**RICHMOND FREE LIBRARY**

**Library Policies**

**Mission**

The Richmond Free Library (RFL) provides resources and experiences that inspire, inform, entertain, and connect members of the community throughout their lives.

**Materials Selection**

The Library Bill of Rights and the Freedom to Read Statement have been formally adopted by the Richmond Free Library as the official materials selection policy. (See Appendix A & B) It is a function of the Richmond Free Library to provide materials for all ages.

Library materials are chosen for value of interest, information, entertainment and enlightenment of those in our community. Other considerations include public demand, quality of writing, cost, and importance of subject matter.

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.

The librarians will be responsible for the selection of all library materials and will consult reviewing tools of the profession.

In the event of objections to particular acquisitions, the Library Director will provide a request for reconsideration form. (See *Request for Reconsideration* form)

Donated materials are 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.

**Library Privileges, Loan Periods & Fines**

Individuals and families living in the town of Richmond have free use of the Library and may register as patrons. Nonresident patronage shall be available for a yearly fee of $35. Use of the library or its services may be denied by the librarian for just cause, including failure to return books or to pay charges, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

The library participates in the Chittenden Couty Home Card System (see Appendix D). Nonresidents living in towns with libraries participating in the Home Card System and wishing to use RFL must apply for a library card in their town of residence.

RFL materials are loaned for two-week periods with the privilege of renewal unless a request for the book is on file with the librarian. Material borrowed from external sources may be governed by different loan periods, possible fees, and renewal rules.

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.

To apply for a card(s) when the Library is closed for any reason, please email the Library with proof of residence. (E.g., image of driver’s license, utility bill, car registration, lease, bank statement with only home address showing.) Provide the following information: name(s) of household members who want a library card, physical address, mailing address (if different), telephone number, and email address. Let us know if there is any other individual who is allowed privileges on your account. Youth may receive a library card at age six. Also, let us know if you want to receive the Library’s newsletter which announces programs, new services, and acquisitions. Receipt of a card indicates cardholder accepts responsibility for lost or damaged materials.

When the Library is open to the public, residents are encouraged to apply for privileges in person, with proof of residency.

**Library Facilities**

Use of facilities by outside groups is authorized in accordance with the library’s Use of Space Contract. Use of the library’s facilities for displays or exhibits by individuals or organizations is subject to review and approval by the Library Director.

For more details, see *Use of Space Contract* form.

**Computer Use Policy**

Library patrons use the library computers, Internet and Wi-Fi at their own risk. The library assumes no responsibility and shall have no liability for any direct, indirect, or consequential damages arising from the library’s Internet connections.

Library internet service should be used in a responsible and ethical manner consistent with the educational and informational purposes for which it is provided.

**Policy Regarding Minors Using the Library**

The Richmond Free Library is dedicated to providing a welcoming environment that encourages children to visit the Library, attend programs, and use the Library collection and computers.

It is not the responsibility of library staff to supervise children’s behavior (except as it interferes with library services), restrict which library resources children may access or to monitor whether children remain in the library building. Parents or caregivers are responsible for establishing and enforcing boundaries or restrictions with the children they supervise.

Youth volunteers will be supervised by staff only while they are serving their assigned volunteer hours.

* **Children through age 8** must have a parent or caregiver (caregivers must be 16 years of age or older) in the immediate vicinity unless they are participating in a Library program.  Parents or caregivers for children age 5 or under who do not attend the program with the child must remain in the building.  Parents remain responsible for the actions of their children during Library programs.
* **Children ages 9-12** may use the Library unattended for an amount of time appropriate to their age and maturity.  Parents remain responsible for the actions of their children.  Children using inappropriate behavior will be informed of the rules.   If inappropriate behavior continues, the child shall be asked to leave the Library.  If the child is unaccompanied, staff will contact their parent/guardian to have them picked up. All children should have the telephone number of someone who can assist them.
* **Closing time--** Parents, guardians, caregivers, and/or teachers are solely responsible for ensuring that children have transportation home once the Library closes. Library staff is not permitted to drive or transport children home using a personal vehicle.  If there are any unattended children left in the library at closing time without transportation, staff will attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the matter will be referred to the Richmond Police Department.

**Confidentiality**

Patron confidentiality is maintained in accordance with Vermont law in Title 22 V.S.A. Chapter 4 & 171-173 (See Appendix E). The Richmond Free Library Privacy and Confidentiality Policy (Appendix F) details specific RFL policies governing challenges to patron confidentiality.

Only the Library Director, Chair of the Board or their designee (in the Director’s absence) are authorized to receive or comply with requests from law enforcement officers. Legal counsel may be contacted to determine the proper response to such requests. Library staff and volunteers must refer any law enforcement inquiries to the Library Director or Chair of the Board.

**Public Library-School Library Relationship**

The Richmond Free Library and the school are companion educational agencies and strive to work together to provide coordinated service to all residents.

**Richmond Free Library Gift Policy**

The Richmond Free Library welcomes gifts of books, other materials and monetary donations that enhance our collections, services or facilities. The library reserves the right to refuse any gift or donation that the Director and Board of Library Trustees deem not in the best interest of the library to accept. All gifts or donations to the Library shall be final and no restrictions on the Library’s ownership, possession, use or disposition of the gift shall be in effect other than those approved by the express vote of the Board of Trustees.

**General Guidelines:**

**Materials:** Gifts of books or other materials in good condition are accepted with the understanding that items not added to collections will be disposed of at the discretion of the Library. These items may be given to the Friends, donated to another community group or discarded.

**Recognition gifts:** The Library welcomes monetary gifts intended for the purchase of materials for the collections in recognition of individuals or organizations. The library staff will choose items which accommodate the donor’s subject preferences; specific titles may be purchased if the specified materials meet our collection development policies.

**Monetary gifts:** Financial donations are welcome and will be deposited with the Friends of the Richmond Free Library to further the Library’s mission. Financial gifts intended to fund a special project or building improvement will be deposited into a special campaign account, large gifts should be discussed with the Library’s Board of Trustees before being transmitted to the Library.

**Art & decorative objects:** Because of the Library’s limited display and storage areas and focus on its primary mission as a Library, potential donors of art & decorative objects are requested to discuss gifts of this nature with the Director.  Gifts that require special care or conservation will not be accepted.

**Valuation:** The Library will provide written acknowledgment of the receipt of gifts. No determination of the value of a gift or donation will be established or offered by the library, potential donors should have their items appraised prior to donating them if desired.

**Future disposition of gifts:** The Library will not guarantee that any gift will remain a permanent part of the collection, furnishings, building or grounds.  Excess or unwanted items may be offered to other organizations, sold or discarded.

**Library Governance**

The Richmond Free Library is a municipal department for administrative purposes, however, “library trustees are given broad authority to oversee the library. Vermont law provides that, once appointed, trustees shall have full power to manage the public library, make bylaws, elect officers, establish a library policy and receive, control and manage property which shall come into the hands of the municipality by gift, purchase, devise or bequest for the use and benefit of the library.” (From “The Law of Public Libraries,” A joint publication of the Office of the Secretary of State and the Vermont Department of Libraries, April 2010)

Trustees have the power to write orders to the treasurer on the library accounts, to accept gifts on behalf of the municipal public library, as well as the authority to decide how the money is to be spent.

Invoices and other requests for payments, accompanied by appropriate documentation and designation of accounts to be used, will be submitted to the Town’s Financial Officer for data entry.   Once all requests for payment have been completed, the Town’s Financial Officer will prepare a warrant sheet indicating invoices to be paid.

Once a warrant is prepared, two or more members of the Library Board of Trustees may examine and allow (as indicated by signature) claims against library funds for library expenses and authorize the Town Treasurer to draw orders for such claims to the party entitled to payment. Orders shall state definitely the purpose for which they are drawn and shall serve as full authority and directive to the treasurer to make the payments.  A record of orders will be available for review at the library.

**Personnel**

All staff members are entitled to an employment environment that contributes to job satisfaction, high morale, and acceptable working conditions. The Richmond Free Library, as a municipal department, is guided by the Town of Richmond Personnel Policy.

The following are specific to the Richmond Free Library:

* The Board of Trustees is responsible for an annual written evaluation of the Library Director
* The Board of Trustees, only, may terminate the Library Director for just cause.
* Hiring, supervision, and termination of library staff are the responsibility of the Library Director.
* The Library Director determines staffing needs, allocation of time, and staff responsibilities.
* Grievances filed by library employees are submitted through the chain of command to the Library Director and/or the Board of Trustees.

**Staff Development**

Library staff is required to participate in ongoing professional training in accordance with current standards for public libraries, with all reasonable expenses paid. Training activities must be relevant to current position requirements and participation must be approved in advance by the library director. All library staff are required to be aware of and maintain proficiency in current technology and resources offered by RFL in order to best assist patrons.

**Board of Trustees & Library Director Responsibilities**

The Board of Trustees governs the library. Their duties include strategic planning, establishing library policy, approving the guidelines governing acquisitions, supervising the Library Director, supervising the library budget, and ensuring the sustainability of the library. The Library Director governs the daily operation of the library overseeing patron services, policy implementation, resource acquisition and delivery, and scheduling and interaction with service contractors. The Board of Trustees and the Library Director share responsibility for the oversight of the library building. The Board will inform the Town Selectboard of needed capital repairs and improvements. (See also attached By-Laws).

**Policies Review**

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

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

**Reviewed and adopted by the Richmond Free Library Board of Trustees on October 11, 2021**