

SIMSBURY PUBLIC LIBRARY
725 HOPMEADOW STREET
SIMSBURY, CT 06070

**STATEMENT OF
LIBRARY POLICY**

ADOPTED DECEMBER 14, 2009

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PREAMBLE: LIBRARY GOVERNANCE

As directed by State Statutes, the management of the Library is vested in the Library Board of Trustees. The Board of Trustees is responsible for establishing the philosophy of Library service and setting policies to implement this philosophy.

The Board of Trustees makes bylaws for its governance and has the exclusive right to expend all money appropriated by Simsbury for the Library.

The Library Director is responsible for the implementation of the policies of the Library Board. As a department head, the Director reports to the First Selectman on personnel matters and official procedures.

LIBRARY VISION STATEMENT

The Simsbury Public Library should be the first stop for any needed information in the community.

Residents, businesses and town government will turn to the Library first when they need information, referrals, research, information technology assistance, consultation, reader's advisory and recreation. The Library serves as a triage point with qualified staff advising on the pathways to information. The Library will be both a physical place as well as a virtual service available to residents. Residents are able to access the Library through its electronic resources 24 hours a day, seven days a week.

The overarching purpose of the Library is to simplify the complexity of modern life and support residents of all ages to make smoother transitions in our ever-changing world. Both in its physical and electronic form, the Library provides an environment conducive to thinking and learning. In a world of fragmented information, the librarians will help people put pieces of the puzzle together.

MISSION STATEMENT

The Simsbury Public Library seeks to provide free and equal access to ideas and information to all members of the community.

The Library will:

- Provide open, non-judgmental service to all Library users.
- Provide a balanced collection of materials, which reflect the diversity of ideas in our democratic society.
- Advocate and support First Amendment rights and the Library Bill of Rights and protect Library materials from censorship.
- Create an environment, which encourages learning, the free communication of ideas and information, and nurtures the joy of reading.

STATEMENT OF LIBRARY PURPOSE

The Simsbury Public Library provides free and impartial Library services to all the residents of Simsbury as well as the users from surrounding communities.

The main objectives of the Library are:

- To make available a wide and diversified range of books, other materials and programs, which meet the educational, informational and recreational needs of the community, consistent with the desire to maintain a collection of lasting value;
- To operate the library in such a manner as to insure the maximum use of Library services by patrons and the optimum circulation of Library materials;
- To provide sufficient guidance in the use of the materials and services offered by the Library;
- To participate in regional and statewide Library cooperatives such as the Connecticut Library Consortium, the Library Connection and Connecticut State Library, that offer services which are unavailable at the local level.

SERVICES

Library Materials

The Simsbury Public Library maintains a collection of books, reference materials, periodicals, audio-visual materials, microforms, electronic data-bases and realia as budget and space permit.

Reference

Patrons are provided guidance in obtaining information and needed Library materials by trained Library personnel. When materials are not available in the Simsbury Public Library, every effort is made to obtain them through inter-Library loans.

Programming

Group activities and programs for all age groups that meet the community's needs in educational, recreational and cultural areas are offered by the Library independently or in cooperation with other community groups. A policy statement covers use of the Library's meeting rooms and related facilities.

Customer Service

The customer service policy is the foundation of all staff interactions with each other and with the public. All other policies should be interpreted in light of the principles outlined below:

- Staff should offer the same quality of service to all residents regardless of age, race, sex, nationality, educational background, physical limitations or any other criteria which may be the source of discrimination
- Customers should be treated as if they are the most important people in the world.
They are!

- Judgment calls should always be made in the customer's favor. If staff makes a mistake, it should always be to the customer's advantage. Staff will not be penalized for errors made in good faith pursuit of this policy
- Customers should never be left without an alternative if a staff member is unable to comply with their request
- Staff members should be familiar with and able to articulate Library policies as well as explain the rationale behind them
- Staff shall treat each other as customers with all a customer's rights and privileges
- Staff shall maintain a friendly, helpful demeanor at all times. Demeanor is defined as: the way a person looks, speaks and acts; one's manner of behavior towards others; a personal mode of expressing attitude. Non-verbal demeanor conveys attitude via facial expression and posture just as the tone of voice and choice of words affect a message. A friendly, helpful demeanor can often ensure a positive experience even when the message conveyed is not a pleasant one

SELECTION OF MATERIALS

Responsibility

The determination of policy for the collection, acquisition and retention of Library materials is vested in the Library Board of Trustees. Final responsibility for implementation of the policy guidelines rests with the Library Director. Certain areas of responsibility for selection may be assigned by the Director to appropriate professional staff; however, the Library Director remains ultimately responsible for compliance with these policies.

Any staff member or member of the public may submit suggestions for the purchase of an item. All suggestions for purchases shall be considered on a regular basis by the professional staff and the Library Director according to the Selection Policy.

Selection Policy

Within practical limitations, materials are selected for inclusion in the Library collection on the basis of their literary or artistic merit, authentic information, usefulness, pleasure, current or historical interest. Judgments of experts, professionally trained staff members and qualified reviewers in respected sources provide a balance of opinion, which is considered in the selection process. These standards apply equally to materials purchased and to materials received as gifts.

The Library does not attempt to acquire textbooks or other curriculum related material, except as such material also serves the general public.

Censorship

The Library endorses the principles articulated in the Library Bill of Rights and the Freedom to Read statements adopted by the American Library Association. These documents are attached as Appendices A and B.

The Library asserts its right and duty to include in its collection materials on all sides of controversial issues. No materials shall be excluded because of the race, nationality, or the political or social views of the author. It is understood that the purchase of controversial items by the Library does not constitute endorsement of the views expressed.

Library materials will not be sequestered except of the purpose of protecting the materials from theft or damage. All collections of the Library will be equally available to all persons entitled to use the Library.

Gifts

The Library Board is pleased to consider any offer of gifts to the Library.

Gifts of books and similar materials are accepted with the understanding that the Library will make whatever disposition of them it deems advisable. Gifts will be evaluated according to the same selection policy that governs the acquisition of purchased materials. Such gifts may be added to the collection, sold to the public or discarded. The Library will not evaluate gifts for tax purposes, but will acknowledge a gift.

Donations of money are deposited in the Library's gift account or with the Friends of Simsbury Public Library. The Library will make every reasonable attempt to expend donated funds in the manner the donor requests, provided no conflict exists with Library policies governing selection of materials.

Other items offered as gifts to the Library will be considered by following Town Ordinance 100 regarding gifts. This document is attached as Appendix C.

The Library Board may use a consultant for expert guidance if necessary.

Maintenance of the Collection

The Library Director, aided by the professional staff, shall be responsible for maintaining the collection in a manner, which is consistent with policies of Selection of Materials.

Materials no longer useful may be withdrawn and either sold to the public or discarded, as the Library Director deems to be in the best interest of the Library.

Specific Objectives of the Library Collections

- **Books**

- **Adult**

- The Library provides a balanced collection that is intended to meet the needs of the people of Simsbury. This collection includes current books, books of lasting value and research and reference materials. In addition, the Library maintains several special collections

- **Young Adult**

- The Young Adult collection contains a small, well-selected sub-set of books geared to the needs and interests of teens. Young adults are encouraged by Library staff to use the adult collection

- **Children**

- The Children's Department contains a collection of books selected to satisfy the intellectual, emotional and recreational interests of the children of Simsbury, as well as to encourage their awareness and love of literature. It is the aim of the department to provide a stimulating Library environment designed to meet the child's need for creative work and play

- **Periodicals**

A collection of magazines and journals, both scholarly and popular, is maintained along with appropriate indices for their use. Periodicals with research value are retained for at least three years and many are also available on-line. Local and national newspapers are available in the Library for daily use and many are available on-line.

- **Electronic Databases**

The Library supplements print collections with electronic information for all age groups and wherever possible, makes this information available in the Library and remotely. In choosing to purchase or lease electronic databases, the Library applies the same standards for selection as it does for its print materials. However, the Library recognizes that it does not have the same control over electronic data bases as it has over its in-house print collections. The Library is committed to teaching the public how to use each of its electronic databases.

- **Non-print Materials**

- **Audio**

Sound-recordings of popular materials are provided as demand dictates

- **Video**

The Library owns an audio and video collection

- **Realia**

The Library provides a collection of puzzles, games, puppets, toys and similar realia of value to children and other Library users

- **Equipment**

The Library maintains a variety of equipment for public use within the Library including computers, copy machines, fax machines, a sound system and various projectors

USE OF THE LIBRARY

Rules of Behavior in the Library

The Rules listed below are posted for everyone's comfort and protection:

- Please keep voices and activities at a level that will not disturb others around you
- Smoking and alcohol is not permitted on town property
- Soliciting is not allowed in the Library
- Cell phone use is permitted in conference rooms only
- No pets are allowed except for Service animals
- Any individual or group using disruptive or abusive language, unacceptable behavior, or otherwise creating a hostile environment will be asked to leave the Library
- Children under the age of twelve (12) should not be left unattended and are subject to the Rules of Behavior as stated above. See Unattended Children Policy
- The Simsbury Police Department may be called if necessary

We ask your cooperation in maintaining an environment that provides an enjoyable use of the Library.

Rules for Borrowers

- Library cards are issued to all Simsbury residents who have proof of residence. All borrowers must present a valid Library card or other identification to borrow materials. The Library encourages each individual who uses the Library to apply for a Library card regardless of age
- Books are generally checked out for three weeks; with up to three (3) renewals for non-fiction titles allowed unless the item is on hold. No renewals are allowed if there is a hold on the book. Some popular materials have a loan period of one (1) week
- Extended loan periods are available on all older fiction and paperbacks in all departments
- Fines for overdue materials accumulate at the rate of 15 cents a day for books to a maximum of \$5.00 per item and \$1 a day for audio/visual materials and Pronto books to a maximum of \$5.00 per item. There is no maximum total fine amount
- Overdue notices will be sent as a courtesy in a timely manner by email. Bills for replacement, if needed are generated four weeks after the first notice was sent or six weeks after item is past due. Bills for replacement will be sent for the price of materials, plus the maximum fine of \$5.00 per item. If the patron returns the material, the bill for replacement charge is cancelled and only the maximum fine is owed
- Patron borrowing privileges are blocked when there is a bill for replacement on the record, or unpaid fines accumulate to \$10.00 or more
- A Connecticut card is not compatible with our system, they must be issued a non-resident barcode

Complaints

All complaints regarding inclusion of any item in the Library's collection must be made in writing to the Library Director on the complaint form, Appendix D, and must be signed by the complainant. The Director shall investigate the complaint and respond in writing within fifteen (15) days after the Library receives it. Copies of all written complaints and the Director's responses shall be furnished to the Library Board of Trustees and a permanent record shall be kept of them.

The Director shall also give the complainant a copy of this Policy and advise such person that if he or she is unsatisfied with the Director's response, a request may be made in writing within ten 10 days of the Director's response so that the issue be reviewed by the Library Board of Trustees. The Library Board of Trustees shall have the ultimate responsibility for responding to the complaint, consistent with policy guidelines, and such response shall be made in writing to the complainant. A permanent record of all such responses shall be maintained.

Confidentiality of Library Records

The circulation records are confidential in nature. Such records shall not be made available to any person, organization, governmental agency or other entity except pursuant to a valid order, subpoena, or other process as may be authorized by law relating to civil, criminal or legislative investigative power. This policy shall not apply to minor children, whose records may be made available to their parents or legal guardian upon written request. All requests for disclosure of information shall be presented to the Library Board of Trustees. Where it deems appropriate, the Board of Trustees may direct counsel for the Library and or Library personnel to resist disclosure of such records until ordered to make disclosure by a court of competent jurisdiction.

Privacy of Library Records

Public Libraries face the dilemma of having the responsibility of protecting the privacy of their users while responding to legitimate national security concerns. The Simsbury Public Library recognizes the confidentiality of information sought or received and materials consulted, borrowed or acquired by a Library user.

The Simsbury Public Library strives to create a Library environment that is:

- Crime free
- A safe place
- A place for learning and pursuit of knowledge and information on any topic
- A place where patrons can ask any question and discuss any topic

The Library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The Library will rely on existing laws and Library policies to control behavior that involves public safety or criminal behavior.

About the USA Patriot Act of 2001

HR-3162 became Public Law 107-56 in response to the events of September 11 2001. The Act provides law enforcement with broader boundaries when investigating information accessed and transmitted by patrons with regards to national security concerns.

Access to patron information may include but not be limited to:

- Database Search Records
- Circulation Records
- Computer Use Records
- Inter-library Loan Records
- Reference Interviews

Policy & Procedures Regarding Information Access and Confidentiality

- PAC Records
 - The Library's Public Access Catalog, utilizing the Integrated Library System,(ILS) may be searched without having to give any patron information
- Circulation Records
 - Patron material is circulated via the ILS
 - The circulation software tracks materials currently checked out, automatically erasing the borrower's record once the item is returned and all fines are paid
- Computer Use Records
 - The Library is equipped with computers for Internet and database access
 - Patrons are not required to give their Library card number or other personal information

- Inter-Library Loan Records
 - Patrons may borrow items not owned by the Simsbury Public Library from other libraries via Inter-Library Loan (ILL)
 - The Simsbury Public Library tracks items currently being borrowed and generates a paper record with patron information
 - Once materials are returned and all fines and or fees are paid, the paper record is kept until the end of the Fiscal Year
 - When a patron places holds or ILL's directly via the internet, the information will disappear once those holds or ILL's are satisfied

- Reference Interviews
 - A reference interview occurs when a patron asks Library Staff for information
 - Generally, the patron is not required to give personal information and no paper record is kept with patron information on it
 - If a question cannot be immediately answered, staff will ask for the patron's name and phone number
 - All identifying information regarding the patron is destroyed as soon as the requested information is delivered

Policy and Procedures for Complying with Law Enforcement

The staff will comply with law enforcement when supplied with a legal subpoena or warrant.

- Staff Procedures
 - Anyone approaching a staff member alleging to be a law enforcement official requesting information, must present valid identification
 - Do not disclose to that individual any information. Immediately contact a “senior staff member in charge”, supervisor, department head or the director without disclosing any information
 - If law enforcement presents a **Subpoena**, staff should direct that person to the Director, who will in turn direct the subpoena to the designated First Amendment legal counsel
 - If Library staff is presented with a **Warrant**, do not interfere with law enforcement official’s search and seizure. Contact your “senior staff member in charge”, supervisor, department head or the director as soon as possible
 - The director should request to have legal counsel present before the search commences in order to allow legal counsel to examine the content and validity of the search warrant and to assure the search conforms to the terms of the warrant
 - The above measures will ensure that only the records identified in the search warrant are produced and that no other users’ records are viewed or scanned

- If a search warrant is issued pursuant to the **Foreign Intelligence Surveillance Act (USA Patriot Act)** the same procedures as with generic search warrant should be followed.
 - If a warrant is issued under the Foreign Intelligence Surveillance Act, it will contain a “gag order”
 - A “gag order” means that no person or institution served with a Foreign Intelligence Surveillance warrant can disclose that such warrant was either served or that records were produced pursuant to that search warrant

- **Library Director or Director's Designee Procedures**

The Library Director, or his /her designee, shall review in a timely manner all requests and orders, consult with the Chair of the Library Board of Trustees, First Selectman and Town Attorney as necessary, and respond in an appropriate manner to each request and order in accordance with this policy.

- Ask for official identification and photocopy the valid ID of Law Enforcement Officer
- Ask questions in order to understand the scope of the warrant
- Fax a copy of warrant and or subpoena to attorney
- Do not offer more than is required in warrant and or subpoena
- If a "gag order" is not in effect, notify the American Library Association
- Keep a record of all compliance requests
- Keep a record of all costs incurred by any search and or seizure for future reimbursement
- Follow officers with a clipboard and keep a record of what is seized and what is installed
- Do not destroy any information requested in any investigation

Emergency Disclosures of Communication

If in the normal course of business, the Library staff observes what can be reasonably construed to be a threat of imminent danger to life and limb they are to contact law enforcement immediately. Call 911.

Staff should contact their "senior person in charge", supervisor, department head or director and fill out an Incident Report Form.

POLICY ON THE USE OF THE INTERNET IN THE SIMSBURY PUBLIC LIBRARY

Mission Statement

The Simsbury Public Library seeks to provide free and equal access to ideas and information to all members of the community. The principle of free and unrestricted access to information and ideas is reaffirmed and supported regardless of the format in which they appear. Use of the Simsbury Public Library's Internet access shall be in accordance with this Policy.

The use of the Simsbury Public Library's electronic information resources is a privilege – not a right.

Training and Education

The Library staff is committed to teaching the public how to use computers and the Internet. All patrons with access to electronic information resources shall have a working knowledge of computer operations and Internet access methods.

Internet Use

The electronic information resources of the Simsbury Public Library shall be used only in accordance with this policy. Simsbury Library users:

- Shall not attempt to violate the computer security systems, not attempt to access the hard drive or other files, networks or computer systems of the Library
- Shall not store any data on the Library's computers
- Shall not knowingly destroy, degrade or disrupt electronic information, software or equipment. Examples of such activities include: tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services, or violating copyright laws or software license agreements
- Shall immediately report any security problems or breaches of these requirements to a staff member

- Shall not use the internet for illegal purposes
- Shall be considerate of other electronic information users and their privacy

Users who release any personal information including social security numbers, credit card or bank account numbers and other personal identifying information do so at their own risk.

Minors and the use of the Internet:

The Simsbury Public Library does not use filters on any computers. The Library reaffirms the rights of parents and guardians to guide and select access to materials and resources for those users younger than 18 years of age. Parents and guardians are strongly advised to supervise their children's Internet sessions. The Library does not censor any user's access to materials or protect minors from information which may be considered to be offensive, controversial or sexually explicit.

Parents and guardians are encouraged to read "Child Safety on the Information Highway" jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association. A copy of the brochure is available in the Children's Department.

Interruption of Service

All materials that are electronically stored on the Library computers are the property of the Library. The Library reserves the right to interrupt patrons' computer use if access is required for Library business purposes, periodic maintenance, technical difficulties or staff use.

Penalties for Violations

- Any user of electronic information resources who is found to have violated any provision of this policy will have his or her Library privileges suspended or revoked
- All users will be required to compensate the Simsbury Public Library or others for any and all damage caused by their violation of this policy
- When appropriate, legal action will be initiated to address violations of the policy

Amendments

The Library Board of Trustees reserves the right, in its sole discretion, to amend this policy and to modify and suspend computer users' privileges.

Disclaimers

Not all sources on the Internet provide information that is accurate, complete, current or legal. The Simsbury Public Library staff is unable to monitor or control the content of materials on the Internet, which change rapidly and unpredictably. Therefore, the Simsbury Public Library makes the following disclaimers concerning each patron's use of the Internet:

- The Library makes no warranties of any kind, whether express or implied for the service it is providing.
- The Library expressly disclaims liability and shall not be held liable for any material obtained through the Library's web site or its Internet access even if the material is unlawful, incomplete, incorrect or harmful in any way. Use of information obtained from these resources is made at the user's risk, and the Library specifically denies any liability for the accuracy of the information obtained through these resources.
- The Simsbury Public Library does not endorse the content of any material obtained from the Internet
- The Simsbury Public Library shall not be liable for damages suffered by the user from errors or omissions of the user, of any patron, or any Library staff member. Such damage may include, but is not limited to, loss of data resulting from delay, non-delivery, incorrect delivery or service interruption
- The Simsbury Public Library does not guarantee successful connections to the Internet
- The Library recognizes patron's rights of privacy and confidentiality: however, Internet security is not guaranteed, and electronic communications and files could become public.
- The Library shall not be responsible for loss or damage resulting to a user from such a breach of privacy or confidentiality

Adopted May 17, 1999, revised March 17, 2003, revised December, 2009

POLICY ON REMOVAL OF MATERIALS

Theft

It is the policy of the Simsbury Public Library that no Library materials may be taken from the Library building unless these materials may have been properly checked out or other authorization for removal has been given. Taking Library materials without authorization will be considered and treated as theft, as defined by the Connecticut State Statutes (53A – 119, No.12.)

The Library may restrict the borrowing privileges and Library usage of any individual who commits or attempts to commit Library theft. Serious cases may be referred to the Simsbury Police.

Connecticut State Statutes, Penal Code: Offenses

(12) Library theft.

A person is guilty of library theft when (A) he conceals on his person or among his belongings a book or other archival library materials, belonging to, deposited in, a library facility with the intention of removing the same from the library facility without authority or without authority removes a book or other archival library materials from such library facility or (B) he mutilates a book or other archival library materials belonging to or deposited in, a library facility, so as to render it unusable or reduce its value. The term "book or other archival library materials" includes any book, plate, picture, photograph, engraving, painting, drawings, map, manuscript, document, letter, public record, microform, sound recording, audiovisual material in any format, magnetic or other tape, electronic data-processing record, artifact or other documentary, written or printed material regardless of physical form or characteristics, or any part thereof, belonging to, on loan to, or otherwise in the custody of a library facility. The term "library facility" includes any public library, any library of an educational institution, organization or society, any museum, any repository of public records and any archives.

Lost and Damaged Materials

A patron is responsible for any Library materials checked out on his/her card. When such material is lost or damaged, the Library charges the purchase price, or in some cases, the replacement price of the item. In addition to the price, overdue fines, if any, are also assessed to a maximum of \$5.00 per item.

Often a lost item will be found and returned to the Library. Refunds will be made if the following are met:

- The item cost is \$5.00 or more, without fines
- The item was paid for in the past year, or within a reasonable time
- The patron has a receipt issued by the Library for the item
- The Library has a receipt for the item

The Library's purpose in issuing refunds is to encourage the return of valuable Library materials, not to reimburse the patron for "found" items. That intent will be considered when applying this policy.

POLICY AND PROCEDURE FOR RETURNED CHECKS

When the Finance Department receives a returned check, it notifies the Library that there is a returned check from one of its customers, and the Library shall follow the procedure listed below:

- Retrieve the returned check from the Finance Department
- Attempt to contact the customer, via telephone, to inform them that
 - Their check has been returned by the bank or financial institution
 - Payment for the check, plus \$25 returned check fee must be remitted
- Forward a letter to the customer, on the same day, requesting payment in full. The form letter, attached hereto and identified as Exhibit A, should be used. This letter is to be used by all Departments except the Finance Department. Restitution must be made within eight (8) calendar days from the date of the letter
- If the Library does not receive payment within eight (8) calendar days, a second and final letter shall be sent to the patron. The form letter, attached hereto and identified as Exhibit B, should be used. If the amount due is over \$100.00, the second and final letter shall be sent by certified mail with an additional copy sent via first class U.S. Mail.
- The check shall be re-deposited only if the customer has called and requested a re-deposit
- In the event no response is received within eight (8) calendar days of the second and final letter, and the amount in question is under \$200, the check shall be re-deposited. Any checks stamped "account closed" by the bank shall not be re-deposited. In the event no response is received within eight (8) days of the second and final letter and the amount in question is over \$200, the library must contact the bank to verify that funds are available to cover the re-deposited check. Please note: While a check may be re-deposited, the customer remains responsible to pay the \$25 returned check fee. It is the responsibility of the Library to verify that such fee has been paid
- If all collection requests fail, the Library Director shall send a memo to the Finance Director requesting that the Finance Director take the following action:
 - Write off the check against the original revenue account number that the check was deposited into
 - Request the Finance Director turn the matter over to the Police Department if the check is in the amount of \$50 or more
- Upon referral of the matter by the Finance Director to the Police Department, a "Police Form Letter" requesting payment shall be sent to the patron
- A sign, stating the Town's returned check policy, shall be posted in each Town office that accepts checks for services

- A record of problem abusers should be kept. If a patron consistently has returned checks, the Library Director may place the patron(s) on a cash only basis or take actions that are necessary and appropriate to the Library (including refusal of future services)

POLICY ON USE OF MEETING ROOMS

Simsbury Public Library is a limited public forum. Meeting rooms are available without charge to Simsbury based groups or organizations that have a tax exempt number, or organizations whose mission is to specifically benefit the community of Simsbury. The Library may request verification of an organization's tax exempt status. The scheduling of meetings is subject to the approval of the Library Director.

Groups or organizations that do not meet the requirements listed above can use the meeting rooms, subject to availability. The regular charges as outlined below. Meeting rooms are not available for private functions.

Priority for all rooms is as follows:

1. Simsbury Public Library activities
2. Friends of the Simsbury Public Library
3. Town of Simsbury

All groups or organizations must make reservations.

All organizations are encouraged to meet during the Library's regular hours of operation.

All Organizations using the facility before or after regular hours will incur custodial or staff fees.

Library Grounds

The use of the Library's outdoor area is subject to the approval of the Library Board.

General

The granting of permission to use a meeting room by a group, organization or individual does not in any way constitute an endorsement of the group's, organization's or individual's policies or beliefs.

The Rules of Behavior in the Library apply to anyone using the rooms. Anyone creating a hostile environment or otherwise found violating the Rules of Behavior will be asked to leave the premises. (See Statement of Library Policy.)

Groups or organizations are responsible for the following:

- Proper supervision. Youths (under 18) may use the meeting rooms only if an adult accepts responsibility for any damages and for the behavior of occupants
- Set up the room and return it to its original state if no custodian is available
- Any costs arising from any damage or loss to the Library during use

The food preparation facility may be used to serve light refreshments.

- Each group or organization must provide its own equipment, materials and supplies
- The facility must be left in the condition it was found and the area left clean
- The Library and its Board of Directors assumes no responsibility for property left on the premises

Smoking and the use of alcoholic beverages is not permitted on Town property.

The Town of Simsbury or its employees or agents are not liable for any claims arising from the use of the Library.

Availability and Application for Use

The rooms are available during regular Library hours or by special arrangement.

Availability of rooms shall be on a first-come, first-served basis.

No group or organization shall exceed four (4) scheduled meetings during each calendar year for the Program Room. The Business Resource Center (BRC) Conference Room and BRC Work/Study Rooms, the Science and Discovery Room, the Barnes and Wagner Rooms may be used more frequently subject to availability.

Applications for the use of the Rooms must be made through the Library's Adult Information Desk via the Room Use and Equipment Form.

An application for each date must be filed with the Library and the application approved before the Group's or Organization's activity or meeting.

The Board of Trustees authorizes the Library Director or his/her agent to determine the appropriateness of the activity. An appeal may be made to the Board of Trustees. In no case shall any organization be permitted access to a room or equipment without prior approval.

Use of Equipment

If any meeting requires the use of the Library's media or audio visual equipment, the following procedures apply:

- Arrangements must be made for the use of the equipment at least three (3) days ahead of use via the Room Use and Equipment Form
- A staff member must be present to set-up and lock up equipment belonging to the Library. A custodial or staff fee may be incurred
- A valid Identification must be presented at the time of application for use of equipment

Room Capacity

Maximum capacity for the Rooms is as follows:

- FSPL Program Room: 150 persons
- Barnes and Wagner Conference Rooms: 12 persons
- Science and Discovery Room: 30 persons
- Technology Learning Center: 21 persons
- BRC Conference Room: 4 persons
- Work/ Study Rooms: 2 Persons

The library reserves the right to deny requests for use of the Program Room, or cancel a reservation which has been made, when attendance of over 150 persons may reasonably be expected.

Attendance at all meetings for which no room fee is collected by the Library, must be open to the public and may not be limited to the group's or organization's members or specific individuals.

All activities conducted in the Friends of Simsbury Public Library Program Room must be free of charge. Non Library sponsored programs may not collect fees on the premises or sell items in the rooms.

Attendance at all meetings must open to the general public and may not be limited to the group's or organization's members or specific individuals.

- Fundraising activities are not permitted except by the Library or Friends of Simsbury Public Library
- The Library must not be used as the official address or headquarters of any group or organization

Fees for the use of Rooms

A per day (8 hours) or half day (4 hours) usage fee will be charged for the use of the rooms as follows:

- Friends of Simsbury Public Library Program Room: \$100 per full day, \$50 per half day
- Technology Learning Center: \$100 per full day, \$50 per half day
- Barnes and Wagner Rooms: \$50 per full day, \$25 per half day
- Science and Discovery Room \$50 per full day, \$25 per half day
- Business Resource Center (BRC) Conference Room: Free to Simsbury based businesses and Simsbury residents owning or working in businesses outside of Simsbury. The BRC Conference Room may be booked for up to 4 hours maximum per day. The Library reserves the right to limit usage by one business or businessperson in order to accommodate others if necessary
Non-residents fee: \$25 per 4 hours
- BRC Work/Study Rooms: Free to Simsbury based businesses, business people and residents. BRC Work/Study Rooms may be booked for up to 4 hours maximum per day. The Library reserves the right to limit usage by one business or businessperson in order to accommodate others if necessary
Non-resident fee: \$25 per 4 hours

		F SPL Program Room	Barnes & Wagner Conference Rooms	Science & Discovery Room (check with J-Room)	Technology Learning Center	BRC Conference Room	BRC Work/Study Rooms #1 & #2
Maximum Capacity		150	12	30	20	4	2
Maximum uses per calendar year		4	Subject to availability	Subject to availability	Subject to availability	Subject to availability	Subject to availability

Usage types & Fees

Friend of SPL		Free	Free	Free	Free	Free	Free
Town of Simsbury	Board of Ed, Board of Selectman public forum	Free	Free	Free	Free	Free	Free
Simsbury Based educational, charitable, not-for-profit (501c3) or other non-for-profit organizations that benefit Simsbury	Example: Simsbury Youth Hockey, Simsbury Camera Club, Girl Scouts	Free	Free	Free	Free	Free	Free
Other Simsbury based non-profit organizations	Powder Forest Homeowners Association, Old Mill Condo Association	\$100 full day \$50 half day	\$50 full day \$25 half day	\$50 full day \$25 half day	\$100 full day \$50 half day	n/a	n/a

Non-Simsbury based not for profit organizations	Federated Garden Clubs of CT, Japan Society of Connecticut	\$100 full day \$50 half day	\$50 full day \$25 half day	\$50 full day \$25 half day	\$100 full day \$50 half day	n/a	n/a
Simsbury Businesses- Using room for training or company seminar (not public program that is publicized via newspaper etc.)	Prudential using room for staff training, Emotional Intelligence workshop run by Simsbury business for 6 of his clients, Simsbury business and promoted privately and to their own client base	\$100 full day \$50 half day	\$50 full day \$25 half day	\$50 full day \$25 half day	\$100 full day \$50 half day	Free	Free
Simsbury Businesses- for public program (promoted to public via newspaper etc.)	Home buying seminar, financial planning seminar	May not use	May not use	May not use	May not use	May not use	May not use
Tutors	If Simsbury based or serving Simsbury residents – have use BRC	\$100 full day \$50 half day	\$50 full day \$25 half day	\$50 full day \$25 half day	\$100 full day \$50 half day	Free	Free

POLICY FOR ART EXHIBITS, DISPLAYS, BULLETIN BOARDS, SOLICITATION AND PAMPHLETEERING

Art exhibits and Displays

- The purpose of exhibit areas in the Simsbury Public Library is to stimulate the appreciation and knowledge of art in the Simsbury community. Priority will be given to local and Connecticut artists
- Artists interested in exhibiting their work should fill out an application which is available at the Library (appendix E) and sign a "Hold Harmless Agreement" (appendix F)
- The Library Director or her designee will review the artwork and will select diverse art exhibits suitable for family viewing and not hostile to the work environment
- Locations for exhibits are available around the Library. All flat work must be suitably framed or matted for hanging using the Library's extensive picture hanging system. No free standing or pedestal mounted sculpture or other such work will be accepted for exhibit except in the display case
- The artist will be responsible for installing and dismantling the show, providing information for press releases and designing, printing and mailing of any desired announcements. The Library is ultimately responsible for approving the final hanging to assure it meets the Library goal of presenting an exhibit in the most positive way for the enjoyment of the public. The Library staff will help whenever possible and publicize the exhibit along with related events
- Normally, exhibits will change every month. The artist will remove the exhibit promptly at its completion
- If the artist wishes to host a reception in conjunction with the show, it must be held during regular Library hours and be open to the public. The rules governing the use of the Library and facilities will apply and are available on request

Bulletin Board Use and "Give-Away Literature"

- Posters, brochures, etc., announcing Library, community, regional or state events will be posted as space permits
- The Library may limit the size and quantity of posters and "Give-Away Literature" and decide on their placement
- All events must be open to the general public
- Library activities receive priority
- All items to be posted or given away must be left at the Reference Desk. Reference staff will post and place items
- Personal notes are not allowed

Solicitation and Pamphleteering

- Solicitations or pamphleteering are not to be conducted inside the Library. This includes requests for membership, money, signatures on petitions, and similar activities
- These activities may only take place outside the Library in the area by the flagpole at the upper entrance to the Library during the hours the Library is open
- Solicitors must not interfere with citizens' free and impartial use of the Library
- Exempt from this policy are activities of the Friends of Simsbury Public Library or those particularly sanctioned by the Simsbury Library Board of Trustees or its designated representatives

Unattended Children Policy

Children are welcome and encouraged to use the Simsbury Public Library.

The following guidelines regarding the supervision of children are as follows:

- Parents and guardians are responsible for the conduct of their children at all times while on the Library premises
- Preschool children must be accompanied by an adult at all times. During story times adults are asked to remain in the Children's Room
- Children aged newborn through 2 must be accompanied by adults in story time groups
- No child under age 12 may be left alone in the library for any reason.

(Reference Connecticut General Statutes Sec. 53-21a: "Leaving a child unsupervised in a place of public accommodation or motor vehicle: Any parent, guardian or person having custody or control, or providing supervision, or any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or motor vehicle for a period of time that presents a risk to the child's health or safety, shall be guilty of a Class A Misdemeanor".)

- Parents and guardians should be aware of the Library's opening and closing times and must make arrangements to meet and transport children ages 12 and up who have been left unattended at the Library
- Children remaining at the Library at closing time will be directed to call their parents. The Simsbury Police may be called if the parent has not come for the child by closing time
- The Library is not responsible for children outside the building who await transportation or who are socializing
- All children, young adults and adults are expected to respect Library property and other Library patrons. Disruptive or inappropriate behavior will result in the individual(s) being asked to leave, and parents and/or the Simsbury Police Department will be notified as deemed necessary by the staff. In the case of younger children, parents are expected to remove the child from the building until the problem is resolved. If the parent does not remove the child, both the child and parent will be asked to leave the premises
- The judgment of the library staff prevails when requesting the removal of a child from the building in the event of behavioral difficulties

POLICY FOR NAMING OPPORTUNITIES

Naming opportunities are limited to the initial capital campaign for the renewal of the Library, 2008.

Recognizing campaign gifts, donors may associate their names or names of loved ones with specific spaces in the Library building.

The donor amount is representative of the commemorative value of the space, not actual construction or equipment costs.

The Library Board of Trustees retains the right to refuse any gift which it deems inappropriate.

Major gifts made subsequent to December 31, 2008 will be recognized on a donor plaque in a central Library location.

Adopted February, 2008

BY LAWS

SIMSBURY PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I OFFICERS

Section 1 The officers shall be a chairperson, a vice-chairperson, and a secretary-treasurer, elected from among the Trustees at the biennial meeting of the Board.

Section 2 Officers shall serve a term of two years from the biennial meeting at which they are elected or until their successors are duly elected by said Board.

Section 3 The chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. In the absence or disability of the chairperson, his/her duties shall be performed by the vice-chairperson.

Section 4 The secretary-treasurer, assisted by a paid stenographer, shall keep a true and accurate record of all meetings of the Board, and shall issue notice of all meetings of the Board, and shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office. All minutes of meetings of said Board shall be filed in the Library and shall be available to the public. A copy of the minutes shall be filed with the Town Clerk according to the provisions of the Freedom of Information Act regarding regular, special and emergency meetings.

ARTICLE II MEETINGS

Section 1 The regular meetings shall be held each month, the date, place, and hour to be set by the Board at its biennial meeting. Notice of the agreed time, place and hour of meetings shall be sent by the secretary to the Town Clerk on or before January 31st of each year. All meetings shall be open to the public. No requirements shall be made of any member of the public attending except that of reasonable behavior. An executive session for consideration of personnel matters or contracts may be held after an affirmative vote or 2/3 of the members present at a public meeting.

Section 2 The biennial meeting, which shall be for the election of officers, shall be held at the time of the regular meeting in December after the biennial election of the Town of Simsbury.

Section 3 Special meetings shall be called by the secretary at the direction of the chairperson or at the request of two members, for the transaction of business as stated in the call for the meeting. The secretary shall post notice with the Town Clerk not less than 24 hours before such meeting, giving the time place and business to be transacted. An emergency meeting may be held without such notice, but a copy of the minutes of such meeting shall be filed with the Town Clerk within 72 hours.

Section 4 A quorum for the transaction of business at any meeting shall consist of five (5) members of the Board present in person, and a majority vote of the members present shall prevail. The chairperson may vote upon and move or second a proposal before the Board.

Section 5 A meeting may be cancelled by the chairperson for just and reasonable cause. The Secretary shall notify members of the committee and anyone else expected to attend. Notice of the cancellation shall be given to the Town Clerk and posted at the place where the meeting was to be held.

ARTICLE III LIBRARY DIRECTOR AND STAFF

Section 1 The Board shall appoint a qualified Library Director, in accordance with town personnel procedures, who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. Other employees shall be hired in accordance with Town personnel procedures. The Director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the Library property, for adequate and proper selection of books in keeping with the stated policy of the Board, for the preparation of a proposed annual budget at the date to be determined by the Board, for the efficiency of Library services to the public and for its operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the director shall have interim authority to appoint with prior approval of the Board. The Town personnel officer shall be notified and all personnel records shall be kept as defined by Town procedures.

ARTICLE IV COMMITTEES

Section 1 The chairperson may appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. A committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2 All committees shall make a progress report to the Library Board at each of its meetings.

ARTICLE V GENERAL

Section 1 The bylaws may be amended by a majority vote of all members of the Board provided written notice of the proposed amendments shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted: 2/12/1970

Amended: 04/19/1977
 03/21/1978
 10/14/1989
 03/21/1994
 01/04/2010