

RICHMOND FREE LIBRARY POLICIES

I. Mission: to promote the love of reading; encourage the educational and recreational enrichment of all members of its evolving community and to supply materials, programs, and services for all patrons.

II. Materials Selection

The Library Bill of Rights and the Freedom to Read Statement are formally adopted by the Richmond Free Library as official materials selection policy. (See Appendix A & B) It is a function of the Richmond Free Library to provide materials for all ages, from preschool to maturity. Books and other library materials should be chosen for value of interest, information, entertainment and enlightenment of all the people of the community. In no case should library materials be excluded because of race or nationality or the social, political, or religious views of the authors. To enable citizens to form their own opinions, the library will attempt to provide materials that present diverse points of view.

Responsibility for selection: the librarians will be responsible for the selection of all library materials.

- B. Criteria for selection of materials will be based on: 1. Public demand; 2. Quality of writing; 3. Cost and 4. Importance of subject matter.

The librarians will consult reviewing tools of the profession such as, Library Journal, New York Times Book Review, Kirkus Reviews, Horn Book, School Library Journal and so on when considering acquisitions.

In the event of objections to particular acquisitions, the librarian shall following recommendations to respond to complaints by following recommendations set out in Appendix C.

Gifts and special collections: Books and other donated materials will be accepted based upon practices of normal acquisitions and also on the condition that the library has the authority to make whatever disposition of the item it deems advisable.

Weeding; this will be an ongoing process.

III. Borrowing privileges, loans period, fines.

Patrons living with the town of Richmond shall have free use of the Library and may register as a patron. Nonresident patronage shall be available for a yearly fee. Use of the library or its services may be denied by the librarian for due cause. Such cause may be the

failure to return books or to pay; penalties, destruction of library property, disturbance of other patrons or any other objectionable conduct on library premises.

The library participates in the Chittenden County Home Card System, a basis of borrowing reciprocity with other libraries. See Appendix D. It is strongly recommended that all nonresidents apply for a home card in their town of residence.

Loan period. Books are loaned for two week periods with the privilege of renewal unless a request for the book is on file with the librarian. Books may be renewed by phone

Fines: No fines are charged but donations are welcome on overdue materials. It is expected that the patron will pay the full value of lost or damaged materials.

IV. Personnel

All staff members should have an environment of employment that contributes to job satisfaction, high morale, and acceptable working conditions. The Richmond Free Library, as a municipal department, complies with the Town of Richmond Personnel Policy.

The following is specific to the Richmond Free Library:

Evaluation: The board will be responsible for an annual written evaluation of the librarian.

Dismissal: The board, only, may terminate the librarian for just cause. The librarian may recommend termination of other employees to the board. A minimum of two weeks notice will be given for all personnel, except during the probation period.

Grievance procedure: Follow normal chain of command:

Librarian, Board of Trustees and Selectboard.

Staff Development

Librarians are required to participate in ongoing professional training and educational opportunities workshops in accordance with current standards for public libraries with all reasonable expenses paid. The staff should be encouraged to attend workshops pertinent to their specific responsibilities.

Public Library-School Library Relationship

The Richmond Free Library and the school are companion educational agencies and will strive to work together to provide coordinate service to all residents. Materials maybe loaned through inter-library loan to schools as well as other libraries.

Trustee-Librarian Relationship

The Board of Trustees governs the general operation of the library (policies, etc.)
The librarian governs the daily operation of the library. (See Attached By-Laws).

Use of Library Facilities

A. Use of facilities by outside groups is subject to the discretion of the Librarian and/or the Board of Trustees. Usage may be subject to a fee.

B. Displays and exhibits, bulletin boards: The use, by individuals or organizations, of the library's facilities for displays and/or exhibits, other than those that pertain to the library, is not a right, but a privilege which is subject to review by the board of trustees and/or librarian.

Conditions:

no politics

no soliciting, but, posters announcing bazaars or programs sponsored by local educational, religious, or fraternal organizations may be displayed, provided there is room, on a first-come first-served based.

Whenever possible, use materials from the library collections which have relationship to subject of display.

The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the library are done at the owner's risk.

Gifts and special collections: Books and other donated materials will be accepted on the condition that the library has the authority to make whatever disposition of the item it deems advisable.

Confidentiality

Patron confidentiality adheres to the Vermont State Statues. ((Section 1, Title 22, Chapter 4) See Appendix E.)

Relating to challenges of patron confidentiality. (Appendix F)

C. Only the Library Director and Chair of the Board and designee (only in the Director's absence) are authorized to receive or comply with requests from law enforcement officers; we confer with our legal counsel before determining the proper response. We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. We have trained all library staff and volunteers to refer any law enforcement inquiries to library administrators.

Detailed are attached and integral part of this policy.

X. Policies Review

A. Updating policies: These policies shall be reviewed at least once every year by the Board of Trustees and the librarian shall either be reapproved as written or amended as that body may deem fitting.

B. These policies may be amended at any regular or special meeting by a 3/5 vote.

Board of Trustees, 1/15/09

Janet Bonneau, Chair
Martha Lange, Treasurer
Laura Baker, Secretary
Kristen Hayden-West
MaryJo Andrews

RICHMOND FREE LIBRARY BYLAWS

The Board of Trustees shall consist of five members. Each serving for five years, the term of one expiring annually. A successor shall be elected annual at Town Meeting. A Board member's term shall not expire until the first meeting after Town meetings.

The Board of Trustees shall meet a minimum of six times a year. The meeting shall be held at 6 pm on the first Thursday of each month, unless otherwise specified by the board. Any change in date shall be warned. The officers shall be elected at the first meeting after Town Meeting.

Officers:

Chair, whose duties will be to,

Authorize calls for special meetings

Preside at all meetings

Approve the annual Library report

Treasurer will:

Manage any accounts held by the Trustees.

Secretary will:

Keep a record of proceedings

Write letters on behalf of the Board

Issue notices of all regular and special meetings

The librarian will submit a budget for approval by the Trustees.

The Librarian shall be appointed by the Board of Trustees, and shall attend all Board meetings unless excused by the Board.

A quorum at any meeting shall consist of three members of the Board.

The order of business at regular meetings of the Board shall be as follows: a) Secretary's report, b) Treasurer's report c) Librarian's report, d), Unfinished business, e) new business

The Trustees shall determine and adopt written policies to govern the operation and program of the library. These will be updated and reviewed every year.

The Trustees will attend continuing education sessions in accordance with current standards for public libraries.

Trustee's total length of uninterrupted service is ten (10) years.

These By-laws may be amended and should be updated and reviewed every year at any regular or special meeting by a 3/5 vote of the Board of Trustees.

Adopted by the Richmond Free Library Board of Trustees, 1/12/09