

LIBRARY POLICY
Hanover Town Library
Etna, N.H.

I. OBJECTIVES

The objectives of the Hanover Town Library shall be:

- A. To primarily serve, due to its location, the Etna-Hanover Center community while welcoming patrons from the greater Hanover area as well.
- B. To provide materials, programs, and services that meet the recreational and informational interests of the community.
- C. To develop our collections and services in the context of the total library picture in the community. Recognizing the rich library resources of the college, school libraries, and the Howe Library, our intention is to complement, rather than compete with, their collections and services.
- D. To acknowledge the importance of the early childhood years in developing the library habit, and to assume a special obligation to preschool children.
- E. To participate in the New Hampshire Statewide Library Development System, striving to meet the current standards set by the ALA and New Hampshire State Library.

II. SERVICES

- A. The library shall be open sufficient hours to meet the needs of the community. Legal holidays shall be observed. The library may be closed by the Librarian and/or the Trustees in the case of inclement weather or other just cause.
- B. The Trustees and Librarian shall strive to maintain a balance in the library's services and collections for adults, young people and children.
- C. The Librarian and volunteers shall give guidance and assistance to patrons, creating an atmosphere of warm personal attention for library users of all ages.
- D. Library staff shall try to obtain information beyond its own resources and shall lend to other libraries materials which are requested in accordance with the New Hampshire State Library Inter-Library Loan Protocol Manual.
- E. 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.

III. BOARD OF TRUSTEES

The Board of Trustees shall:

- A. Be three in number, elected by the Town of Hanover according to the laws of the State of New Hampshire.
- B. Be the governing body of the Hanover Town Library, and determine the policies that will govern the operation and program of the library.
- C. Adopt by-laws for its governance.
- D. Meet monthly with notice of the meeting posted as required by law. Regular board meetings are open to the public. The Librarian shall attend all board meetings except when the position, salary, or performance evaluation is being discussed.
- E. 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, shall prepare and submit any report required by state or local laws.
- F. Secure adequate funds and proper facilities in order to carry on a library program that fulfills the recreational and informational needs of the community.
- G. Employ a competent and qualified librarian.
- H. 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.
- I. Strive to be well-informed and articulate in representing the library to their fellow citizens.

IV. PERSONNEL

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

In addition:

- A. When there is a vacancy in the position of Librarian, it shall be the duty of the Board of Trustees to interview and select a replacement for the position.
- B. The Librarian, unless he or she has a professional degree, shall have completed or be enrolled in the Library Techniques Program sponsored by the State Library, shall begin taking these courses within one year of his or her appointment, and complete certification within six years. Training funds are available as outlined in the Town Personnel Policy Manual.

- C. The Librarian also:
1. is responsible for recommending needed policies for Board action and administering the library, carrying out policies approved by the Board.
 2. suggests and executes improvements for library service.
 3. prepares periodic reports for the Board of Trustees and Town Manager.
 4. conducts a public relations program in cooperation with the Trustees and the community.
 5. plans and performs children's programs.
 6. formulates procedures manuals.
 7. attends as many professional meetings, workshops and seminars as feasible, expenses to be included in the annual budget.
 8. is responsible for finding a substitute in case of absence.

V. BORROWING PRIVILEGES

- A. All residents of Hanover and those who pay property taxes to the Town of Hanover are eligible for free borrowing privileges.
1. Children may be issued their own library cards when they enter kindergarten.
 2. Non-residents may be issued library cards on payment of an annual fee established by the Board of Trustees.
- B. Use of the library or its services may be denied or restricted by the Librarian or the Trustees for cause, such as failure to return books, destruction of property, or objectionable conduct on library property.

VI. BORROWING REGULATIONS

- A. 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.
- B. The library does not act *in loco parentis* in determining what any minor may read, view, or hear.
- C. 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.

- D. No fines will be charged for overdue materials.
 - 1. Lost materials will be charged to the borrower at the retail cost of replacement, to which a reasonable service charge will be added.
 - 2. The borrower is liable for the cost of repairing, rebinding or replacing damaged materials.
- E. Information related to borrower records and circulation of library materials will remain confidential.

VII. SELECTION OF LIBRARY MATERIALS

- A. We fully subscribe to the Library Bill of Rights and Freedom to Read Statement adopted by the American Library Association. Copies of these documents are attached to these policies.
- B. Ultimate responsibility for selection policy lies with the Board of Trustees. The Trustees delegates to the Librarian the authority and responsibility for selection of library materials and for the development and maintenance of the collection.
 - 1. Our focus is current and best-selling fiction, classic literature, popular non-fiction, periodicals, self-help and how-to materials, and children's literature.
 - 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.
- C. The library shall cooperate with the school libraries and provide a basic ready-reference collection, but cannot perform the function of meeting the curricular needs.
- D. Materials which are no longer useful to the library shall be systematically weeded from the collection according to accepted professional practices. Such material may be sold, distributed to other institutions, if appropriate, or destroyed.
- E. In the event that a patron objects to an item or items in the collection, he or she shall be asked to put the objection into writing on a form provided for this purpose. The written objection shall be reviewed by the library trustees at the next regular meeting and the patron shall receive a written reply.

VIII. GIFTS AND MEMORIALS

- A. Books and other materials shall be accepted on the condition that the library has the authority to make whatever disposition it deems advisable, including being added to the library collection, sold at a book sale, or donated to an appropriate organization.
- B. Memorial or "honor" gifts of books are encouraged and suggestions are welcome; however, final selection will be made at the Librarian's discretion.
- C. All monetary gifts, income from trust funds, income from replacement charges, and all proceeds from the library's book sales shall be spent in addition to the regular materials budget and not considered to replace funds in the regular budget.

IX. COOPERATION WITH OTHER LIBRARIES

- A. The Librarian shall 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.
- B. The library's holdings are part of the data base of the New Hampshire Union Catalog; materials are promptly and willingly shared through inter-library loan.
- C. The Librarian shall be regularly in contact with the Director and staff of the Howe Library for consultation and guidance as needed; to borrow professional tools; and to share resources and programs.

X. PUBLIC RELATIONS

- A. To stimulate interest in and encourage use of the library, the public will be informed of the resources and programs available to them. The publicity program may include:
 - 1. A storytime schedule, issued regularly and available in the library as well as posted in the community.
 - 2. Fliers and posters describing special programs.
 - 3. Publicity releases sent to local newspapers, radio, and TV stations, publicizing the library's regularly scheduled and special programs for children and adults.
 - 4. Attractive, frequently changed in-house displays of library materials.
- B. The Librarian and Trustees shall cooperate in the organization and maintenance of a Friends of the Etna Library group.

LIBRARY BILL OF RIGHTS

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

Approved by the Board of Trustees, 10/94

1. Books and other library resources should be provided for the free use of all people of the community. No material should be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information representing all points of view on current and historical issues. Materials should not be purchased or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1964
Revised February 3, 1961, June 27, 1967,
and January 22, 1990, by the
ALA Council

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, June 27, 1967,
and January 23, 1980, by the
ALA Council

THE FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as the sole standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

Statement issued by the American Library Association and the Association of Association of American Publishers, 1953, 1970.

October 1984

STATEMENT ON LABELING

An Interpretation of the LIBRARY BILL OR RIGHTS

Labeling is the practice of describing or designating certain library materials by affixing a prejudicial label to them or segregating them by a prejudicial system. The American Library Association opposes this as a means of predisposing people's attitudes towards library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement does not, however, exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981, by the ALA Council.

October 1984

REQUEST FOR RECONSIDERATION OF MATERIALS

of: _____
Title: _____
Publisher (is known): _____

Request Initiated By: _____

Telephone: _____ Address: _____

City & State: _____ Zip Code: _____

Complainant Represents:

himself/herself: _____
(name of organization): _____
(identify other group): _____

1. To what do you object? (Please be specific; cite pages.) _____

2. What do you feel might be the result of having access to this material? _____

3. For what age group would you recommend this material? _____

4. Is there anything good about it? _____

5. Did you read, hear or see the entire work? _____
What parts? _____
6. Are you aware of the judgement of this material by literary critics? _____

7. What do you believe is its theme? _____

8. What would you like the library to do about this material? _____

9. In its place, what item of equal quality would you recommend that would convey an appropriate perspective of the topic?

Date: _____ Signature of Complainant: _____

*Sample Form Taken From Intellectual Freedom Handbook. New Hampshire Library Association, 1989.