

Blaisdell Memorial Library Policies

(Re-adopted by Library Board of Trustees June 6, 2018)

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BLAISDELL MEMORIAL LIBRARY

Mission Statement

(Revised 2.14.2018)

The mission of the Blaisdell Memorial Library is to inspire lifelong learning, personal enrichment, and information literacy by providing access to diverse educational, informational, and entertainment resources, programs, and services in a variety of formats. The library also serves as a technology hub and community gathering place for residents to connect in a welcome and safe environment.

BLAISDELL MEMORIAL LIBRARY
Statement of Policies (Revised Edition 1997)

- I. General Objectives
 - a. To assemble, preserve and administer in organized collections, books and related educational and recreational material in order to promote and stimulate knowledge, wisdom, culture, and recreation for all citizens regardless of race, creed, color, occupation, financial position or sexual preference.
 - b. To serve the community as a center of reliable information and to provide programs of service to meet such needs.
 - c. The Library should belong to the Statewide Library Development System, be a member of a library cooperative such as RALI and have a designated delegate to the Area Library Forum when it is active.
- II. Who May use the Library
 - a. The Library shall serve all residents of Nottingham. People residing outside the geographical area but who own or rent property or attend school in Nottingham may be registered borrowers. Residents will have priority in attending programs that have limited registration.
 - b. Children are encouraged to become registered borrowers. Parents or guardians are responsible for the materials borrowed by their children.
 - c. Use of the library or its services may be denied by the library director for due cause such as failure to return books, destruction of library property or disturbances.
- III. Services of the Library
 - a. The library shall provide materials which meet the needs of the community.
 - b. The library staff shall provide guidance and assistance for people to obtain the information they seek.
 - c. The library shall attempt to obtain materials through interlibrary loan for patrons seeking materials which cannot be provided by the library and honor interlibrary loan requests from other libraries.
 - d. The library shall try to maintain a balance of services to all members of the community.
 - e. All materials, except reference materials, shall be lent for home use under library regulations and procedures. All materials shall be loaned for a period of two weeks and may be renewed if there is no other request for the material.
 - f. Replacement cost of material not returned to the library or returned in damaged condition shall be billed to the borrower on the third notice. A \$5.00 handling charge will be added to the replacement cost of the materials.
 - g. The meeting room and the library are available during library hours to all non-profit community groups. All meetings must be open to the public. Requests

may be made to the librarian and are subject to the approval of the Library Trustees. The date and time of all events must be put on the calendar. No admission shall be charged for any meeting held during library hours. In the event a meeting continues beyond library hours, the user will be responsible for any additional library expenses.

BLAISDELL MEMORIAL LIBRARY

Circulation Policy

(Revised 3.31.2016)

A. Registration

All residents of Nottingham and employees of the Town and School are eligible for a library card. All borrowers must be registered and must have a valid patron card to borrow library materials. Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards. Materials cannot be checked out until a library card is issued. All library cards expire after 3 years. In order to renew a library card, patrons must clear all outstanding fines and bills. Non-residents of adjacent towns are also allowed borrowing privileges. There is no fee to them if their town has a reciprocal agreement not to charge residents of our town. All other non-residents will pay a \$20 annual fee to become a member of this library.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. Patrons will be responsible for the cost of a new card. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. If a patron is not known to the circulation librarian on duty by personal recognizance, to check out materials without a library card, an active patron must present a state issued identification card, student ID, or other such official document establishing his/her identity. No patron shall be allowed to check out materials without a library card on more than two (2) consecutive visits. Upon the third (3rd) consecutive visit without a library card, to check out materials, the patron must purchase a replacement card.

C. Loan periods

1. 3 weeks for all library materials, except dvds which circulate for 2 weeks.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out if approved by the Director.
3. Interlibrary loans are due the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title. The Director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software. There is a 20 item limit on the number of items a patron can borrow at one time. Each patron can have five (5) DVDs out at a time.

D. Interlibrary Loan

With our Interlibrary Loan (“ILL”) service, patrons can access materials from other libraries throughout New Hampshire. ILL is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of ILL is to obtain materials not available in our library and to provide material from our collection to other libraries. The Blaisdell Memorial Library affirms that ILL is an adjunct to, not a substitute for, the library’s collection. The Blaisdell Memorial Library participates in ILL in order to support the diverse research needs of library users and to satisfy their broad cultural interests.

1. Interlibrary Loan – Borrowing

- a. ILL services are available to any patron in good standing with the Blaisdell Memorial Library. In reference to ILL borrowing privileges, “good standing” means that at the time of picking-up an interlibrary loan, a patron does not have any overdue materials or outstanding fines in excess of \$5.00.
- b. Patrons may request specific materials not owned by the Blaisdell Memorial Library, materials missing from the library’s collection, or materials owned by the library that are being repaired or temporarily unavailable. If a title is owned by the Blaisdell Memorial Library but is checked out, the preference is for a hold to be placed on the item rather than submitting an ILL request.
- c. Materials requested through ILL are for the specific patron requesting them. If a patron is attempting to request materials via ILL for someone other than him/herself, the proper procedure is for the patron who needs use of the ILL material to initiate the request.
- d. While the Blaisdell Memorial Library can request materials for a specific period of time, loan periods for ILL materials are established by the lending library.
- e. There are no charges for ILL services as long as the library does not incur any charges. If the lending library specifies that it imposes fees for ILL, patrons will be consulted about their willingness to pay before the materials are borrowed. Once a patron authorizes the charges, he/she is responsible for payment even if the item is not picked up.

2. Interlibrary Loan – Lending

- a. The Blaisdell Memorial Library will loan any circulating materials requested from other NH libraries, except for those in high demand by Blaisdell Memorial Library patrons. ILL requests will be considered from out-of-state libraries, provided they do not have any outstanding loans. “High demand” materials include recent additions to the circulating collection, purchased within six (6) months of the ILL request. Non-circulating reference and local history materials may be loaned at the discretion of the Director.
- b. The Blaisdell Memorial Library will honor specific ILL requests received through NHAIS, email, telephone, or on an ALA ILL form. General email requests directed to all NH libraries through the NHAIS listserv may be honored as time permits.

- c. When requested, materials can be loaned directly to a patron of another library provided the library has contacted the Blaisdell Memorial Library in advance or given their patron a request form.
- d. ILL materials are checked out to other libraries for a loan period of 6 weeks. Renewals are possible if all parties involved in the transaction agree to the extended loan period.
- e. Libraries that utilize the NH State Van delivery system will not be charged for borrowing materials. For requests from libraries outside the NH State Van delivery system, the Blaisdell Memorial Library reserves the right to pass on any charges incurred. There is no overdue charge to other libraries. Replacement costs will be charged to borrowing libraries for lost or damaged materials.

E. Holds

Holds may be placed by patrons either in person, by computer or over the phone. Patrons will be notified by e-mail or telephone when materials placed on hold become available. There is no charge to patrons for placing holds on materials in the Blaisdell Memorial Library catalog.

F. Fines and charges

There will be a 5-cents-per-day fine for each overdue item with the maximum of \$5.00 per item. One week after the material is due, a phone call or an e-mail reminder is made. This is followed by a second call or an e-mail a week later. If the material is not returned by the third week of being overdue, a bill will be sent for the material with the cost of replacement of the material and a \$5.00 service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged. After four weeks, if the materials have not been returned and are at least \$50 of value, at the discretion of the Director and the Library Trustees, a certified letter from the Selectmen may be sent. This gives the patron fifteen days to return the materials or we will turn their records over to the Nottingham Police Department. If the certified letter is not picked up, additional actions may be taken. Each step that is taken to recover overdue items will be noted in the patron's record in the library automation system, and will not be removed until all overdue items are returned. A record of which materials were overdue will remain permanently in the patron's record after materials are returned and fines have been paid.

G. Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____ At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of

the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

_____ \$ _____

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter.

Sincerely,

H. Confidentiality

As specified in NH RSA 201-D:11

- I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services.
- II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.
- III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

Source. 1989, 184:3, eff. July 21, 1989.

The Blaisdell Memorial Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

BLAISDELL MEMORIAL LIBRARY

Technology Policies

(Adopted 10.5.15; Amended 1.21.16)

Computer and Internet Use Policy

As part of its mission to provide information for patrons in their pursuit of educational, personal, and recreational interests, Blaisdell Memorial Library offers use of computers for public access to the internet, selected software, online catalog, and subscription databases. Wireless internet access is available without charge throughout the building, in the parking area in front of the library, and on the Library grounds to the limit of its transmission. Patrons may use their own devices equipped with the appropriate wireless access card.

Access to the internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's internet service; prior to being granted access to the internet. All patrons of any age (including parents of minor children) must agree to the Blaisdell Memorial Library's Comprehensive Computer and Internet Use Policy to use the internet or public computers on the library premises.

The Blaisdell Memorial Library, Library Trustees and staff do not monitor and have no control over information on the internet. The internet contains many types of information and resources, including material unsuitable for minors. Parents and guardians are solely responsible for supervising the information their children view.

Please note: Under certain conditions, including the Patriot Act, Blaisdell Memorial Library may be required, under court order, to provide patron records of use, library computers and servers. The provisions of the Patriot Act prohibit any staff member or Trustee from telling the patron that the information has been requested or that the material and/or equipment has been confiscated.

EXPECTATIONS

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of internet use privileges.

WARNINGS

The internet is a decentralized, unmoderated global network; the Blaisdell Memorial Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's internet service.

The use of the internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

GENERAL POLICIES

- Users may use the internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
- Users may use the internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.
- Computer use is offered in timed sessions on a first-come, first-served basis; each user is allowed one session—if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for the time provided for on the Public Computer Use Form, the user must abandon use of the Internet if another patron requests use of the service
- A log in chart will be kept to keep track of the time a patron has spent on the computer. If you do not record the time of your usage in the log-in chart before you begin using a public computer, you may be asked to stop using the computer at any time.
- Users will respect and uphold copyright laws and all other applicable laws and regulations. Users will not use library computers for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the internet service.
- Users shall not knowingly create and/or distribute computer viruses.
- Users shall not deliberately or willfully alter the library computers, peripheral equipment, programs or computer settings.
- Users should remove any items that were downloaded or saved to the computer at the conclusion of their session.

PATRON RESPONSIBILITY

- Users should be aware that the library is a public place and the internet is not a secure venue. Caution should be used in divulging personal information.
- Users are bound by copyright law and must seek permission from the appropriate authority to make any substantive reproduction of materials. Users should properly cite or acknowledge the source of all information.
- All patrons using any computer or personal digital device on library property must do so in a way that does not interfere with library operations or violate the rights of other patrons.
- Patrons are responsible for payment of all pages printed.

STAFF RESPONSIBILITY

- Staff shall make every effort to meet the service needs of a patron's access to computers.
- Staff shall advise patrons on computer use, suggest authoritative web sites, and/or offer print materials for instruction.
- Library staff cannot perform trouble-shooting or manually assist in making changes on a patron's personal computer.

LIBRARY WEBSITE (<http://nottinghamlibrary.org>)

- The library website provides information about library services and programs and provides access to the library catalog and databases.
- Links are provided to assist users in locating quality information. The choice of links follows the library's materials selection guidelines.
- Blaisdell Memorial Library accepts no form of sponsorship when choosing links. Inclusion, exclusion, or deletion of links is solely at the discretion of the library.

The library is not responsible for changes of content of linked sites, or for the content of sources accessed through links. A provided link is not to be taken as an endorsement or approval of the linked site, material on that site, or the organization owning the site.

ELECTRONIC RESOURCES

- Databases and other resources are purchased through the NH State Library and by Blaisdell Memorial Library subscription.
- Selection is based on perceived value as a research tool and affordability.
- All are available to patrons physically in the library and most are available to patrons logging in from home using a valid Blaisdell Memorial Library card and PIN.

DOWNLOADABLE AUDIO BOOKS AND EBOOKS

- Downloadables are accessed by cardholders through the library’s catalog and website.
- Users are responsible for reading relevant online help materials and obtaining appropriate media, internet connections, and any other necessary software or hardware components for use of this service.

BLOGS, PODCASTS, VIDEOCASTS, SOCIAL NETWORKING (Facebook, Twitter, etc.)

- It is the intent of the library that a positive atmosphere be maintained when patrons post contents for public view.
- Contents should be relevant to the specific post to which they are attached.
- The library reserves the right to delete spam, flaming, offensive language, and personal attacks.

DISCLAIMERS:

The Blaisdell Memorial Library (“BML”), its Trustees and employees shall have no liability for any damages, including and without limitation, direct, indirect, consequential, compensatory, special, punitive, or incidental arising out of or relating to the use of our website or the information and materials provided therein.

BML provides limited assistance with Patron Mobile Devices (“PMD”) free of charge as a public service. The purpose of this service is to assist patrons in accessing BML electronic resources with their mobile devices.

The service may be altered or withdrawn by BML at any time at its discretion.

By requesting help or assistance from BML staff, volunteers or interns in operating or troubleshooting your personal e-reader, tablet, laptop or other personal mobile-electronic device, you agree to the following terms and conditions:

- You are the rightful owner of the mobile device.
- You understand that it is your responsibility to back up all software, data, and files on the mobile device.
- You accept and acknowledge that the assistance could involve certain risks to the device, any data stored on the device and personal information stored on the Internet.
- BML and its staff, volunteers or interns are neither responsible nor liable for any damage to the device and/or loss, damage, alteration or corruption of any software, data, operating system or files that may result from this assistance.
- BML makes no warranty or guarantee of any kind regarding the technology assistance provided.

Wireless Internet Policy

WIRELESS NETWORK

The Blaisdell Memorial Library provides wireless internet access via an open, unsecured wireless network to anyone who has the necessary devices and software. Since the Library cannot guarantee a secure connection to the internet in a wireless environment, patrons are advised to use the latest anti-virus, spyware, and other standard protection software to prevent unauthorized access to their wireless devices. Wireless users are also advised not to transmit personal, financial or legal data while using any wireless connection. It is not possible for the Library to protect you against malicious theft or interception of such data transmitted over our network. The Library will not be responsible for any information that is compromised, hacked or stolen, or for any damage caused to users' hardware or software due to security issues, viruses, or hacking.

Library staff do not provide technical assistance for those using wireless access, and will not make changes to the configuration of a privately owned wireless device. If a user has problems accessing the internet over this connection, staff will only verify that the library's connection is operating normally.

USAGE OF THE WIRELESS NETWORK

The wireless network is not meant as a replacement for the wired network and is not meant to be used as a primary network connection. The wireless network is meant to extend the wired network for simple uses such as email and searching the internet. Users are expected to avoid using applications that will use large amounts of network bandwidth. These include servers and file-sharing applications. Users may not use the wireless network for any illegal or unethical activities including illegal applications or those which violate copyright laws.

Wireless internet access in the library is governed by the Library's Computer Use and Internet Policy in conjunction with the following guidelines:

- Wireless printing is available inside the Library.
- Library staff provides no technical assistance for wireless networking.
- Users may not extend or modify the network in any way. This includes adding access points and installing bridges, switches, hubs, or repeaters. The Library reserves the right to remove or disable any unauthorized access points.
- Individual users will be responsible for all costs associated with purchase, installation, operation, and support of wireless adapters in patron computers.
- The Library is not responsible for any damage, theft or loss of equipment, software or data.

- Any attempt to break into or gain unauthorized access to any computers or systems from a wireless connection is prohibited.
- Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the parent or guardian.

Social Networking Policy

The Library participates in various “social software” applications whereby staff and community members can interact through virtual internet communications. These applications, summarized below, allow members of the community access to some of the Blaisdell Memorial Library’s resources without requiring trips to the physical premises.

The Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Nottingham’s needs for informational, cultural, and recreational pursuits.

Social software is defined as any website or application which allows users to share information or participate in a dialogue. Social software can include, but is not limited to, blogging, instant messaging, social networking sites, photo and video sharing sites, and wikis. Many social networking sites allow users to become a “friend”, “fan”, “follower”, or otherwise associate the user’s own profile or virtual presence with the library’s profile. Examples of such sites are Facebook, Twitter, YouTube, Flickr, and Pinterest.

As with all Blaisdell Memorial Library resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor’s use of these resources.

The Library does not collect, maintain, or otherwise utilize the personal information stored on any third party site other than to communicate with users on those sites. However, the Library may collect some data for statistical and anonymous anecdotal purposes. Users may remove themselves at any time from the Library’s “friends” or “fan” lists or request that the Library remove them.

Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Comments, posts, and messages are welcome on Blaisdell Memorial Library social networking sites. While the Library recognizes and respects differences of opinion, all such interactions may be monitored and reviewed for content and relevancy appropriate to library users of all ages.

Postings which contain any of the following shall be removed and the poster barred from posting subsequent messages to the Library’s social networking sites:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private personal information published without consent

- Comments totally unrelated to the content of the forum
- Hyperlinks to materials not directly related to the discussion
- Commercial promotions or spam
- Advocacy for specific political parties or candidates, or religious preferences
- Photos or other images that fall in any of the above categories

In addition, the Blaisdell Memorial Library reserves the right to edit or modify postings or comments for space reasons while retaining the intent of the original post. The Library also reserves the right to reproduce comments, posts, and messages.

Participation in the Library's social networking services implies agreement with all Library policies, including the Computer and Internet Use Policy and the terms of use of each individual third-party service.

The role and utility of social networking sites will be evaluated periodically by Library staff and may be terminated or changed at any time without notice to participants.

DISCLAIMER: The Blaisdell Memorial Library, its trustees, and employees shall have no liability for any damages, including and without limitation, direct, indirect, consequential, compensatory, special, punitive, or incidental damages arising out of or relating to the use of these social networking sites.

The Library Trustees retain the authority to modify these guidelines at any time.

BLAISDELL MEMORIAL LIBRARY

Meeting Room Policy

(Revised 3.31.2016)

The Blaisdell Library maintains a meeting room for Library sponsored or co-sponsored programs which support the Library's mission. The Blaisdell Library meeting room is also available to community groups and agencies which engage in cultural, civic, intellectual, educational, or charitable activities. The Blaisdell Library recognizes the rights to free speech and free assembly. Granting permission to use Library facilities does not constitute an endorsement of the users or their beliefs by the Library Staff or Board of Trustees. Access to the meeting room is open to all regardless of race, religion, or gender. Persons using the meeting room are subject to all rules and regulations of the Library. **The Board of Trustees reserves the right to revoke meeting room privileges at any time and to change or amend the provisions of this policy.**

ROOM RESERVATION

- Library programs will be given priority in the reservation of the room.
- Second priority will be given to persons or non-commercial organizations based in Nottingham.
- All groups must complete a Meeting Room Registration Form before their initial meeting.
- All applications will be reviewed by the Library Director and/or the Library Trustees.
- All reservations are processed in the order in which they are received.
- All groups using the meeting room on an ongoing basis must reapply annually after July 1 for the September through August period.

FEES

- **All meetings must be free and open to the public.**
- There will be no fee for Nottingham residents or nonprofit organizations based in Nottingham.
- If available, the meeting room may be reserved by persons not from Nottingham and any for-profit commercial organization for a fee payable prior to the meeting date.
- Non-resident persons will be charged \$25.00 per use.
- For-profit commercial organizations will be charged \$100.00 per use.

- All required fees paid for use of the meeting room must be paid in advance, and are non-refundable within 24-hours of the scheduled meeting room time.
- Nonprofit organizations and non-resident persons conducting meetings or programs which directly benefit Nottingham residents will not be charged a fee.
- Any fee may be waived by vote of the Library Trustees.

CANCELLATION OF MEETINGS

- The Library must be notified of the cancellation of a meeting as soon as possible.
- If the Library is forced to close a reasonable effort will be made to notify the contact person indicated on the Reservation Form.
- Each organization is responsible for notifying participants.
- The Library is not responsible for any cost of inconvenience incurred by the organization.

PROPERTY DAMAGE

- The Library, its staff, and Trustees are not responsible for personal articles.
- The Library assumes no responsibility for the safety of any property brought onto the premises.
- Any damage to the Library property, even if accidental, is the responsibility of the organization using the room.

USE OF THE MEETING ROOM

- The room may only be used during the time the Library is open.
- There is no smoking and no alcoholic beverages allowed anywhere in the Library.
- Consumption of all refreshments must be confined to the meeting room.
- Groups are responsible for meeting room setup.
- The meeting room shall be left in a clean and orderly condition.
- All chairs, tables, etc. should be returned to their original position.
- Occupancy is limited by the Fire Marshal to 35 people.
- Programs may not disrupt normal Library business.
- Attendees must supervise any children associated with their meeting, both inside the Library and the Library grounds.
- No group may imply in its publicity that the Library has sponsored or supported its meeting or group.
- Use of tape, tacks, push-pins or similar hardware is not permitted on the meeting room walls.
- Materials may be displayed inside the meeting room one half hour prior to, during, and one half hour after the meeting.
- All programs must end at the time the Library closes and the building must be vacated promptly.
- No political rallies, fundraising activities or solicitations for donations are allowed.

CHILDREN

- Children under the age of ten (10) must be accompanied by an adult at all times; both inside the Library and on the Library grounds.
- Youth groups must have an adult sponsor and one adult in attendance for every ten (10) young people.
- Parents or guardians attending a meeting room function may not leave any child under ten (10) years of age unattended in the Library. Any other children who are in any way disruptive or uncooperative will be asked to join his parent or guardian.

Revised March 2016

BLAISDELL MEMORIAL LIBRARY
Meeting Room Registration Form

Date of Application: _____

Name of Group: _____

Contact Person: _____

Address: _____

Telephone: _____

E-Mail: _____

Number of People: _____

Date Requested: _____

Time Requested: _____

I have been provided with and understand the rules and regulations governing the use of the Blaisdell Memorial Library Meeting Room and agree to abide by the rules and regulations set forth in the Blaisdell Memorial Library Meeting Room Policies.

Signature of Contact Person: _____

BLAISDELL MEMORIAL LIBRARY
Interlibrary Loan Policy

I. Loaning

A. The library will loan all circulating material requested from other libraries provided there is not a demand for them locally. This includes all NHAIS libraries as well as libraries out of state, provided they do not have any outstanding loans.

B. Requests received on an ALA ILL form, e-mail or through NHAIS will be honored.

C. When requested, material can be loaned directly to a patron of another library provided the library has phoned or given them a request form.

D. Items will be loaned for a six week period. There is no overdue charge to other libraries. The replacement cost will be charged for lost or damaged materials.

II. Borrowing

A. Interlibrary loan services are available to all patrons in good standing with the Blaisdell Memorial Library. This means they do not have any overdue materials or overdue materials or outstanding fines.

B. When patrons are looking for material not available at this library, the first step will be to search NHAIS for the material. If possible the request will be made on-line. Otherwise an ALA ILL form will be sent.

C. If the material is unavailable on NHAIS and the patron wishes to pursue it further, out-of-state locations will be searched.

D. There are no charges for Interlibrary Loan services as long as the library does not incur any charges. If the library incurs expenses other than postage with an ILL request, this expense will be charged to the patron.

BLAISDELL MEMORIAL LIBRARY

Collection Development Policy

A. Objectives

The purpose of the Blaisdell Memorial Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Blaisdell Memorial Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Blaisdell Memorial Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the clientele
- d. existing library holdings
- e. budget

2. Reviews are a major source of information about new materials. The primary source of reviews is Booklist Magazine. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Blaisdell Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Blaisdell Memorial Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Blaisdell Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a “Statement of Concern About Library Resources” form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Blaisdell Memorial Library Board of Trustees.

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.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. 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, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for 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.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004. A Joint Statement by:

American Library Association
Association of American Publishers

BLAISDELL MEMORIAL LIBRARY
Form: Statement of Concern About Library Resources

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Resource on which you are commenting:

_____ Book _____ Audio-visual Resource

_____ Magazine _____ Content of Library Program

_____ Newspaper _____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read or listened or viewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional comments (Use back of paper)

BLAISDELL MEMORIAL LIBRARY

Volunteer Policy

(Revised 9.18.18)

The Board of Trustees of the Blaisdell Memorial Library (“BML”) supports the use of volunteers in the library as an adjunct to the need for fully staffing BML and as an outlet for Nottingham residents wishing to help the community. Volunteers support the staff. Volunteers do not replace appropriately trained and paid staff, nor do they compensate for inadequate staffing patterns, failure to fill vacant posts, or cutbacks in library funding. The range of responsibilities for volunteers is limited in scope and assigned hours.

Volunteers are covered by the town of Nottingham’s insurance policies for all activities performed on behalf of BML. In accordance with insurance policies, volunteers must provide references and authorize reference checks so that BML may properly screen those wishing to volunteer at the library. Volunteers 18 and over will also have a background check.

An application must be completed for all volunteer positions. The minimum age for volunteers is age 12. BML does not retain volunteers for court-imposed community service work.

The Library Director will interview potential volunteers and evaluate their capabilities for available positions, their level of commitment and their ability to work well with the staff and the public. All volunteers will work under supervision of paid staff and the authority of the Library Director.

Volunteers are expected to work in a cooperative and professional manner with staff members and the public, and must follow all library procedures. Failure to satisfactorily perform assigned tasks, demonstration of a lack of commitment, and/or inability to work in concert with the staff and the public are cause for termination. Volunteers shall have the right to end the relationship with the Library at any time, though appropriate notice is desired.

The Library Director and the Library Trustees will periodically evaluate the effectiveness of the volunteer program to ensure that the Library is receiving full benefit from it.

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I have received a copy of the volunteer policy, which I understand and agree to abide by while serving as a volunteer at the Blaisdell Memorial Library.

Print Name \_\_\_\_\_ Signed \_\_\_\_\_

Date \_\_\_\_\_



**BLAISDELL MEMORIAL LIBRARY**  
**Volunteer Application Form**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Parent or Guardian (if student) \_\_\_\_\_

Emergency Contact (name and phone no.):

\_\_\_\_\_

Please list two references (names and phone numbers):

\_\_\_\_\_

\_\_\_\_\_

Volunteer Work Desired \_\_\_\_\_

List any experience you've had that would be helpful for this job:

Times you are available for volunteering:

Background check completed \_\_\_\_\_ (date)

**BLAISDELL MEMORIAL LIBRARY**  
**Volunteer Service Agreement**

This agreement is between the Blaisdell Memorial Library and \_\_\_\_\_ (name of volunteer) on this date \_\_\_\_\_.

1. Volunteer agrees to donate services to Blaisdell Memorial Library in the following capacity:

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(see attached sheet, if necessary)

2. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.
3. Volunteer agrees to follow the supervision and direction of any employee to whom the volunteer has been assigned to and participate in any training required in order to perform the voluntary services.
4. Volunteer agrees that he/she will not be considered to be an employee of the charity, for any purposes other than tort claims and injury compensation, while performing the above desired voluntary services.
5. Volunteer further understands that if volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties, that said volunteer may be held personally liable for any monetary damages a court may award to the injured party.
6. It is further understood and agreed to by volunteer that the services rendered to the Blaisdell Memorial Library shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the volunteer's services agreed to herein, and that in no way do any of these provisions apply for the benefit of volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said volunteer, which cause or may give rise to criminal liability.
7. Volunteer further agrees that volunteer will fully cooperate with the charity and its agents in any investigation, lawsuit, arbitration, or any other legal or quasilegal proceedings that arise from the matters covered by this agreement. Volunteer further agrees to notify the charity immediately of any incident that occurs or may occur within the knowledge of the volunteer, which gives rise to liability on the part of the volunteer of the charity.



## **BLAISDELL MEMORIAL LIBRARY**

### **Workplace Violence Policy**

#### **I. OBJECTIVE**

Blaisdell Memorial Library is committed to maintaining a safe work environment. The following guidelines have been adopted to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. These guidelines apply to all full-time and part-time employees.

#### **II. PROCEDURES**

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be harmful or disrespectful to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Blaisdell Memorial Library.

Conduct that threatens, intimidates, or coerces another employee, a patron, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the library director or any member of Library Board of Trustees. This includes threats by employees, as well as threats by patrons, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to the library director and/or police depending on the circumstances. Do not place yourself in peril. The library director and/or Board of Trustees will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the reporting individual will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Blaisdell Memorial Library may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Blaisdell Memorial Library encourages employees to bring their disputes or differences with other employees to the attention of the library director or the Board of Trustees before the situation escalates into potential violence. Employees will not be disciplined for raising concerns.

**BLAISDELL MEMORIAL LIBRARY**  
**Sexual Harassment Policy**

**A. Introduction**

The Blaisdell Memorial Library's goal is to provide a workplace that is free of sexual harassment. Sexual harassment of employees in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by our Library. Further, any retaliation against an individual who has complained about sexual harassment and/or retaliation against an individual who has cooperated in an investigation of sexual harassment is unlawful and will not be tolerated.

Because the Library takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. Where it is determined that inappropriate conduct has occurred, whether or not it rises to the level of legally actionable harassment, the Library will act promptly to eliminate the conduct and implement any necessary remedial or corrective action, including disciplinary action where appropriate.

**B. Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

Submission to such conduct is made explicitly or implicitly as a term or condition of employment; or

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation or assistance; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile, or offensive work environment. Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome behavior emphasizing sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

This policy prohibits all of the activities discussed above, whether engaged in by a supervisor, employee, co-worker, Trustee, or non-employee who is on Blaisdell Memorial Library premises or who comes into contact with Library employees.

It is not possible to list all of the additional circumstances and behaviors that may constitute sexual harassment or other inappropriate conduct that will not be tolerated. However, the following are some examples of prohibited conduct:

Unwelcome sexual advances, whether or not they involve physical touching;

Sexual epithets; sexual jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Leering, whistling, brushing against the body;

Sexual gestures;

Suggestive or insulting comments;

Inquiries into an individual's sexual experiences; and

Discussion of one's sexual activities.

#### \*\*\*C. Complaints of Sexual Harassment

Experience has shown that a clear statement to the person engaging in the offensive behavior is sometimes all that is necessary to stop the conduct. If you believe you are being harassed, we encourage you to let the person engaging in the conduct know how you feel. However, if you do not feel comfortable taking this step, you are not required to do so. If you believe that you have been subjected to sexual harassment, you should report the incident in accordance with the reporting procedure contained in this policy. The matter will be promptly investigated and where it is determined that such inappropriate conduct has occurred, action will be taken to eliminate and correct the conduct. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

#### D. Retaliation

Retaliation against an employee who complains in good faith about sexual harassment or who participates in good faith in an investigation of a complaint is a violation of this policy and is prohibited by law. If you believe that you have been subjected to retaliation, you should report the incident in accordance with the reporting procedure contained in this policy.

### **REPORTING PROCEDURE FOR SEXUAL AND OTHER UNLAWFUL HARASSMENT, DISCRIMINATION AND RETALIATION**

Any employee who feels that he or she has experienced sexual or other unlawful harassment and/or discrimination or retaliation should immediately report such actions in accordance with the following procedure. All complaints will be promptly and appropriately investigated.

1. If you believe that you have experienced sexual or other unlawful harassment, discrimination or retaliation, you should report the incident immediately to the Library Director, the Chair of the Board of Trustees, and/or the Chief of Police.
2. Supervisors who become aware of discriminatory or harassing conduct, a complaint of discrimination or harassment, or retaliation must report the conduct and/or complaint immediately to the Library Director, the Chair of the Board of Trustees, or the Chief of Police.
3. The Library will promptly investigate incidents reported through this procedure. Any employee, supervisor, or Trustee of the Library who has been found to have engaged in conduct that violates our policies against discrimination and/or harassment will be subject to appropriate remedial and/or disciplinary action, up to and including immediate termination of employment. The complainant will be informed generally of the outcome of the investigation and whether remedial action is being undertaken by the Library.
4. The Library will conduct all investigations in a discreet manner. Disclosure of complaints will be limited to those with a need to know in order to investigate the complaint and take appropriate remedial action.

**BLAISDELL MEMORIAL LIBRARY Display of Information, Collection Boxes, and Fundraising Policy** (Adopted July 2, 2008; Revised 10.5.2015)

**INDOOR BULLETIN BOARDS & INFORMATION RACK**

The library offers a bulletin board and information racks as a public service for the purpose of displaying notices, event listings, and information for cultural, educational, and civic organizations. As a general policy for the bulletin board use, the Library Board of Trustees adopts article six of the American Library Association's "Library Bill of Rights" which maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Preference will be given to library events, followed by non-profit organizations and local events. The library does not guarantee the availability of space and may have to restrict the number of copies approved for display. There is one rack for flyers. There are two bulletin boards. One is reserved for Town of Nottingham notices. The other bulletin board and information rack are subject to the following guidelines:

1. Long term postings (including hotlines, social service information, nonprofit newsletters, and ongoing events) will be displayed as space permits. Posters of a general nature which do not advertise a specific date or event will be removed when space for other announcements runs out. Very large posters may be rejected because of space limitations.
2. Posting of a purely commercial nature, political postings that advocate a specific party or candidate, and postings that promote a stance on a public issue including warrant articles will not be displayed.
3. All items must be submitted to the library staff and will be posted at the discretion of the Director. Each item will be marked with a posting date. The decision of the library director to deny a posting may be appealed to the Library Trustees.
4. The library will display information for specific events no more than one month in advance of the event and the library staff will remove postings after the event takes place. A request for return of items, along with name and contact information should be printed on the back of any posting an owner wants returned. Items must be picked up within one week following the date of the publicized event if the owner wants them returned. Otherwise, the library will not be responsible for returning materials.

**OUTDOOR LIBRARY SIGN**



The library has an outdoor sign located near the street which is intended primarily for the display of library news and events. The library does not guarantee the availability of space on the outdoor library sign, and discretion whether to display the events of non-profit organizations and local events rests with the Director, whose determination is appealable to the Library Trustees. Messages posted on the outdoor library sign can only be changed by Library staff or volunteers.

#### NON-PROFIT COLLECTION BOXES

As a central location in the community, the library is willing to serve as a collection point for non-profit organizations. The library will only host one box from one organization at a time, excluding the Friends of the Library. The maximum amount of time to keep a box at the library for any organization, excluding the Friends of the Library, is one (1) month. Contact information should be on the box and a named contact person is responsible for picking up the box at the end of one month. If a person or organization fails to retrieve a box in a timely manner, future requests for having a box at the library may be denied.

#### FUNDRAISING

The library will not handle money for any organization other than the Friends of the Library.

## **BLAISDELL MEMORIAL LIBRARY**

### **Telescope Borrower Policy & Agreement**

#### **Borrower Criteria**

The telescope is available only to current Blaisdell Memorial Library cardholders in good standing. (For the purposes of this borrower policy, “good standing” means no late fees or billed items on record, and up-to-date patron information.) Borrowers must be at least 18 years of age and must present a valid ID.

The library reserves the right to refuse service to any person who abuses equipment or is late in returning the telescope.

#### **Loaned Items - Content**

The telescope does not come in a case. It is best to carry it by placing one’s forearm under the tube and lifting it, still upright, to be supported against ones side. To secure it in a vehicle, use both the lap belt and chest belt in the front seat (preferably) to keep it in place.

A lens cap, with a small cut-out portion for viewing the moon, is attached to the tube. A pouch is strapped to the telescope containing:

1. Instruction Manual – Please read prior to using the telescope
2. National Audubon Society Pocket Guide to Constellations
3. Celestron Night Vision LED Flashlight

#### **Check Out & Return Procedure**

The telescope is loaned on a first-come first-serve basis. It may be reserved in advance, but will be held for a maximum of 1 week. Patrons will be notified by phone and email (if on file) and patrons must pick the telescope up during the library’s normal hours of operation.

The telescope may be checked out for 1 week, with no renewals, with a waiting period of 1 week before the same household can borrow it again.

The library understands that weather may not be optimal for stargazing during your checkout period, but the telescope will be passed on to the next patron if it was reserved for them in advance.

The telescope must be picked up from, and returned to the circulation desk of the Blaisdell Memorial Library. When returning the telescope, patrons must consult with a staff member to assist them.

Library staff will verify that the telescope is in good working order at the time it is checked out and returned. When returned, the telescope will be checked for functionality and accessories in the patron’s presence before being removed from the patron’s record.

## Overdue Fines & Damage Fees

Overdue late fees are \$5.00/day, up to a maximum of \$25.00. There is no grace period. The patron is responsible for damages to the telescope and its accessories.

By checking out the telescope, the patron is accepting full financial liability for the telescope and accessories while in the patron's possession. Additionally, the patron agrees to pay all costs associated with damage to, loss of, or theft of the telescope occurring during the checkout period.

The patron will be charged replacement fees for any items not returned in the telescope kit, or for any items returned damaged. Replacement fees shall be as follows:

- Telescope \$300
- Flashlight \$15
- Constellations Guide \$10
- Instruction Manual \$5

## “Common Sense” Reminders

Do not look at the sun through the telescope.

The telescope is not set up for attachment to a camera or any other device.

By signing this document, you are agreeing to be bound by the above policies and procedures.

Patron Name (please print) \_\_\_\_\_

Patron Address \_\_\_\_\_

Patron Phone/Email \_\_\_\_\_

Patron Signature \_\_\_\_\_

Date loaned \_\_\_\_\_ Staff initials loan \_\_\_\_\_

Date returned \_\_\_\_\_ Staff initials return \_\_\_\_\_

*Telescope* \_\_\_\_\_ *Flashlight* \_\_\_\_\_ *Constellations Guide* \_\_\_\_\_ *Instruction Manual* \_\_\_\_\_

## **BLAISDELL MEMORIAL LIBRARY**

### **Exhibits Policy**

(Revised 5.9.18)

The Blaisdell Memorial Library seeks to provide information for its residents in their pursuit of academic, personal and recreational interests. The library provides a limited amount of wall and shelf-top space for non-commercial use by the public for displays of an educational, historical, art or hobby nature.

Organizations, schools, and individuals wishing to utilize the Library for an exhibit must first consult with the appropriate contact person listed below who will determine the relevance of, the conditions for, and the availability of suitable space for the exhibit. The Library Director (in consultation with the Trustees if necessary) has final say in any unusual circumstances.

#### Exhibit Space/Contact Person

Adult level wall display spaces – Library Director

Children's level wall display spaces – Children's Programming Librarian

Children's level shelf-top display spaces – Children's Programming Librarian (NOTE: no security is provided)

All other spaces not normally scheduled must be requested and discussed with the Director.

1. Library initiated exhibits will be given priority.
2. Preference is given to local (Nottingham) exhibitors over others.
3. Exhibits are scheduled for 2 calendar months. Installation should be completed within the first two or three open days of the first month, by arrangement with the contact person. Removal must be prompt, on or by the last open day of the second month.
4. All exhibits must be appropriate and suitable for a mixed public audience. All items must be presentation ready (framed and ready to hang, etc.).
5. Each exhibitor is responsible for hanging or displaying his/her own exhibit, and for providing all necessary materials, signage, display racks, etc. for organizing the exhibit. The Library may provide use of bar hangers for wall displays to use in conjunction with the installed hanging system. Ladders are available. No nails or screws may be placed in the walls. No book display racks are provided.
6. The Library does not assume financial liability for injury, loss or damage. Since the exhibit may not be supervised, exhibitors should consider the possibility of providing private insurance if security is a concern. In advance of setting up any display of loaned

materials, exhibitors must sign a waiver of liability holding the Library, its employees and trustees, and the Town of Nottingham harmless for any injury resulting from the installation of the exhibit, or for any damage to or loss of loaned material.

7. Publicity is the responsibility of the exhibitor unless the exhibit is co-sponsored by the Library. The Library may elect to publicize exhibits on its web site and/or in other ways, but this is not guaranteed. (Permission to photograph and use images from the exhibit for publicity is assumed granted by the agreement to exhibit.)
8. Exhibitors may not schedule special openings or other events without advanced permission, in writing, from the Director. All arrangements must be approved by the Director at least two (2) weeks prior to the event and must conform to other Library policies.
9. No prices may be posted on the items on exhibit, nor may an admission fee be charged. A price list with contact information may be placed near the exhibit. Transactions for the purchase of an exhibit item shall be directly between the purchaser and the exhibitor. No sales may be made on the premises without express permission from the Trustees, which must be arranged no less than one (1) month before the exhibit. No exhibit material which is sold during its display in the Library may be removed before the end of the exhibition period.
10. Consideration will be given to new exhibitors over those who have exhibited within the last twelve (12) month period.
11. Granting permission to use Library facilities does not constitute an endorsement by the Library staff, the Library trustees, or the Town of Nottingham, of the contents of the exhibit, the materials, or the exhibitor(s).
12. Failure to abide by these requirements could result in denial of further requests to make use of Library exhibit spaces, and/or immediate termination of the exhibit.

**BLAISDELL MEMORIAL LIBRARY**  
**Exhibit Application and Waiver of Liability**

**Waiver**

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the Blaisdell Memorial Library ("Library") and \_\_\_\_\_ ("Lender").

1. That the Lender wishes to loan to the Library \_\_\_\_\_ to be exhibited for two calendar months.
  
2. That the Lender understands that his/her materials are loaned, installed, and exhibited at his/her own risk and that neither the Library Director, Library staff, The Library Board of Trustees, nor the Town of Nottingham shall be responsible for theft, vandalism, fire or other damage to the exhibit.
  
3. That the Lender will not bring any action against and shall hold the Library employees, the Library Director, the Library Board of Trustees, and the Town of Nottingham its agents and/or employees, harmless for any damage to the material loaned.

\_\_\_\_\_  
Lender date

\_\_\_\_\_  
Blaisdell Memorial Library date

**Application**

Exhibitor(s): \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
Brief description of content of exhibit: \_\_\_\_\_

I wish to exhibit during [circle a 2-month period: Jan/Feb, Mar/Apr, May/Jun, Jul/Aug, Sep/Oct, Nov/Dec] (year) \_\_\_\_\_. I agree to install the exhibit by the end of the second business day of the first month and remove the exhibit by the end of the last business day of the second month.

- Adult level wall display (Approximate number of pieces: \_\_\_\_\_ )
- Children's level wall display (Approximate number of pieces: \_\_\_\_\_ )
- Children's level shelf-top display (NOTE: No security is provided!)
- Special arrangements, please describe: \_\_\_\_\_
- The Library will not provide any opening reception. If you wish to hold a reception or other special event in connection with the exhibit, you must have permission from the Director.

Director authorization for reception:

\_\_\_\_\_  
Director signature/authorization

\_\_\_\_\_  
date

No prices may be posted on the exhibit. A separate price list with contact information may be left at the desk for patrons to view. We suggest that your price list be easy to correlate with your exhibit. All sales are between you and the purchaser, and must be handled off Library premises.

Will you be selling any items? \_\_\_\_\_ yes \_\_\_\_\_ no      Please describe or attach price list.

**BLAISDELL MEMORIAL LIBRARY**  
**Security, Safety and Weapons Policy**  
(Adopted 2.25.2016)

The Blaisdell Memorial Library strives to maintain a safe and secure environment for its staff and patrons. In order to do so, the following rules shall be adhered to at all times:

- Cordless phones shall be accessible to staff from the circulation desk and the back office in case of an emergency.
- Proper lighting in the building and on the library grounds shall be kept on during library hours of operation, and for one hour thereafter.
- All walkways and steps which are regularly used shall be shoveled and sanded regularly during the winter to provide usable alternate exits in case of emergency.
- The Town shall check fire alarms and extinguishers yearly.
- The library will have a first aid kit available in case of medical emergency.
- The library will have an AED unit for emergencies that is checked annually.
- All cleaning chemicals will be kept in a non-public area.
- Child proof outlet covers will be used in all outlets in the children's room.
- The building shall be checked nightly at close, including bathrooms, to ensure that all patrons are out of the building.
- The building should be locked and alarmed every night at closing, and all windows should be closed and locked.
- Efforts should be made to have at least two staff members, or a staff member and a patron, leaving the library together at closing. Should a staff member stay late, the staff leaving should make sure the library doors are securely locked.
- Should a staff member encounter a belligerent patron, or someone who makes the staff member feel uncomfortable and threatened, they are encouraged to call the local police for assistance. Situations that warrant immediate police involvement include:
  - If an individual physically harms another person, or threatens to do so;
  - If an individual damages property, or threatens to do so;
  - An individual is using or possesses illegal drugs or is drinking alcohol or is publicly intoxicated;
  - An individual views or prints child pornography;
  - An individual engages in an act of public indecency, which includes masturbation, fondling another person, intercourse of any kind, or public nudity. (Breast-feeding is NOT included in this definition.)
- After the fact, the police should be notified of a problem with a patron even if the situation does not escalate to violence. This helps the police better track people who may become problematic.

- Should a volatile patron leave the library and a staff member feels threatened, the staff member is encouraged to lock the doors and keep them locked until a police officer arrives to assess the situation.
- A patron may be asked to leave the building if they verbally or physically threaten a staff member or other patron, and should a patron refuse to leave, the police may be called to remove the person.
- A patron who has an episode that requires police involvement will be sent a follow-up letter from the Board of Trustees, which may require them to have a police escort should they wish to use the premises again. The library also reserves the right to terminate a patron's right to enter the library should the problem persist.
- Patron Appeal Procedure
  - Notice of Appeal – Revocation or denial of library privileges may be appealed if the individual files a written notice of appeal with the director within 10 days after receiving notice of the revocation or denial. Such notice shall be filed c/o Blaisdell Memorial Library, PO Box 115, Nottingham, NH 03290.
  - Within 10 days of receipt of the notice of appeal the patron shall schedule a meeting with the director to resolve the issue of the library privileges being revoked or denied.
  - If a resolution cannot be reached with the director, the individual may make a written request to the director, within 10 days of meeting with the director, asking that the matter be addressed by the Library Board of Trustees at the next board meeting. The individual requesting the appeal may attend the board meeting and make a short presentation after which the board shall decide the matter. The determinations of the Library Board of Trustees shall be final.
- When library personnel have a reasonable belief that a crime has been committed, they should make every effort to preserve any direct evidence of that crime and turn it over to the library director who shall consult counsel about divulging such information to law enforcement.
- The following may be troublesome but are NOT reasons, absent other contributing factors, to call the police:
  - Violations of library policy such as cell phone use, eating or talking in quiet areas;
  - Abusive comments by library users that do not include threats of physical harm;
  - Adults viewing sexually explicit materials that are NOT child pornography (the patron may be asked to leave, but this is not illegal);
  - Homelessness or offensive bodily hygiene.
- Weapons
  - Whenever a person is seen carrying a weapon in the library and the staff or other patrons feel threatened or uncomfortable, the staff may report the situation to law enforcement so the police can determine the lawfulness of such weapons being carried.



**BLAISDELL MEMORIAL LIBRARY Policy for Home Delivery of Library Materials**  
(Adopted 5.18.17)

**A. Purpose**

The Blaisdell Memorial Library (“BML”) now offers a program for the delivery of library materials to patrons who are generally confined to their place of residence and are unable to visit the library. (Collectively in this policy, this service shall be referred to as “Home Delivery.”) There is no additional charge to library patrons for Home Delivery service.

**B. Patron Eligibility**

Home Delivery service is available to Nottingham residents who are unable to visit the library without the assistance of others. Eligible patrons must be generally confined to their residence either temporarily, due to illness or accident, or permanently, due to age, disability, or other mobility challenges. An individual must be a BML library card holder in good standing to use the service. If an otherwise eligible individual does not already possess a library card, they may contact the library by phone (603-679-8484) or email ([blaisdellml@comcast.net](mailto:blaisdellml@comcast.net)) to initiate the process of obtaining a library card.

**C. Volunteer Service**

Home Delivery is made possible by the involvement of the Friends of the Library and other qualified library volunteers (“Volunteers”). Volunteers who help to facilitate Home Delivery do not replace existing library staff or undertake tasks previously done by library staff. Home Delivery complements other library programs and services by reaching people who cannot otherwise use the library. Home Delivery cannot operate without the commitment of its volunteer service providers, and may be temporarily suspended in the event qualified volunteers are unavailable.

**D. How the Service Works**

***Requesting Home Delivery Materials***

Home Delivery patrons may contact the library by phone (603-679-8484) or email ([blaisdellml@comcast.net](mailto:blaisdellml@comcast.net)) to initiate requests for specific library materials, or may use the same methods to ask for suggestions about potential materials. The Library Director, in consultation with other library staff, will assist the patron in locating suitable materials for the Home Delivery patron.

### ***Delivery Schedule***

Materials will be delivered by a BML Volunteer, when available. When materials are delivered, items from the previous delivery must be ready for the Volunteer to return to the library. Pickup and delivery will be scheduled at the Volunteer's convenience, while taking into account the needs of the Home Delivery patron. Volunteer delivery and/or pickup of materials to/from Home Delivery patrons will occur no more frequently than twice per month.

### ***Fines/Fees***

Overdue fines will not be charged on materials that are returned late. BML's standard fee schedule will apply for damaged or lost items, and all other standard BML lending policies apply to Home Delivery patrons.

### ***Renewals***

Home Delivery patrons may call the library (603-679-8484) or email ([blaisdellml@comcast.net](mailto:blaisdellml@comcast.net)) to request renewals or access their records via the library's online catalog, accessed through the BML website at <https://nottinghamlibrary.org>.

### ***Requirements for Delivery and Pickup***

Home Delivery patrons must be present at the time of pickup and delivery. Home Delivery patrons must provide a safe and appropriate environment for the Volunteers who make deliveries to their homes. Volunteers may choose not to enter a home, to leave a home immediately, and/or to recommend suspension of the service if they determine that the environment is unwelcoming, unsafe or inappropriate for delivery and/or pickup. Such potential conditions may include, but are not limited to, any of the following:

- Pets are not confined (with the exception of service animals trained to assist a disabled person) and/or they display aggressive behavior towards the Volunteer;
- There is no clear and safe path to and from the home, and weather conditions (water, snow, and ice) make traversing the path potentially dangerous; and
- Any person in the home or on the premises presents inappropriate, aggressive and/or threatening behavior.

**BLAISDELL MEMORIAL LIBRARY**  
**Programming Policy**  
(Adopted 6.6.2018)

**Purpose**

The purpose of Library programs at the Blaisdell Memorial Library is to fulfill the Library's mission statement.

**Content**

Library programs must be *non-commercial*. Presenters may be professionals or business people, but the information presented must be generic in nature. *No solicitation for business will be permitted*. Any sales of items at Library programs must be approved by the Library. Library staff does not participate in sales. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Selection of topics, courses, classes, events and their presenters will be made by Library staff based on interests and needs of Library users, the community and compatibility with the Library's mission. Library programs will not exclude topics deemed controversial. Presentation of such programs does not constitute an endorsement of the topic by the Library.

The Library will co-sponsor programs with other agencies, organizations, and businesses when they are compatible with the Library's mission. Co-sponsored programs must include either participation by Library staff to plan and develop program content, provide logistical support, or include information about Library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners.

**Registration and Attendance**

Library programs will be free and open to residents of the Town of Nottingham. The Library reserves the right to set age limits for all programs.

For planning reasons, registration may be required for some programs. The Library reserves the right to limit the attendance at events due to wishes of the presenter or space considerations. A waiting list will be compiled and efforts will be made to confirm attendance prior to the event or program.

The Library reserves the right to cancel a program. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the Library.

**Miscellaneous**

The Library staff will be responsible for press releases and public notification for Library programs.