliness of the interior of the building thru:
 1. Dusting of floors, furniture and books.
 2. Maintenance of floors.
 3. Specific duties as outlined by trustees.

III. Book Selection and Use of Library.

1. Books are to be selected by the librarian, or at the suggestions of the trustees.
2. Fines are to be levied by the librarian.
3. Books and gifts will be accepted on the condition that the library authorities may make whatever disposition of them they consider in the best interests of the library.

Addenda

II. Basic Rules on Personnel

- (1)a. The librarian is a town employee and as such, is entitled to Social Security benefits. However, because of this part-time status, she is not entitled to any other compensations, such as ,insurance , paid vacations or regular paid sick-leave.

III. Book Selection and Use of the Library.

2. Fines are to be levied by the librarian at the rate of two cents a day for each book kept overtime. Books may be kept for three weeks with the privilege of renewal except for 7-14 day books. These Rules and Regulations are to be found on the inside cover of each book in the library.