

POLICIES OF THE NORTH HERO LIBRARY

1. GENERAL OPERATION

- 1.1 The library is a free public library open to all.
- 1.2 Closing of the library during regularly scheduled hours is at the discretion of the trustees.
- 1.3 The policies of the library will be formulated to insure that the library meets the requirements to achieve state standards.
- 1.4 Concerns about the library and its grounds shall be referred to the trustees in writing to be considered at the next Board meeting. A written reply will be forwarded to the complainant from the Board of Trustees.
- 1.5 The present library is housed in a municipal building and the responsibilities for the upkeep of the building is shared by the library Trustees and the Town Selectboard.

2. TRUSTEES

- 2.1 A board of seven trustees elected at town meeting administers the library. One member is elected each year for a term of seven years. An elected trustee may not be elected to a second consecutive term. Vacancies may be filled by appointment by the Town Selectboard for the remainder of the term. An appointed trustee may run for a consecutive 2nd term.
- 2.2 The trustees are responsible for administration of library policies and finances. A report of each year's activities and accounts will be included in the town annual report. The Board of Trustees shall have the following officers: Chairman, Secretary, and Treasurer. These officers shall be elected at the first board meeting after town meeting each year and will serve for one year. Duties of the officers shall be such as by custom and law devolves upon such officers.
- 2.3 The Board of Trustees shall meet at least every other month. The March meeting will be considered the annual meeting. Any officer may call special meetings. Four members shall constitute a quorum.
- 2.4 Robert's Rules of Order shall govern the procedures of the board.

3. COLLECTION

- 3.1 The purpose of the library is to provide a place where the community can access a collection of books, periodicals and other materials that provide for the interest, information, enlightenment and enjoyment of all people of the community. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. The library should provide materials and information presenting all points of view on current and historical issues.
- 3.2 Our program and collection priorities are to serve families with young children and to serve adult community members. We will cooperate with the school librarian to meet the needs of the school age population of North Hero.
- 3.3 The librarian shall stay informed of possible grants, needs for special children's programs, and adult activities and general community events.
- 3.4 The librarian is in closest contact with users of our collections and therefore selects the materials to be added to the collection. As the budget permits, our collection will be improved by purchase. Materials suggestions by interested patrons are welcomed and encouraged.
- 3.5 We will also supplement our holdings by choosing materials from the Regional library and by use of the Inter-Library Loan System. The librarian will send appropriate library collection information to the Vermont Department of Libraries for inclusion in the Vermont Union Catalog.
- 3.6 Complaints about the library collection will be discussed with the librarian. If no understanding can be reached, a written statement describing what material is objectionable, signed by the complainant, should be given to the librarian or a trustee for consideration at the next trustees meeting. A written reply will be forwarded to the complainant from the Board of Trustees.
- 3.7 Fines will not be levied for items less than two weeks overdue. After this period of two weeks grace, failure to return library property will result in a fine of \$5.00 per week per item. No other material may be checked out until the fine is paid. After six weeks, a bill will be issued for the unreturned items including all accumulated fines. Patrons who fail to resolve their obligations will lose all library privileges. Children under the age of 16 are exempt from fines, and the librarian may use her/his discretion for extenuating circumstances. Voluntary contributions for overdue items within the period of grace will continue to be encouraged.
- 3.8 Damaged or lost items must be replaced by the borrower except in special cases in which the trustees grant an exception to this rule.
- 3.9 All borrowers will be issued North Hero Public Library cards with their patron number and bar code.
- 3.10 Records identifying the names or personal information of users will not be available to anyone except by court order. Library procedures will be developed to insure the privacy of patrons at all times.
- 3.11 Individuals may check out a maximum of 6 children's books, 3 adult books, and three miscellaneous items. Additional items may be checked out at the librarian's discretion. The librarian's decision is final.

4. THE LIBRARIAN

- 4.1 The Board of Trustees will receive applications and conduct interviews to select the librarian and any other staff required. The library is an equal opportunity employer and complies with all applicable regulations and policies.
- 4.2 The librarian may not serve as a trustee.
- 4.3 The board develops policies and procedures which the librarian, in consultation with the board, implements.
- 4.4 Duties of the librarian:
 - a. General overseeing of the library
 - b. Book selection
 - c. Cataloging
 - d. Processing
 - e. Guiding and assisting patrons
 - f. "Weeding" of the collection
 - g. Preparing reports as required by the Vermont Dept. of Libraries
 - h. Maintaining cooperative relations with local island librarians.
 - i. Seeking, through cooperation with the North Hero School librarian, to broaden children's library services year round.
 - j. Protecting library holdings
 - k. Adding to the collection as needed
 - l. Staying informed of grants and funding available for the library
 - m. Working with the treasurer to prepare an estimated budget for trustee's approval.
 - n. Taking inventory of holdings
 - o. Regularly communicating the "librarian's perspective" relating to these duties and the overall environment of the library to the trustees.
 - p. Coordinate volunteers work and schedules
 - q. Consult with the trustees and State Library staff as needed.
- 4.5 The library shall be open to the public 14 hours a week. In case of unscheduled closure, the librarian shall contact designated trustees.
- 4.6 The librarian shall be paid at least minimum wage and will work 20 hours per week. During the librarian's vacation, (two weeks with pay), a substitute may be paid. During illness of the librarian, (two weeks sick leave with pay), the library will be staffed with volunteers or paid personnel. The librarian will receive pay increases as determined by the trustees. Trustees will use yearly town employee salary increases as a guideline.
- 4.7 The salary and performance of all library personnel shall be reviewed yearly.
- 4.8 The librarian is covered under "Town of North Hero Personnel Policy and Rules" unless exempted by the selectboard or the library trustees.

5. COMMUNITY SUPPORT

- 5.1 The trustees shall make the needs of the library known to community support groups such as the Friends of the Library.
- 5.2 The trustees have established an endowment fund. See addendum I for endowment Fund Policy.
- 5.3 Gift books, materials and furnishings may be accepted by the librarian for the library with the understanding that if the article is a duplicate or unsuitable for our collection, the library can dispose of it and use the funds for library needs.

6. LIBRARY USE

- 6.1 The Board of Trustees must approve use of the library by local non-profit, public or private groups.
- 6.2 Use of the library by approved groups is free of charge. (donations accepted)
- 6.3 Group members shall remove all trash and garbage. The library and surrounding grounds are to be left as clean as they were found and all furniture is to be replaced in its original position.
- 6.4 The building and grounds are alcohol and smoke free.
- 6.5 Food and drink are not allowed in the library. Trustees may grant exceptions for specific programs.
- 6.6 Events involving children require an appropriate number of adult supervisors.
- 6.7 Proof of liability insurance may be required.
- 6.8 A completed North Hero Library reservation form is required for building use.
- 6.9 An honorarium of \$25 will be paid per session for speakers, presenters, or workshop leaders who have no set fee.
- 6.10 The children's room and the computers are there for the express use of visiting children and the adults who accompany them. The librarian has the authority to require any adult, unaccompanied by a child, to limit his/her use to the adult areas of the library.

7. INTERNET AND ELECTRONIC RESOURCES

- 7.1 North Hero Library offers WI-FI access to the internet as part of its mission to meet informational and recreational needs of the community. In providing access, the North Hero Board of Trustees subscribes to the principles of the Library Bill of Rights and its interpretation on Access to Electronic Information, Services and Networks adopted by the American Library Association.
- 7.2 While the Internet enables the Library to provide sources beyond the limits of its own collection, some electronic resources may be inaccurate, incomplete, out of date, illegal, or offensive. The North Hero Library does not monitor and has no control over information accessed through the internet and cannot be held responsible for its content.
- 7.3 All patrons, regardless of age, have access to all information and services provided by the library for the public. It is the sole right and responsibility of parents and/or guardians of minors to supervise their children's Internet sessions. The North Hero Library will not control or restrict use of electronic resources except to intervene while training and to assure equitable time-sharing.
- 7.4 The North Hero Library assumes no responsibility for any claims, liabilities, actions, or damages, including damages to personal property, arising from use of any library owned or leased electronic services, or resulting from the use of data available through electronic information services.
- 7.5 Guidelines for the use of the library computer will be provided to each user. Misuse of the electronic resources of the library or of Internet access will result in the loss of computer privileges for the user and liability for any damages caused by that user.

This policy statement is to be reviewed annually by the trustees and amended as needed.

ALL LIBRARY POLICIES WILL BE AT THE DISCRETION OF THE TRUSTEES

North Hero Public Library Policies revised December 2013

Michele Viani 12/3/13
Michele Viani Trustee

David G. Ferguson 12/3/13
David Ferguson Trustee

Ross Hamilton Trustee

Lisa Zotto Trustee

Andy Julow 12/3/13
Andy Julow Trustee

Ann Porter 12/3/13
Ann Porter Trustee

Marilyn Blagrow 12/3/13
Marilyn Lagow Trustee

Judy Poquette 12/3/13
Judy Poquette Librarian

Policies on Public Use of North Hero Library
(adopted by the Board of Trustees, Aug 3, 2010)

These policies apply to any group granted the privilege of using the Library for its meetings.

1. No food or drink may be consumed in the Library. The sole exception to this rule is an occasional reception sponsored by the Trustees.
2. No candles incense or other combustible materials of any type may be used in the Library for any reason.
3. No books, DVDs, magazines, or other items may be taken from the library unless checked out by the librarian or assistant.
4. The large screen projector and associated laptop computer are to be used only at Library-sponsored programs at which a Library Trustee of the Librarian is present. Under no circumstances are they to be removed from the library.
5. The library shall be left neat and clean with all trash removed. All furniture shall be returned to its original place.
6. Each group shall designate a contact person who shall be responsible for ensuring that these policies are followed.
7. The designated contact person shall be responsible for any damage done to library property during the group's use of the building.
8. A group that fails to comply with these policies will be denied use of the library.

For the Trustees of North Hero Library:

Name of group meeting in the Library _____

Day and times requested _____ Average attendance _____

On behalf of the above group, as designated contact person, I agree to ensure compliance with the above policies.

Name _____ Signature _____

Date _____ Phone _____

Email _____

The door lock code issued to the contact person is confidential and must not be given to anyone else. The library will provide a temporary code if another group member must open the library in your absence.

Email or call the library in advance to receive the temporary number.

Phone: 372-5458

Email: nhlibrary@comcast.net

POLICY FOR INTERNET & ELECTRONIC RESOURCES

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In providing access, the Library subscribes to the principles of the Library Bill of Rights and its interpretation on Access to Electronic, Information, Services and Networks adopted by the American Library Association.

North Hero Library does not monitor and has no control over information accessed through the internet and cannot be held responsible for its content. All patrons, regardless of age, have access to all information and services provided by the library for the public. Parents and guardians alone are responsible for the appropriate use by children of library materials, resources, and equipment. The Library assumes no responsibility for monitoring of supervising the users regardless of age.

The internet enables the Library to provide resources far beyond the limits of its own collection. The internet is, however, an unregulated medium. Some materials on it may be offensive, inaccurate, or illegal. North Hero Library cannot subject the resources on it to selection criteria.

PROCEDURES FOR USING THE INTERNET

1. Computer use is limited to a thirty minute time frame. Users are allowed additional time if no other person is waiting to use the computer.
2. Computer use ends 15 minutes before the library closes.
3. Computers will be turned on and off by Librarian or staff.
4. Computer or printer problems must be reported immediately to the Librarian.
5. Noise level around the computer must be kept to Library standards.
6. No food or drink is allowed around the computers.
7. Users may send or retrieve E-mail at the Librarian's discretion. Subscriber chat rooms and bulletin board services are not available.
8. Do not alter any settings on the computer or delete or modify any files.
9. To minimize the risk of infection by computer viruses, users may not use their own software programs in our computers. All non-library disks must be scanned for viruses prior to use in library equipment. Do not save anything to the hard drive. Files left on the hard drive will be deleted.
10. Users are to remain in compliance with copyright laws and federal, state, or local laws and regulations.
11. A flat fee of ten cents per page will be charged for pages printed or copied.

LIBRARIAN – NORTH HERO PUBLIC LIBRARY

3 DESCRIPTION

The Librarian will help patrons locate information to be used for personal and professional objectives. The Librarian needs to have knowledge of a vast array of scholarly and public information resources and following trends and advancements in publishing, computers, and the media he/she directs the selection and organization of materials. The Librarian will direct staff and develop and design information programs and systems that will be used by the public, making sure that all information is displayed in a user friendly way.

There are four main areas of work related to a librarian job. These four areas are:

- **User Services**
 - The Librarian must determine the patron's needs and decide what information best fulfills those needs, and then provide assistance in the search for and acquisition of such material. The Librarian must also serve in an instructional way, demonstrating to patrons how to find and acquire information. The Librarian is responsible for maintaining & coordinating the schedule of outside programs using the library facility.
- **Administrative Services**
 - The Librarian is involved in the negotiation of contracts for services, materials, and equipment. The Librarian is responsible for supervision of library workers, coordination & scheduling of all library sponsored programs, maintenance of budgets, the writing & filing of state reports on time, & overseeing all activities so that the library is running efficiently, while maintaining public-relations and fundraising related responsibilities.
- **Technical Service**
 - The Librarian is responsible for the development and indexing of databases as well as instructing patrons how to efficiently search through and locate needed reference materials.
- **Continuing Education**
 - The Librarian is required to obtain Vermont Department of Libraries (VT DOL) certification & take required continuing education courses to maintain status. The Librarian shall keep technical knowledge current by attending courses/workshops related to library technology & databases.

Qualifications:

- Previous experience working in a library
- High School Diploma minimum, college courses or degree preferred
- Degree in library science or willing to pursue Vermont Department of Libraries accreditation

Reports to:

Library Board of Trustees