

LIBRARY POLICY
Hanover Town Library
Etna, NH

Services

1. The librarian and volunteers will give guidance and assistance to patrons, creating an atmosphere of warm personal attention for library users of all ages.
2. Library staff will try to obtain information beyond its own resources and will lend to other libraries materials which are requested in accordance with the New Hampshire State Library Inter-Library Loan Protocol Manual.
3. The use of the library as a meeting place for small community groups may be permitted at the discretion of the librarian and/or the Trustees, and by arrangement with the librarian. Procedures for use of the building will be given when a booking is made.
4. At meetings that take place at the library during closed hours a "closed" sign will be posted clearly in the window so that patrons are aware that it is not open for business.
5. The library will be open sufficient hours to meet the needs of the community. The library may be closed by the librarian and/or the Trustees in the case of inclement weather or any other just cause.

Board of Trustees

The Board of Trustees shall:

1. Be three in number, elected by the Town of Hanover according to the laws of the State of New Hampshire.
2. Be the governing body of the Hanover Town Library, and determine the policies that will govern the operation and program of the library.
3. Adopt by-laws for its governance.
4. Meet monthly with notice of the meeting posted as required by law. Regular board meetings are open to the public. The librarian will attend all board meetings except when the position, salary, or performance evaluation is being discussed.
5. Prepare and present, with the cooperation of the librarian, the proposed budget to the proper municipal officers and be available to answer queries at budget hearings and town meetings. The Board, with the librarian, will prepare and submit any report required by state or local laws.

6. Secure adequate funds and proper facilities in order to carry on a library program that fulfills the recreational and informational needs of the community.
7. Employ a competent and qualified librarian.
8. Provide in the library budget funds for membership to the New Hampshire Library Trustees Association, the New Hampshire Library Association, CHILIS, and the LUV Cooperative.
9. Strive to be well-informed and articulate in representing the library to their fellow citizens.

Personnel

The library is governed by the personnel policies of the Town of Hanover.

In addition:

1. When there is a vacancy in the position of librarian, it will be the duty of the Board of Trustees to interview and select a replacement for the position.
2. The librarian, unless he or she has a professional degree, will have completed or be enrolled in the Library Techniques Program through the College for Lifelong Learning, will begin taking these courses within one year of his or her appointment, and complete certification within six years. An extension of this deadline may be granted at the Trustees' discretion. Training funds are available as outlined in the Town Personnel Policy Manual.
3. The librarian is responsible for finding a substitute in case of absence.

Borrowing Privileges

1. All residents of Hanover, Town employees, Dartmouth College students, Hanover/Dresden teachers and students, and those who pay property taxes to the Town of Hanover are eligible for free borrowing privileges.
2. Non-residents and tuition students may be issued library cards on payment of an annual fee established by the Hanover Board of Selectmen.
3. Children may be issued their own library cards when they enter kindergarten.
4. A short-term courtesy card may be issued at the discretion of the librarian.
5. Use of the library or its services may be denied or restricted by the librarian of the Trustees for cause, such as failure to return books, destruction of property, or objectionable conduct on library property.

Borrowing Regulations

1. Borrowers may take out any reasonable number of books or other materials; they are responsible for all materials charged on their cards. Parents assume responsibility for all materials borrowed by their children up to age 18.

2. Books or other materials may be renewed after the initial loan period, provided there are no reserves for them. Vacation loans may be made by arrangement with the librarian.
3. No fines will be charged for overdue materials, however:
 - a. Lost materials will be charged to the borrower based on an established flat fee per item type.
 - b. The borrower is liable for the cost of repairing, rebinding or replacing damaged materials.
4. Information related to borrower records and circulation of library materials will remain confidential.

Collection Development Policy

Ultimate responsibility for selection policy lies with the Board of Trustees. The Trustees delegate to the librarian the authority and responsibility for selection of library materials and for the development and maintenance of the collection.

The Trustees and librarian will strive to maintain a balance in the library's services and collections for adult, young people, and children.

1. The library will attempt to collect materials from a broad range of subject areas in print and non-print formats. The focus will be children's literature, current and best-selling adult fiction, classic literature, popular non-fiction, periodicals, and self-help and how-to materials.
2. Materials are chosen on the basis of general excellence, anticipated interest or demand, the need to maintain a well-balanced collection of currently useful resources. And a knowledge of what is available in other library collections in the community.
 - a. The library will cooperate with the school libraries and provide a basic ready-reference collection, but cannot perform the function of meeting the curricular needs.
 - b. The library will maintain a collection of materials of significance to the Upper Valley region.
 - c. Recognizing the library's space limitations and the extensive collections available elsewhere in the community, videos will primarily be made available through the use of a rotating collection
3. Library materials will be systematically weeded from the collection according to accepted professional practices. Such materials may be sold, distributed to other institutions, if appropriate, or destroyed.
4. The library fully subscribes to and supports the Library Bill of Rights and its interpretations, and the Freedom to Read Statement adopted by the American Library Association. Copies of these documents are attached to these policies.
 - a. The library does not act *in loco parentis* in determining what any minor may read, view or hear.
 - b. In the event that a patron objects to an item in the collection or program presented by or at the library, he or she will be asked to put the objection into writing on a form provided for this purpose. The written objection will be reviewed by the library trustees at the next regular meeting and the patron will receive a written replay within two weeks. The item will remain in the collection during the review process. The program will proceed as planned if it is scheduled during the review process.

5. The same objective criteria used for purchase of new books and materials will be applied to the acceptance of gift and memorial items.
 - a. Books and other materials will be accepted on the condition that the library has the authority to make whatever disposition it deems advisable including being added to the collection, sold at a book sale, or donated to an appropriate organization.
 - b. Items submitted for inclusion in the collection must be in good, usable condition and, in most cases, up-to-date. Textbooks, digest, and reference books over five years old will not be accepted.
 - c. Memorial or "honor" gifts of books are encouraged and suggestions are welcome; however, final selection will be made at the librarian's discretion.
 - d. All monetary gifts, income from trust funds, income from replacement charges, and all proceeds from the library's book sales will be spent in addition to the regular materials budget and not considered to replace funds in the regular budget.

Cooperation with Other Libraries

1. The librarian will be a member of the Librarians of the Upper Valley (LUV) Cooperative, which provides communication and encourages cooperation between school and public libraries in this geographic area.
2. The library's holdings will continue to be part of the database of the New Hampshire Union Catalog and materials promptly and willingly shared through inter-library loan.
3. The librarian will be regularly in contact with the director and staff of the Howe Library for consultation and guidance as needed and to share resources and programs.

Public Relations

1. To stimulate interest in and encourage use of the library, the public will be informed of the resources and programs available to them.
2. The librarian and Trustees will cooperate in the organization and maintenance of a Friends of the Etna Library group.

These policies will be reviewed every three years, or as needed, to maintain a vital library collection and program which reflects the needs of its patrons.