



## **TRUSTEES' POLICY MANUAL**

**BOARD OF LIBRARY TRUSTEES POLICY MANUAL**

<b>100.00</b>	<b>Building and Grounds</b>	<b>Date of Last Revision:</b>
110.00	Americans with Disabilities Act (ADA)	June 19, 2007
120.00	Alcoholic Beverages	January 16, 2001
130.00	Building Space	March 20, 1974
140.00	Bulletin Boards	April 19, 2011
150.00	Library Grounds	December, 7, 1999
160.00	Meeting Room	February 18, 2014
160.10	Small Meeting Room/Quiet Study Rooms	April 16, 2013
170.00	Retention and Disposal of Library Articles	May 16, 1994
170.10	Conservation of Library Materials	May 20, 1975
180.00	Smoking	November 18, 2014
<b>200.00</b>	<b>By-Laws/ Organization</b>	
210.00	Board Vacancies	June 17, 2007
220.00	By-Laws of Board of Trustees	June 20, 2006
230.00	Library Endowment Fund	October 17, 2000
230.10	Fund Raising	October, 15, 2002
240.00	Gifts	October, 16, 2007
250.00	Meeting Dates and Times	December 18, 2012
260.00	Minutes of the Meetings	Acts of 1989, General Laws
270.00	Mission Statement	December 19, 2006
270.10	ALA Bill of Rights	March 30, 1999
270.20	Long-Range Planning	December 19, 2006
280.00	Open Meeting Law/Executive Session/Meeting Notice	Acts of 1989, General Laws
290.00	Responsibilities of a Library Trustee	March 17, 1987
290.10	Role Definition	April 22, 1992
<b>300.00</b>	<b>Cooperative Agreements</b>	
310.00	Minuteman Library Network	November 19, 1985
310.10	Massachusetts Metrowest Library System	June 17, 1997
310.20	Media One	May 18, 1999
320.00	Winchester CO-Operative Bank	June 19, 2007
330.00	Winchester Historical Society	June 16, 1998
330.10	Archival Center Collections and the Library Collections	unknown (prior to 1990)
340.00	Winchester Hospital	September 22, 1992

<b>400.00</b>	<b>Fees / Fines / Loan Periods / Privileges</b>	
410.00	Fines and Loan Periods	July 21, 2015 (effective 9/8/15)
420.00	CD-ROMS	April 28, 2009
420.20	DVDs	July 21, 2015 (effective 9/8/15)
420.30	Videocassettes	July 21, 2015 (effective 9/8/15)
420.40	Books	April 15, 2013
420.50	Long Term Loans	July 17, 2001
420.60	Teacher Loans	April 28, 2009
420.70	Chromebooks	May 17, 2016
430.10	Fax Service	December 15, 2009
430.20	Replacement of Damaged/Lost/Library Cards	October 16, 2012
430.30	Reader/Printer	January 9, 1990
430.40	Lost/Damaged Materials	September 24, 1991
430.50	Fee for Reserving Books	January 18, 2000
<b>440.00</b>	<b>Privileges</b>	
440.10	Children's Library Cards	June 17, 2014
450.00	Defacement/Detention of Library Property	Acts of 1990, General Laws
450.10	Disturbance of Libraries	February 16, 2016
450.20	Patron Behavior Policy Guide	June 20, 2017
460.00	Revocation of Privileges	June 20, 2006
470.00	Tutoring Policy	February 15, 2012 December 19, 2006
<b>500.00</b>	<b>Hours of operation</b>	
<b>600.00</b>	<b>Personnel</b>	
610.00	Collective Bargaining	September 14, 1987
620.00	Educational Requirements	January 20, 1987
630.00	Evaluations	October, 1982
640.00	Part-time Employees	September 14, 1987
640.50	Temporary Employees	October 19, 1999
650.00	Personnel Policy Manual	November 22, 1983
655.00	Personnel Position Descriptions	December 15, 1998
660.00	Volunteers	September 18, 2007
<b>700.00</b>	<b>Services</b>	
710.00	Public Telephone	December 15, 2009
720.00	Rich Room	August 21, 1984
730.00	Telephone Renewals	February 27, 2001
740.00	Art Exhibits	February 27, 2001
740.10	Application for Use of Exhibit Space	February 15, 2011
750.00	Children's Department Programs	April 15, 2003
760.00	Collection Development Policy	February 19, 2013
770.00	Internet Policy	February 15, 2012
780.00	Fax Service	April 19, 2011
<b>Appendix A</b>	Freedom to Read Statement (ALA)	March 30, 1999
<b>Appendix B</b>	Freedom to View Statement (ALA)	March 30, 1999
<b>Appendix C</b>	Library Bill of Rights (ALA)	March 30, 1999
<b>Appendix D</b>	Access to Electronic Information (ALA)	March 30, 1999

**100.00 BUILDING AND GROUNDS**

**110.00** Handicapped Access

Installation of automatic door openers as part of the Library building renovation project. (November 26,1996)

**110.10** Americans With Disabilities Act

The building renovation of 1996 complied with all requirements of the **Americans with Disabilities Act (A.D.A.)**. It is the intention of the Library board of Trustees to maintain a Library facility and grounds in compliance with the A.D.A.  
(June 19, 2007)

**100.00 BUILDING AND GROUNDS (continued)**

**120.00** Alcoholic Beverages

That activities sponsored by non-Library groups during hours when the Library is open to the public should not include the service of alcoholic beverages.

(March 1982)

That the Trustees do not wish to have wine served in the Library during regular business hours. Permission to serve wine at other times will be considered on an individual basis provided a permit has been issued by the Selectmen.

(January 16, 2001)

**100.00 BUILDING AND GROUNDS (continued)**

**130.00 Building Space**

That the present Winchester Room be renamed the Francis E. Smith Room and that arrangements be made for an appropriate plaque and picture to be placed therein.

(June 21, 1972)

That, as a matter of policy, the disposition of any space within the library remains the exclusive prerogative and responsibility of the Board of Library Trustees.

(March 20, 1974)

Community Events and Services Bulletin Boards

The Winchester Public Library makes its bulletin boards available to groups for the free dispersal of information about community events and services. Space on the Library bulletin boards is made available on an equitable basis, regardless of the beliefs or affiliations of groups requesting such space.

Main (parking lot) entrance (Adult)

- . This board is reserved for notices from Winchester's local non-profit organizations. (This includes non-partisan political notices of an informational nature, e.g., voter registration dates, meeting notices.)
- . Public service notices offered by local businesses will be posted if space is available.
- . Commercial notices, partisan political notices\*, retail advertising, and notices larger than poster size (18" x 24") will not be accepted.

Washington Street entrance (Adult)

- . The larger board is reserved for notices from adjoining towns.
- . Commercial notices, partisan political notices, retail advertising, and notices larger than 8 1/2" x 14" will not be accepted.
- . The smaller board is reserved for library notices.

All notices for the adult bulletin boards should be given to the Community Services Librarian for posting.

Length of Posting

Undated notices will be posted for one month. Any notice can be removed regardless of date if space is needed for a notice with higher priority, and the Director reserves the right to limit a portion of the bulletin boards for the use of the Library.

The Library reserves the right to make the final decision about any notice and to establish criteria insuring fair access to the bulletin boards. Notices which do not meet the Library's criteria will be held for one week, and then discarded if not claimed in that time.

The Library does not advocate or endorse the viewpoint of any group using the bulletin boards.

The Library will accept partisan political notices and informational materials concerning Town business, including those local issues that will be voted upon at a general election. Because of the limited space available on the bulletin board, these materials (from clearly identifiable groups and individuals) will not be posted but will be collected and made available in a central location. The Library cannot guarantee either the accuracy of the information provided or a balanced representation of all viewpoints because of the ephemeral nature of such issues.

(August 12, 1997) (April 19, 2011)

100.0 BUILDING AND GROUNDS (continued)

150.0 Library Grounds

To accept the vote of the Board of Selectmen that the care and custody of that parcel of land formerly occupied by the Cutting House be transferred to the Board of Trustees with the understanding that the land is not to be used for any purpose other than landscaping and that the Selectmen will retain title of the property.

(July 22, 1969)

That the Trustees authorize the Town Day Committee to make use of the Pergola and surrounding grounds for suitable activities on Town Day.

(April 1982)

To remove the pergola to conform to the proposed overall landscaping concept [as related to the Library renovation project], pending approval of the Conservation Commission.

(October 17, 1995)

To accept the parking plan as submitted with the provision that the plan will be reviewed in March 2000. The plan will be initiated on January 1.

(December 7, 1999)

160.0 Meeting Room

**Winchester Public Library Meeting Room Policy**

**Purpose**

The provision of meeting space is not the primary mission of the Library, and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study. The Meeting Rooms are available to local governmental and non-profit groups for educational, informational or cultural meetings or programs. A Meeting Room shall not be used for commercial purposes, for the solicitation of business, for profit or for fundraising. No goods or services shall be promoted, sold, or exchanged upon the premises or by sample, pictures, or descriptions.

No use of a Meeting Room will be allowed that is likely to disturb Library patrons, impede Library staff in the performance of their duties, or endanger the Library building or collections. Use of a Meeting Room for Library purposes shall take precedence over all other uses.

The meeting rooms are available free of charge during regular library hours.

The library will not discriminate on the basis of the political or religious beliefs of applicant groups, or on any other constitutionally or statutorily prohibited basis.

**Requirements for Reserving Meeting Rooms**

By submitting an online reservation, an applicant is agreeing to all terms and conditions of the Meeting Room Policy. The individual making the reservation assumes responsibility for any personal injury or property damage. Individuals reserving a Meeting Room must be at least 18 years of age and must be Winchester residents.

All reservations must be made at least two business days prior to the event. Requests are reviewed Monday through Friday. Applicants will be contacted regarding their acceptance or denial of a request in a timely manner.

To ensure that non-Library groups have fair access to available dates for use of a Meeting Room, groups MAY NOT reserve the room:

- More than three months in advance
- More than once per month in the Large Meeting Room and twice per month in the Small Meeting Room
- More than six times per year in the Large Meeting Room

**Rules for Use of a Meeting Room**

- Meetings must take place during the Library's normal hours of operation. Meetings must end thirty minutes prior to closing. Time for set-up and clean-up should be included in the reservation. Set-up and clean-up is the responsibility of the organization using the room.
- All meetings in the Large Meeting Room must be free and open to the public. Attendees must be allowed to choose whether or not to give their names.
- No fee may be charged to attend a meeting.
- Smoking and alcohol are prohibited. Light refreshments such as non-alcoholic beverages and cookies or crackers are permitted but clean-up is the responsibility of the individual reserving the room. No hot or cold food may be served. All garbage must be removed by the group using the

room. All chairs and tables must be returned to their original configuration after the meeting has ended. Failure to comply will result in forfeiture of future requests.

- Nothing may be affixed to the walls.
- Under no circumstances may use of a Meeting Room interfere with the use of the Library by other patrons and Library staff. No recitals, bridal showers, or other private social events are permitted. No rehearsals, movement or dance sessions are permitted.
- In allowing permission to use a Meeting Room, the Board of Library Trustees does not imply any endorsement of the group's beliefs, policies or programs.
- Publicity for events is the sole responsibility of the individual reserving the Meeting Room.

Efforts to circumvent these rules will result in forfeiture of future bookings. Exceptions to this policy may be made at the discretion of the Board of Library Trustees as it deems in the best interest of the Library and the Winchester community.

#### **Cancellation of a Reservation**

Call the Library Administrative Office 781-721-7171 ext 10 to cancel a reservation. Failure to notify the Library of cancellations less than one business day prior to the event may result in forfeiture of future bookings. Emergency situations will be addressed on an individual basis.

The Library reserves the right to cancel a room reservation if necessary. This includes the occurrence of severe weather conditions.

#### **Capacity and Time Limitations**

Large Meeting Room is for groups of 11 - 60 persons. Time limit of 3 hours.  
Small Meeting Room is for groups of 3 - 10 persons. Time limit of 2 hours.

Quiet Study Rooms are available by contacting the Reference Department at 781-721-7171 ext 20 (see policy 160.10)

#### **Equipment**

- The Small Meeting Room has no equipment available.
- Wifi is available throughout the building.
- A projection screen is available in the Large Meeting Room but projection equipment and computers are the responsibility of the group using the room.

(Revised February 18, 2014)

## Art Gallery/Meeting Room

### 160.10 Small Meeting Room and Quiet Study Rooms

Two **quiet study rooms** are available on the mezzanine. One room can accommodate up to two people; the other room can accommodate up to four people. They are equipped with a computer and printer for word processing and a typewriter is available. Wifi is available. Reservations are accepted by the reference librarian no more than one month in advance. Use of quiet study rooms is limited to two hours per day, two days per week. On weekdays between the hours of 2:30 and 5:30 use of the quiet study rooms is limited to one hour. Reservations will be cancelled if the user arrives more than 15 minutes late. Users of the quiet study rooms need not be Winchester residents.

The **small meeting room** is available for groups of 3 to 10 people. Rules and regulations for use of the small meeting room as a public meeting room are the same as rules and regulations for the main meeting room. The room is not equipped with a computer or a projection screen but Wifi is available. Reservations should be submitted online through the library's web site. Use of the small meeting room is limited to two reservations per month, two hours per meeting. Reservations will be cancelled if the user arrives more than 15 minutes late. Use of the small meeting room for groups of 3 to 10 people is limited to Winchester residents or those groups sponsored by a Winchester resident.

The **small meeting room** may be used for individual, silent study when the room is not otherwise reserved. The room comfortably accommodates up to four individuals for silent study. Absolutely no cell phones or conversation is permitted. Users of the small meeting room for individual silent study need not be Winchester residents.

(March 24, 2009) (March 23, 2010) (March 15, 2011) (April 16, 2013)

100.0 BUILDING AND GROUNDS (continued)

170.0 Retention and Disposal of Library Articles

That portraits of individuals with Winchester associations are to be retained, as are certain landscape paintings which relate to Winchester or have particular artistic merit.  
(April 23, 1968)

Accepted Town Counsel's statement that it is legal for the library to sell excess or obsolete material provided that not more than \$250 worth of material is sold to one person or group without the approval of the Selectmen.  
(April 21, 1971)

To allow the Director to dispose of such excess articles by first offering them to other Town departments and then by permanent disposal if need be. (June 1, 1987)

To authorize the Director to handle and dispose of all used furniture and to place any monies that may accrue from the sale of excess items in the general fund of the Town of Winchester.  
(May 16, 1994)

170.10 Conservation of Library Materials

Heat and humidity fluctuations, air pollution, acidity, ultra-violet light, fungi, insect pests, and normal wear and tear have been shown to have a deleterious effect on library materials. The Trustees of the Winchester Public Library recognize that not only should the library collection be developed, organized, and housed, but also protected against the deleterious effects of environment.

In order to accomplish this goal, the Trustees, through the Director and appropriately trained staff, will develop a program establishing realistic priorities and emphasizing the conservation of materials of local importance; will encourage the education of the staff in proper mending and processing techniques, housekeeping levels, and storage and use; and, in cooperation with the Winchester Historical society, will institute a study of the criteria and objectives of use by the public of historical materials in order to achieve maximum accessibility and security of irreplaceable materials.

(May 20, 1975)

100.0 BUILDING AND GROUNDS (continued)

180.0 Smoking

Winchester Public library building and grounds are hereby designated as non-smoking areas. (November 18, 2014)

200.0 BY-LAWS/ORGANIZATION

210.0 Board Vacancies

An announcement of the resignation of a Trustee would be made in the Winchester Star simultaneously requesting that persons who wished to be considered to fill the vacancy make known their interest to the Chairman.

(May 24, 1972)

Secretary was instructed to notify the Board of Selectmen by letter concerning the resignation of a Trustee, the Trustees' intention to make the existence of a vacancy public and our wish to have a joint meeting with the Selectmen.

(May 15, 1973)

With the pending resignation of a Trustee, the Board agreed that interested parties be invited to submit resumes and present themselves for consideration before the Board.

(July 16, 1974)

To accept the resignation of a Trustee effective September 1, 1999. An interim vacancy will be advertised and applications solicited for the remainder of the Trustee's term.

(August 17, 1999)

To accept the legal opinion of Town Counsel that the Library Trustees may proceed to fill a vacancy and that the Selectmen do not have authority to hold up the selection of a Trustee by the Library Board. (December 2006)

200.0 BY-LAWS/ORGANIZATION (continued)

220.0 By-Laws of Board of Library Trustees

- (a) Composition; Term of Office - There shall be a board of library trustees consisting of five members elected for three year terms, so arranged that as nearly an equal number of terms as possible shall expire each year.
- (b) Powers and Duties - The board of library trustees shall have the custody and management of the library and of all property of the town related thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the board, and all money or property that the town may receive by gift or bequest shall be administered by the board in accordance with the provisions of such gift or bequest. The board of library trustees shall have all of the powers and duties given to boards of library trustees under the constitution and the general laws of the Commonwealth, and such additional powers and duties as may be authorized by the charter, by by-law, or by other town meeting vote.  
(Article 3, Section 3-6, Winchester Home Rule Charter, March 3, 1975)

The board shall, from its own number, annually choose a chairman and secretary and, if the town so votes, a treasurer, in an amount and with sureties to the satisfaction of the selectmen. Until the town otherwise directs the town treasurer shall act as treasurer of the board of trustees.  
(Chapter 78, Section 10, Massachusetts General Laws)

The board of trustees of a free public library in any city or town or in the absence of such a board, the city or town official possessing the appointive powers of such board, shall, except in the case of those employees subject to the provisions of Chapter 150E, execute a written employment contract with an employee of said library outlining the basic conditions of employment, including but not limited to the establishment of a probationary period and the establishment of a procedure for dismissal during this period and the establishment of a procedure which specifies the cause for dismissal after the completion of such probationary period.  
(Chapter 78, Section 34, Massachusetts General Laws)

To add Roberts' Rules of Order and Parliamentary Procedures to govern actions not covered in the present bylaws.  
(June 20, 2006)

230.0 Endowment Fund

Pursuant to G.L.ch.78,sec.11, to accept on behalf of the town of Winchester a gift of the sum of twenty-five thousand dollars (\$25,000) from the Friends of the Winchester Public Library, Inc., in trust to the Town, for the benefit of the Winchester Public Library, subject to the terms and conditions of a deed of gift dated October 10, 2000 from the Friends to the Town establishing a trust fund of the Town to be known as the "Winchester Library Endowment Fund."

(October 17, 2000)

In accordance with F.L.ch.180A,sec.7 and paragraphs 4 through 8 of the deed of gift from the Friends to the Town establishing the Winchester Library Endowment Fund, the Board of Library Trustees, as the governing board of the Endowment Fund, delegates to the Board of Trust fund commissioners, appointed officers of the Town, the authority to act in place of the Library Trustees in making Fund decisions deciding what investments of Endowment Fund funds or property will be made or retained.

(October 17, 2000)

230.10 Fund Raising

**The committee met and drew up a proposed overall fund-raising policy to be used by both the Friends and the endowment Fund including a calendar for solicitations and donor amounts. The suggested recommendations were agreeable to the Trustees and it was voted**

To approve the recommended policy for fund-raising with either a \$1,000 or \$2,000 threshold.

(October, 15, 2002)

200.00            **BY-LAWYS/ORGANIZATION (continued)**

240.00            Gifts

To accept the following Gift Policy:

In general the Winchester Public Library welcomes gifts of books, materials, equipment, works of art, documents, photographs, property of any kind, and money. However, not all proposed gifts are of a kind that would be suitable for the Library to accept. The Board of Library Trustees therefore delegates to the Library Director the right and duty to decline or accept any proposed gift to the Library which is not in accord with the "Director's Guidelines for Appropriate Gifts to the Winchester Public Library," as from time to time approved by the Board.

All gifts accepted by the Library shall be final and unconditional; no restriction on the Library's ownership, possession, use of or disposition of the gift shall be effective other than restrictions approved by the express vote of the Board of Library Trustees and memorialized in writing. (August 18, 1998)

To approve the Director's authority to reject or accept any donation within the parameters of the Gift Policy. If there is any exceptional donation with special conditions attached to the gift, the Director will consult with the Board. The policy should also cover the possibility of accepting a potential gift which would be more beneficial to the library after being sold. Examples of gifts to be rejected could be included. The policy should be revisited once a year. (August 18, 1998)

Director's Guidelines for Appropriate Gifts to the Winchester Public Library

Gifts accepted by the Library are judged upon the same criteria as purchased materials and are accepted with the understanding that the Library may at any time dispose of them in the way it sees fit and in the best interests of the Library.

Considerations in accepting gifts are the educational, informational, recreational, and cultural needs of the community and the appropriateness of the gift to the Library's mission.

Specific criteria include:

1. Permanent value
2. Authority and competence of presentation
3. Importance as an historical artifact or record for the Town of Winchester

200.0 BY-LAWS/ORGANIZATION (continued)

240.0 Gifts (continued)

Specific criteria

4. Relevance to the existing collection, the Library, and the Town of Winchester
5. Appropriateness of subject, presentation, size
6. cost to the Library including storage or security requirements
7. Space considerations for display or storage
8. Local interest including local historic materials or the product of local authors or artists is a factor in considering acceptance of a gift. However local interest is not, in and of itself, sufficient reason for acceptance of a gift.

Voted October 16, 2007

To place the historic map [Mr. Frederick Lyman plans to give to the Town] in the library pending the Board of Selectmen's acceptance of the gift.

That a gift of \$4,000 should be made for naming a study carrel.  
(March 15, 2005)

200.00 BY-LAWS/ORGANIZATION

250.00 Meeting Dates and Times

That the regular monthly meetings held on the third Tuesday of each calendar month start at 7:15 p.m.  
(January 19, 1993)

To begin meetings at 6:30 p.m. starting with May 17, 2005.  
(April 12, 2005)

To begin meetings at 6:00 p.m. effective January 15, 2013.  
(December 18, 2012)

260.00 Minutes of Meetings

A governmental body shall maintain accurate records of its meetings, setting forth the date, time, place, members present or absent and action taken at each meeting, including executive sessions. The records of each meeting shall become a public record and be available to the public; provided, however, that the records of any executive session may remain secret so long as publication may defeat the lawful purposes of the executive session, but no longer. All votes taken in executive session shall be recorded roll call votes and shall become a part of the record of said executive sessions. No votes taken in open session shall be by secret ballot.

(Chapter 39, Section 23B, Acts of 1989, General Laws)

200.0 BY-LAWS/ORGANIZATION (continued)

270.0 Mission Statement

The Winchester Public Library is a dynamic community resource that endeavors to improve the quality of life for its Library patrons by providing

- General Information to meet the need for information on a broad array of topics related to work, school and personal life.
- Current Topics and Titles to enlarge and improve the opportunities for relaxation, recreation, and restorative reflection.
- Lifelong Learning opportunities for both adults and children that begin by fostering a love of reading and an awareness of the resources available in the public library.

To accomplish these endeavors, the Library relies upon a professional staff, a broad collection of current materials in a variety of formats, suitable information technology, and a well-maintained facility for patrons.

**Service Responses**

The New Planning for Results by Sandra Nelson - a planning guide for public libraries, defines thirteen ways in which libraries serve the public in an effort to meet the needs of the community. These are referred to as Service Responses. Based on Winchester's community needs, the Strategic Planning Committee recommended the Service Responses which could reasonably be addressed by the Library and which best meets the needs of Winchester patrons.

**CURRENT TOPICS AND TITLE** The library helps to fulfill residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

**GENERAL INFORMATION** The library helps meet the need for information and answers to questions on a broad array of topics related to work, school, and personal life.

**LIFELONG LEARNING** The library addresses the need for self-directed personal growth and development opportunities for all ages.

**COMMUNITY CONNECTION** The library provides a welcoming environment and the opportunity for people to meet and interact with others in the community. The Library serves as a clearinghouse of information for local organizations and groups and provides the networking skills that help tie the community together.

### **Library Service Goals**

#### CURRENT TOPICS AND TITLES

1. Patrons will find the materials and programs that will satisfy their interests in popular culture and social trends.
2. Library patrons will find materials, in a variety of formats, that meet their recreational needs.
3. Patrons will have access to current materials, in sufficient quantity, to meet their need for a dependable source of high demand materials.

#### GENERAL INFORMATION

1. Patrons will have the information they need and the professional assistance to find answers to questions on a broad array of topics.
2. Students through grade 12, will find the information they need to successfully complete homework and research assignments.
3. Patrons will have access to the most appropriate technologies and the expert guidance of librarians in the usage of technology, in order to find the information they need.

#### LIFELONG LEARNING

1. Patrons will find an extensive collection on a wide variety of topics to address their desire for self-directed study as well as intellectual and cultural growth.
2. Preschool children and their caregivers will be able to participate in a variety of programs that will foster a love of reading and help sustain that early love of reading and libraries throughout their lives.
3. School-age children and young adults will find resources that stimulate and satisfy their interests in self-directed, non-

academic, learning.

#### COMMUNITY CONNECTION

1. Citizens will find one central source of information about Winchester agencies, organizations, clubs, and groups enabling them to connect with the appropriate resources.
2. Winchester organizations and agencies will have a clearinghouse for shared information.
3. Library patrons will find easy access to a network of community organizations to strengthen the sense of community and inclusiveness.

#### 270.0 Mission Statement

4. The Library will reach out to underserved populations (teens, new residents, seniors, people for whom English is a second language) with cooperative programming and publicity, to help foster an inclusive and connected community.

To accept the goals as described in the draft and set out in the report by the committee on Strategic Planning.

(December 19, 2006)

- 270.10 The Library Board of Trustees has adopted the American Library Association's Library Bill of Rights.  
(March 30, 1999)

#### 270.20 Long-Range Planning

To approve the final version of the Long-Range Planning Guide for the Year 2000

(January 11, 1993)

To approve the Mission Statement developed by the Long Range Planning Committee and approved by the Board of Trustees.

(March 30, 1999)

To accept the Goals and Objectives for FY 2000 as outlined in the Long Range Plan for FY 2000 - FY 2005, and to dissolve the Long Range Planning Committee.

(June 22, 1999)

To accept the goals as described in the draft and set out in the report by the committee on Strategic Planning.

(December 19, 2006)

200.00 BY-LAWS/ORGANIZATION

280.00 Open Meeting Law / Executive Session / Meeting Notice

All meetings of a governmental body shall be open to the public and any person shall be permitted to attend any meeting except as otherwise provided by this section.

No quorum of a governmental body shall meet in private for the purpose of deciding on or deliberation toward a decision on any matter except as provided by this section. No executive session shall be held until the governmental body has first convened in an open session for which notice has been given, a majority of the members have voted to go into executive session and the vote of each member is recorded on a roll call vote and entered into the minutes, the presiding officer has stated before the executive session if the government body will reconvene after the executive session . . . .

Executive sessions may be held only for the following purposes:

1. To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual . . . .
2. To consider the discipline or dismissal of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual . . . .
3. To discuss strategy with respect to collective bargaining or litigation . . . .
4. To discuss the deployment of security personnel or devices.
5. To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.
6. To consider the purchase, exchange, lease or value of real property

if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm or corporation.

7. To comply with the provisions of any general or special law or federal grant-in-aid requirements.
8. To consider and interview applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body if an open meeting will have a detrimental effect in obtaining qualified applicants . . . .

No person shall address a public meeting of a governmental body without permission of the presiding officer at such meeting, and all persons shall, at the request of such presiding officer, be silent.

(Chapter 39, Section 23B and 23C, Acts of 1989, General Laws)

200.00 BY-LAWS/ORGANIZATION

280.00 Open Meeting Law / Executive Session / Meeting Notice (continued)

. . . a notice of every meeting of any governmental body is to be filed with the clerk of the city or town, and the notice or a copy . . . must be publicly posted in the office of the clerk or on the principal official bulletin board of the city or town at least forty-eight hours (including Saturdays but not Sundays or legal holidays) before the meeting.

(Chapter 39, Acts of 1989, General Laws)

200.00 BY-LAWS/ORGANIZATION

290.00 Responsibilities of a Library Trustee

1. To act upon proposed policies
2. To lobby for and secure adequate funding for salaries, operational and capital expenses
3. To support the director and staff in their execution of policy
4. To support the principles of the "Freedom to Read" statement, the Library's Bill of Rights, and the Library's materials selection policy
5. To be involved in the political process and promote the library's services and needs to members of the community
6. To interpret community interests to the library director
7. To be conscious of the difference between policy and operational responsibilities
8. To uphold the library's organizational chart and be mindful of the proper chain of communication
9. To maintain open and candid communications with the director

(March 17, 1987)

200.00 BY-LAWS/ORGANIZATION

290.10 Role Definition

This statement is intended to summarize the independent roles of the Board of Trustees, Director, and Friends of the Winchester Public Library. Detailed descriptions exist in the Charter, the By-Laws of the Trustees, the Friends' By-Laws, and the job description of the Library Director.

Trustees:

Elected representatives who are legally and officially responsible for the operation of the Library.

Adopt a budget and advocate for the Library within the budget process.

Set policy and develop goals and objectives.

Hire and evaluate the Library Director.

Determine, with the Director, service priorities for Winchester.

Director:

Manage the daily operation of the Library, including selection and supervision of personnel, budget management, and facilities management.

Implement policies, programs, and services as determined by the Trustees.

Execute Town by-laws and any legislation pertaining to the Library.

Friends of the Library:

A volunteer group who represent citizen participation and assistance in the activities and programs of the Library.

Serve as advocates of the Library and its services within Winchester.

Enhance Library services by fund raising to provide for those items that are not within the normal operating budget of the Library.

Promote the Library through special events and public relations efforts.

(April 22, 1992)

300.00 COOPERATIVE AGREEMENTS

310.00 Minuteman Library Network

To authorize the Chairman of the Board of Trustees of the Winchester Public Library to sign a letter to the Trustees of the Framingham Public Library stating in substance that the Winchester Public Library is prepared to purchase terminals and other peripheral equipment and to contract for the maintenance thereof as generally provided in the Minuteman Library Network.

(December 19, 1983)

To authorize the chairman, upon advice of Counsel, to sign an agreement between the Town of Winchester and the Town of Framingham regarding the Library Automation Network.

(February 21, 1984)

To execute the agreement between the Board of Trustees of the Winchester Public Library and the Minuteman Library Network in the form presented to the meeting and to authorize the Chairman or the Vice Chairman to sign said agreement.

(November 19, 1985)

310.10 Massachusetts MetroWest Library System

To accept the invitation to join the Massachusetts MetroWest Library System

(June 17, 1997)

310.20 Media One

To accept the gift of the Media One Internet connection for the Library.

(May 18, 1999)

300.00 COOPERATIVE AGREEMENTS

320.00 Winchester Co-operative Bank

To accept, with gratitude, a grant of \$30,000 over three years for summer reading outreach programs, from the Winchester Co-operative Bank.

(May 25, 1993)

To acknowledge the contribution of the Winchester Co-Operative Bank to the Library, through its \$30,000 donation to the R.O.A.R. program, by placing a plaque in the Children's Room of the renovated building.

(March 21, 1995)

To accept with grateful appreciation the \$7,500 gift from the Winchester Co-Operative Bank for the 1996 R.O.A.R. Program.

(April 19, 1996)

To accept the gift of \$5,000 for the on-going support of the R.O.A.R. Program through 1997. This amount represents the difference between the remaining balance of \$2,500 and this year's anticipated budget of \$7,500.

(October 7, 1996)

To accept with grateful thanks the gift of \$5,700 from the Winchester Co-Operative Bank that will be used to fund R.O.A.R., the summer reading program.

(July 21, 1998)

To gratefully accept the gift of \$5,433 from the Winchester Co-Operative Bank to support the 1999 R.O.A.R. Program.

(April 20, 1999)

To accept the \$5,843.00 donation from the Winchester Co-Operative Bank to pay for the R.O.A.R. 2000 summer reading program.

(May 23, 2000)

To accept \$5,460 from the Winchester Co-Operative Bank to pay for the 2001 R.O.A.R. summer reading program.

(May 15, 2001)

To accept the grant of \$5,361.00 from the Winchester Co-Operative Bank to pay for the 2007 Summer Reading ROAR program.

(June 19, 2007)

300.00 COOPERATIVE AGREEMENTS

330.00 Winchester Historical Society

To accept the loan of the following artwork listed below to Winchester Public Library for a period of five years to begin on the date of this agreement.

Winchester Center, 1845, by Dr. Richard Piper

1. The Library agrees to display the painting for the benefit of citizens passing through the library.
2. The Society may withdraw the artwork from display should it deem the safety or the condition of the artwork to warrant removal. The Society reserves the right to undertake any restoration work it deems appropriate.
3. While the painting is on loan, it will be displayed with its present frame and with its current identifying plate bearing the Society's name.
4. Except as stated in paragraph 5, the Library will bear all costs in connection with the painting while on loan, including the cost of insurance.
5. The Library will exercise care with respect to the art objects, but the Town of Winchester shall not have any liability to the Winchester Historical Society of any kind on account of any loss or damage to the artworks which may occur while the painting is on loan to the Library.
6. If the Society ceases to function as an active organization during the loan period, the painting will become the property of the Library as a gift of the Society.

Signed and dated June 16, 1998.  
(June 16, 1998)

330.10 The Archival Center Collections and the Public Library Collections

The Winchester Public Library recognizes that it is desirable that materials pertinent to the history and development of Winchester be collected and preserved. The coming into existence of the Winchester Archival Center affords the library the opportunity to reevaluate its policy respecting the acquisition and preservation of such materials.

300.0 COOPERATIVE AGREEMENTS (continued)

330.10 The Archival Center Collections and the Public Library Collections  
(continued)

It is the view of the Library Trustees that the Winchester Public Library and the Archival Center should complement and supplement each other in their service to residents' and researchers' needs for information on Winchester. The Winchester Public Library should maintain a collection of current materials including newspapers, Town publications, studies and other secondary sources which reflect the social, economic and political conditions and problems of Winchester and which will meet most students' needs and general reference requests. The Archival Center should concentrate on the collection, organization and preservation of unique historical materials--such as manuscripts, letters, photographs, artifacts, and local ephemera--for the use of scholars and historians and residents who need more than the Winchester Public Library can supply. The Archival Center should seek out and acquire original sources to preserve and catalog them for posterity.

Whereas the Archival Center should attempt to preserve its materials in their original format, the Winchester Public Library should make its materials available for use in whatever format is consistent with continued use and durability.

There would of necessity be some overlapping of materials between the Winchester Public Library and the Archival Center. In general, the Winchester Public Library would have printed, secondary sources of current interest and the Archival Center would have primary source materials and historical printed materials. The Winchester Public Library and the Archival Center might cooperate in the acquisition and transfer of materials as appropriate to their needs and collections. The Library must exercise responsibility in turning over valuable materials to some other entity which will give them as good care as would the library.

(Voted prior to 1990. Date unknown)

340.00 Winchester Hospital

To accept a portrait of Jere Downs on a permanent loan basis from  
Winchester Hospital.  
(September 22, 1992)

## **400.0 Fees / Fines / Loan Periods / Privileges**

### **410.0 Fines and Loan Periods**

Effective September 8, 2015

Books, magazines, audio books, music CDs, and video games circulate for three weeks and can be renewed twice provided no one has requested the item. DVDs circulate for one week and may be renewed twice provided no one has requested the item. Speed View DVDs and Friends Express Books circulate for one week, may not be requested or renewed.

ALL overdue fines are \$0.20 per day, for books as well as DVDs. The maximum fine for any item returned late is \$5.

Museum Passes are the exception to the policy. Many Museum Passes are simply coupons that are not returned to the Library. Passes that must be returned should be returned before the Library opens the next day, preferably left in the book drop. Passes may never be renewed and incur a late fee of \$5 per day.

<u>ITEM</u>	<u>LOAN</u>	<u>RENEWALS</u>	<u>LATE FEE</u>
Books	3 weeks	2	\$0.20/day
Magazines	3 weeks	2	\$0.20/day
Audio Books	3 weeks	2	\$0.20/day
Music CDs	3 weeks	2	\$0.20/day
Video Games	3 weeks	2	\$0.20/day
DVDs	1 week	2	\$0.20/day
Friends Express Books	1 week	0	\$0.20/day
Speed View DVDs	1 week	0	\$0.20/day
Video on Player	1 week	2	\$0.20/day

NEW DVD Feature Films may be requested by only Winchester residents for the first 3 months. This is a Minuteman Network Policy affecting all libraries in the Minuteman Network.  
(Approved July 21, 2015)

**400.00 FEES / FINES / LOAN PERIODS / PRIVILEGES (Continued)**

**410.00**

To reduce fines on DVDs to 20 cents per day effective September 8, 2015.  
(July 21, 2015)

To increase fines on children's books from 10 cents per day to 20 cents per day effective September 8, 2015. (July 21, 2015)

To approve the maximum fine on all materials of \$5.00 per item effective September 8, 2015. (July 21, 2015)

To increase fines on adult books from 10 cents/day to 20 cents and on children's books from 5 cents/day to 10 cents effective February 1, 2007.  
(January 16, 2007)

To approve the appropriate cap on fines of \$4.00 per item for adult materials and \$2.00 for overdues in Children's.  
(February 20, 2007)

That Trustees be exempt from fines and charges on all materials.  
November 12, 1986)

**420.00** loan periods

**420.10** CD-ROMs

To circulate a trial collection of CD-ROMs beginning in May.  
(February 17, 1998)

To no longer restrict the number of CD-ROMS a patron can borrow.  
(April 28, 2009)

To no longer restrict the number of CDs a patron can borrow.  
(April 28, 2009)

**420.20** DVDs

To approve the loan period for all DVDs of one week with a late charge of 20 cents per day and a cap of \$5.00 effective September 8, 2015. (July 21, 2015)

To approve the following lending policies for DVDs: Feature films will circulate for one week. Non-fiction circulate for three weeks; a late charge of \$1 per day with a cap of \$6; the same damage fees apply as with videos. (April 28, 2009) (September 20, 2011)

**420.30** Videocassettes and DVDs

All DVDs will be loaned for one week effective September 8, 2015. (July 21, 2015).

Feature film DVDs are local request only for three months (Minuteman Policy) effective January 15, 2014.

All feature film videos and DVDs are loaned for one week. All instructional videos and DVDs are loaned for 3 weeks.  
(April 28, 2009)

To rescind the age restriction on the Library's video borrowing policy effective immediately.  
(February 17, 1998)

Feature film DVDs are local request only for one year  
(April 28, 2009)

All DVDs will be loaned for one week effective September 8, 2015. (July 21, 2015)

To approve a three-week loan period for nonfiction videos.  
(October 15, 2002) (April 28, 2009)

To rescind all borrowing limits on videos and DVDs.  
(April 28, 2009)

#### **420.40** Books

To extend the length of the checkout period for books from two to three weeks.  
(April 15, 2003)

#### **420.50** Long Term Loans

To abolish long-term loans.  
(July 17, 2001)

#### **420.60** Teacher Loans

Although the Winchester Public Library does not directly support the curriculum of the schools, one role of the Library is to enhance that curriculum. Thus we do not purchase text books, nonfiction AV materials, or multiple copies of titles to meet classroom quantity needs. We do, however, consider school assignments and curriculum when we purchase materials, especially nonfiction.

Our selection policy and budget constraints limit the number of items available on a given topic. Our lending policies reflect our effort to provide access to the collection in as fair and equitable a manner as possible. The Teacher Loan Policy is intended to provide a beneficial service to teachers and their students, while still allowing us to maintain adequate resources to meet daily patron requests.

1. The cornerstone of successful and effective school/public library cooperation is communication between the Teachers and the Librarian. Therefore, all Teacher Loans and renewals of those loans must be approved by a Librarian. If a Librarian is not available within a reasonable time, the circulation staff may permit the Teacher Loan for materials that meet the following guidelines:
  - a. No new titles
  - b. Limit of one copy per title
  - c. Limit of 5 titles per call number
  - d. Limit of 30 titles total
2. Materials may be borrowed for 4 weeks.
3. Materials that are overdue are subject to the normal fine policy.

The Children's Librarians will work closely with Teachers to identify materials that will enhance and enrich their classroom work. By encouraging a dialogue between Teachers and Librarians, it is our goal to provide improved services to Teachers, their students, and all of our interested patrons.

(April 28, 2009)

The Winchester Public Library purchases online databases for the use of Winchester residents. It is within our mission to provide and promote these enriching resources to Winchester students and their teachers. So that teachers who are not residents may access these databases, special patron library cards will be issued to the middle school and high school librarians. They will provide the card numbers to nonresident teachers for their use for instructional purposes.

(September 18, 2007)

#### **420.70** Winchester Public Library Chromebook Circulation Policy

1. Chromebooks may be checked out to those who are able to provide library staff with both:
  - a valid photo ID
  - a Minuteman Network library card for an account that is in good standing (no fines or overdue materials in excess of \$10.00)
2. Chromebooks can be borrowed for 3 hours at a time with no renewals. The late fee is \$10/hour with a maximum fine of \$20. Failure to return the item on time may result in the inability to borrow the item again.
3. Chromebooks must not be left unattended or brought outside the building. They must be returned to a staff member at the Reference Desk at the Winchester Public Library at least 15 minutes before closing time. Staff will inspect the Chromebook before checking it in.
4. If a Chromebook is damaged or lost the borrower will pay the replacement fee.
5. Any situation not covered by this policy will be reviewed and acted upon by the library director.

(May 17, 2016)

**400.00 FEES / FINES / LOAN PERIODS / PRIVILEGES (Continued)**

**430.00 Fees**

**430.10 FAX Service**

(August 3, 1989) (Deleted December 15, 2009)

**430.20 Replacement of Damaged / Lost Library Cards / Materials**

That a fee of \$2.00 shall be charged for the issuance of a replacement card upon loss, destruction or mutilation of a Minuteman Library Network Card.  
(June 18, 1985)

Library cards which have been lost or damaged so that the bar code is no longer readable may be replaced upon payment of a \$2.00 fee.  
(September 24, 1991)

There shall be no charge for the replacement of a library card that has been damaged, lost, stolen, or the bar code is no longer readable. (October 16, 2012)

**430.30 Reader/Printer**

To accept the proposed increase in . . . Reader/Printer fee to \$ .15 per page effective July 1, 1990  
(January 9, 1990)

**430.40 Patrons will be billed for the replacement of lost or severely damaged materials. The fee for minor damage is \$2.00.**  
(September 24, 1991)

**430.50 To eliminate the 35-cent charge for reserving books immediately.**  
(January 18, 2000)

**400.0 FEES / FINES / LOAN PERIODS / PRIVILEGES (Continued)**

**440.00** Library Privileges

**440.10** Library Cards

**REQUIREMENTS FOR NEW LIBRARY CARD APPLICATIONS**

Any Massachusetts resident may get a Minuteman library card. Before creating a new patron record, the individual must present the following:

Current, valid Massachusetts Driver's license or Massachusetts State Identification Card with current address.

OR, one document from Section 1 AND one document from Section 2 below.

**Section 1. Proof of identification - current or expired (must include name and photo)**

- Passport
- Alien Resident Card
- Government issued cards, such as Military ID
- State issued photo ID including welfare, Medicaid or FID card
- University or school ID

**Section 2: Proof of current local address\* (must include applicant's name)**

- Utility bill or tax bill (dated within the last 60 days)
- Imprinted bank check or deposit slip
- Official school schedule with applicant's name and address typed on it
- Official letter verifying residency and mailing address dated within last 30 days from a social service provider, temporary employer that provides housing, or a short-term residence
- Postcard mailed to applicant from the library

**eBills**

No longer acceptable as proof of current address: lease agreements, rent receipts, or personal letters.

\*a Post Office Box or business address is not sufficient. A current residential address is required.

**Out-of-state Residents** who meet the following requirements, may be issued a library card with sufficient identification:

- Work in Massachusetts
- Attend school in Massachusetts
- Own property in Massachusetts
- Are temporarily living in Massachusetts for more than 2 months

**400.0FEES / FINES / LOAN PERIODS / PRIVILEGES (Continued)**

**440.00** Library Privileges

**440.10** Library Cards

Out of state residents must provide identification showing their home/permanent address. Property owners must provide verification such as tax bill, utility bill, etc. for their Massachusetts property. Students must verify their status with school identification and provide their school address. Out-of-state residents working in Massachusetts must provide their work address. Patrons who are temporary residents (such as college students or au pairs) should be registered with permanent address in the secondary address field.

**Children - Prior to Entering Sixth Grade**

Prior to entering sixth grade, a parent or legal guardian must provide proof of identification and address and must sign the child's application. A child must be at least 4 years of age and must be present at the time the card is issued.

**Teens – From Sixth Grade through Age 17**

A parental signature is not required if the teen can provide a photo ID and proof of address (see list of above identification and address requirements). If the teen cannot meet the ID and address requirements, the parent or legal guardian must provide proof of identification and address and sign the teen's application. The teen must be present at the time the card is issued.

(June 15, 2014)

**400.0 FEES / FINES / LOAN PERIODS / PRIVILEGES (Continued)**

**450.00** Defacement / Detention of Library Property

Any person who willfully,

1. Conceals and/or removes any library materials or property from the premises without authority; or
2. Fails to return any library materials or property which have been lent to said persons by the library facility, within thirty (30) days after demand has been made for their return; or
3. Uses false identification or a fictitious name; misuses another person's library card, uses a revoked, expired or canceled library card or uses a falsely made library card to borrow materials or property; or
4. Alters or destroys library ownership, electronic or catalog records; or
5. Mutilates, destroys or otherwise damages, in whole or in part, any library materials or property;

May be punished upon conviction by imprisonment and/or a fine of up to \$25,000 and required to make full restitution.

(Chapter 61, Sections 99 and 100, Massachusetts General Laws, Acts of 1990)

**400.00 FEES / FINES / PRIVILEGES (continued)**

**450.10 Disturbance of Libraries**

Whoever willfully disturbs persons assembled in a public library, or a reading room connected therewith, by making a noise or in any other manner during the time when such library or reading room is open to the public shall be punished [by imprisonment for one month, and the sentence imposing such imprisonment shall not be suspended].

(Chapter 272, Sections 41, Annotated Laws of Massachusetts, 1990)

The following are unacceptable in the Library:

- . Disruptive noise
- . Use of tobacco products on Library Property
- . Eating food or snacks
- . Unattended children age 8 and under
- . Absence of shirts and shoes
- . Soliciting or distribution of leaflets/panhandling
- . Personal belongings which hamper the use of public space  
(Personal belongings are the responsibility of the owner.)
- . Loitering
- . Use of sports equipment (e.g., roller blades, basketballs, bicycles)
- . Animals (with the exception of assist animals)
- . Inappropriate use, theft, or mutilation of Library materials or property
- . Violent behavior:
  - . Physical or verbal harassment threatening the personal safety of patrons or staff
  - . Weapons, or items resembling or wielded as weapons
- . In designated areas, beverages are allowed in covered containers

The Library, in its role as steward of a public building, reserves the right to approach those patrons who are interfering with other patrons' rights to use the Library. They may be asked to leave if the situation cannot be resolved.

(Basis in Law: Chapter 266, Sections 99, 99A, and 100; Chapter 272, Section 41, Annotated Laws of Massachusetts)

(February 18, 1997) (November 17, 2009) (October 15, 2013)

(February 16, 2016)

## 450.20 Patron Behavior Policy Guide

The Winchester Public Library strives to maintain an atmosphere conducive to meeting the reading, studying, and research needs of our patrons. In order to maintain this atmosphere, the Library's policy must

- . enforce standards of behavior which do not interfere with the patron's rights to use the Library and the staff's ability to deliver service effectively;
- . maintain a safe environment for other patrons and staff, free from harassment, intimidation, and threats to their safety and well-being;
- . protect the Library and its materials from vandalism and the inappropriate use of furnishings and equipment.

The Winchester Public Library welcomes children of all ages, and urges parents and caregivers to take part in their children's Library visits. While the Library staff works to create a safe environment, we do not assume responsibility - *in loco parentis* - for the care of any children left unattended by parents and caregivers. As a community center open to all, the Library cannot guarantee the safety of its patrons and urges all caregivers to remain vigilant, at all times, to the whereabouts and activities of their children.

1. Children age eight and under must be supervised by a person 14 years of age or older at all times.  
(Voted December 18, 2007)
2. Caregivers should pick up their children at least 5 minutes before the Library's closing time. If the parent or caregiver has not returned for their children by closing time, the local police will be contacted.
3. Parents or caregivers (whether present or not) are responsible for insuring the appropriate behavior of their children in the Library. We will ask disruptive children to leave the building in an orderly manner. Disruptive activities may include inappropriate use of the elevator, automatic doors, Library property and equipment (including computers), and disturbing the peace and rights of other patrons to use the Library.
4. The children's area of the Library is reserved for children, their parents or responsible caregivers, and adults interested in children's literature, such as teachers and college students taking children's literature classes. Out of concern for the safety of young patrons adults who are unaccompanied by a child or children in the children's area may be asked to move to another area of the Library.
5. Chromebooks, iPads, and other technology in the Children's Room are for the use of children and caregivers who are accompanying children. All other users are required to use computers in the adult areas.

(Voted June 20, 2017)

**400.00 FEES / FINES / PRIVILEGES (continued)**

**460.00 Revocation of Privileges**

That borrowing privileges of Needham residents be revoked until such time as the Needham Free Public Library receives recertification by the Massachusetts Board of Library Commissioners.  
(August 14, 1990)

To restore reciprocal borrowing privileges to residents of the Town of Needham.  
(January 21, 1992)

That borrowing privileges of Dracut residents be revoked until such time as the Moses Greeley Parker Library receives recertification by the Massachusetts Board of Library Commissioners.  
(August 12, 1992)

That the Winchester Public Library will not offer its privileges to the Lincoln Public Library until it has become recertified.  
(February 15, 2000)

The Board voted to not honor cards from patrons of a decertified community and to prohibit them from borrowing materials from the Winchester Public Library.  
(June 20, 2006)

**470.0 Tutoring Policy**

Tutoring is an activity that is related to the Library's mission to provide resources for lifelong learning. The Library, therefore, permits tutoring on the premises in accordance with the following guidelines:

- Tutors are responsible for the behavior of their students.
- Students may not be left unattended while waiting for their sessions to begin. The library is not responsible for unattended children.
- All arrangements are made strictly between the tutor and parent. No messages may be conveyed through library staff.
- Tutoring sessions must be kept as quiet as possible. Any disruption to other patrons may result in the tutor and student being asked to leave.

#### 470.0 Tutoring Policy (continued)

- Tutoring is permitted in the following locations:
  - Children's Room
  - Carrels on the Upper Floor (no more than two people/carrel)
  - Quiet Study rooms (See 160.10)
  - Meeting Room on the Main Floor
  - Small Meeting Room on the Main Floor (See 160.10)
- Tutors and their students are expected to follow all the rules of the Library - including the ban on food and drinks.

*Independent tutors are not sponsored by the library. Advertising tutoring services at the library is strictly prohibited.*

The Winchester Public Library Board of Trustees reserves the right to amend this policy from time to time.

(July 22, 2008) (September 15, 2008) (February 15, 2012)

#### 500.00 HOURS OF OPERATION

That the Head Librarian is authorized to close the library at anytime for the balance of the day after the temperature reaches 90 degrees and the staff to be paid for the whole day.  
(June 20, 1973)

That the decision to close the library in bad weather remains with the Library Director. If the library is open in bad weather and few of the staff get there, those who do are given compensating time off.  
(January 16, 1974)

That the longstanding practice of closing at 12:30 p.m. on Christmas Eve be continued.  
(November 19, 1974)

To accept the following schedule, effective July 1, 2006:  
Monday to Thursday, 9:30 a.m. to 9:00 p.m.  
Friday and Saturday, 9:30 a.m. to 5:30 p.m.  
The Children's room will close at 7:00 p.m.  
Closed Saturday in the summer.  
(May 16, 2006)

To have Sunday Hours the theme of the wine-tasting party.  
(July 18, 2006)

To accept the Calendar of Closing Dates as submitted and appended to these minutes.  
(December 19, 2006)

**600.00 PERSONNEL**

**610.00 Collective Bargaining**

That the Town Manager be advised of the Board of Trustees' desire to have its labor negotiations removed from the preamble of the Town's contract with the union.  
(September 14, 1987)

**620.00 Educational Requirements**

That the educational requirements for staff librarian be broadened from a Master's degree in Library Science to a Master's degree. MLS degree will still be the preferred degree.  
(January 20, 1987)

**630.00 Evaluations**

That the Winchester Public Library Custodial Evaluation Form be approved and in future said evaluation be done on an annual basis.  
(October 1982)

**640.00 Part-time Employees**

That the Library continue its practice of hiring part-time employees.  
(September 14, 1987)

**640.50 Temporary Employees**

That temporary employees who have worked at least 50 hours preceding their anniversary date will be eligible to move to the next step in their grade.

If an employee does not work at least 50 hours in the calendar year preceding their anniversary date but does work at least 75 hours in the two calendar years preceding their anniversary date, he or she will be eligible to move to the next step in their grade.

Individual advancement within a grade is based on an employee's job performance in accordance with the guidelines of the Town of Winchester's Personnel Policy Guide.  
(October 19, 1999)

**600.00 PERSONNEL (continued)**

**650.00 Personnel Policy Manual**

To adopt the Personnel Policy Manual as presented to this meeting.  
(November 22, 1983)

**655.00 Personnel Position Descriptions**

To approve the final version of job descriptions of all professional and clerical positions as dated November 9, 1998.  
(November 17, 1998)

To accept the changes recommended for the job descriptions for Assistant Director and Administrative Secretary as proposed at this meeting.  
(December 15, 1998)

**660.00 Volunteers**

The Winchester Public Library is happy to accept volunteers. Tasks such as shelving, shelf reading and magazine retrieval lend themselves to volunteer work. The Library, however, does not use volunteers as substitutes for regular paid staff.  
(February 27, 1988)

That only Winchester residents be accepted as volunteers.  
(October 20, 1998)

For the sake of maturity, commitment, and consistency, only students of high school age (and above) will be accepted for junior volunteer work.  
(September 18, 2007)

**700.00 SERVICES**

**710.00 Public Telephone**

Public telephone removed by Verizon, November 2009  
(March 14, 1991) (December 15, 2009)

**720.00 Rich Room**

That all materials presently housed in the Rich Room be removed from circulation and be accessible only under the supervision of a member of the Library staff.  
(August 21, 1984)

**730.00 Telephone Renewals**

That telephone renewals be eliminated.  
(June 13, 1989)

To restore telephone renewals.  
(February 27, 2001)

**740.00 Art Exhibits**

To accept the revised Art Exhibits Policies and Procedures:

The Library encourages exhibitions and displays of paintings, photographs, sculpture and other art works and crafts ("art works") for civic, cultural, educational and recreational purposes. Exhibit and display space is made available on an equitable basis to qualified individuals or groups with respect to art works that best meet the standards for acceptance.

The Library Director, as the delegate of the Library Board of Trustees, has the supervisory authority over the use of Library space for art exhibit purposes, including what particular space may be used and for what period of time. Acceptability of an art exhibit is at the discretion of the Library Director, whose decisions may be appealed to the Library Trustees.

The Library Director works with a Committee on Art Exhibits that recommends the selection and scheduling of artists' exhibitions for the Library. All requests by applicants for art exhibit space shall be made to the Committee. Application procedures are available upon request. All such applicants shall sign an Application Form for Use of Exhibit Space as prepared and from time to time amended by the Library Director.

The Committee's recommendation will be based on the Committee's

evaluation of the quality level of the proposed exhibit as a work of art, and on the relative need or desirability (or lack thereof) of achieving more (or less) diversity in the menu of Library exhibits for the cycle. Additional credit will be extended when the applicant is a resident of Winchester and also, but to a lesser extent, when the applicant is a member of a Winchester art association or organization.

As noted, acceptability of a proposed exhibit is at the discretion of the Library Director. In exercising such discretion, the Director will consider, in addition to the criteria used by the Committee, the degree to which the proposed exhibit furthers the best interests of the community, the relative degree of public interest in the subject matter of the proposed exhibit, its relative importance as a record or reflection of the times or the community, and the degree to which the exhibit will be responsive to and consistent with the policies of the Library Board of Trustees, including the Library's Mission Statement, Goals and Objectives, and Collection Development Policy. This procedure includes adherence to the statement in the American Library Association's Bill of Rights that libraries "should make [exhibit spaces] available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." In presenting exhibits, the Library does not imply endorsement of the opinions or viewpoints of the artist.

An artist whose work is accepted for exhibition may, discreetly, indicate which works, if any, are for sale and, in order to arrange sales, display the artist's name and telephone number. A recommended procedure is the use of a typed price list keyed to numbers attached to the art works. The Library does not engage in or arrange sales.

In the event that an applicant's request for exhibit space is recommended by the Committee but not approved by the Library Director, the applicant may, within seven (7) days file with the Library Director a written appeal to the Library's Board of Trustees. The appeal must be presented in person by the applicant and shall be heard by the Board within thirty (30) days from the filing of the appeal on a date designated by the Board. The sole question on appeal shall be whether the Library Director abused his or her discretion in arriving at the decision not to accept the proposed exhibit.

The Library is not responsible for loss or damage to any art works being exhibited or displayed. The Library does not insure any exhibits. The exhibitor assumes full responsibility for loss or damage to art works being exhibited or displayed in the Library.

The Library Director or the Director's designee will facilitate publicity about an exhibit with local newspapers. If press

releases are to be used by the exhibitor, they shall first be provided to the Library Director in a timely manner, who will, after review, forward them to the local papers and to the Boston Globe calendar pages.

Press releases and other methods of promotion of an art works exhibit in the Library will be subject to review and possible editing by the Library Director to assure that they do not imply endorsement by the Library of artistic, social or political viewpoints, if any, allegedly associated with the exhibit.  
(February 27, 2001)

#### 740.10 Application for use of exhibit space

To accept the following revised Application Form for Use of Exhibit Space:

(February 27, 2001)

##### COMMITTEE ON ART EXHIBITS IN THE LIBRARY SELECTION PROCEDURES

Proposed art exhibits will be juried by a Committee on Art Exhibits. The Committee will include 7 - 9 people who will each serve for a term of one to three consecutive years, not to exceed three consecutive terms. Terms may be staggered to provide continuity on the Committee. The Committee will include:

- 2 -3 representatives of the Library - Trustees and/or Friends of the Library
- 3 - 4 Winchester artists
- 1 representative of a Winchester art organization
- 1 representative of the Winchester Public Library Staff

The Library Director will serve *ex-officio* as a permanent member of the Committee. The Committee will elect a Chair who will work with the Library Director to facilitate the exhibit process.

Committee members will not be eligible to exhibit in the Library as individual artists during their term(s) on the selection Committee. One month in each cycle will be set aside for a group exhibit of the Committee of Jurors' work.

The Committee will meet as needed each year, and review all proposals for the next cycle. The Committee may schedule exhibits as far as 16 months in advance, in order to ensure an uninterrupted schedule.

Artists' proposals will be submitted to the Library. Artists will submit application forms and 8 to 12 photographs of their work and one representative piece.

**700.0 SERVICES**

**740.00 Art Exhibits**

**740.10 Application for use of exhibit space (continued)**

The Committee will meet as a group, review the proposals and select the artists who will be scheduled for the following cycle.

In reaching its decision, the Committee will make an effort to include a variety of media, subject matter, and style. Group shows will be included from time to time, for special categories.

These include Winchester students, senior citizens, and artists whose work has not been accepted for an individual show. At least one month per year will be set aside for a special category exhibit.

Designated months for group exhibits are:

March: Winchester Artist Network

August: Jenks Center Artists

September and October: Winchester Schools Student Work

Final month of a cycle: The Juror's Artwork

The Chair, or a designated artist representative, will serve as a contact to answer questions from potential artist exhibitors. Following the meeting, Committee members will telephone artists who submitted proposals and inform them of their status.

A goal of Library art exhibition is to provide space for a broad range of Winchester and area artists. Therefore, artists who are selected to exhibit their work in one exhibit cycle will not be eligible for consideration in the next immediate exhibit cycle. An artist who agrees to an exhibit but then cancels may, at the Library Director's Discretion, be barred from future exhibits.

The Library Director is responsible for producing the final calendar for exhibits. Artists will be instructed to contact the Director for information regarding their exhibits, including hanging and removal of their work.

Publicity about the annual jury date will be coordinated between the Committee Chair and the Library Director. The Director is responsible for newspaper and flier announcements of the jury date.

General information about the jury process and exhibit policy will be available in the Library's Administrative Office throughout the year. Artists having more specific questions will be referred to the Committee Chair or the Chair's designee.

Approved by a vote of the Library Board of Trustees (February 27,

2001). Revised(June 15, 2004) Revised(July 22, 2008) Revised  
(February 15, 2011)

WINCHESTER PUBLIC LIBRARY  
**Application Form for Use of Exhibit Space**

Thank you for your interest in exhibiting at the Winchester Public Library. Please take a self-guided tour of the Library prior to applying so that you are familiar with size limitations. Artwork may be displayed on the first floor in the small Meeting Room, on either side of the entrance to the large Meeting Room, on either side of the donor plaque in the Reference Room, and on the second floor in the oversized book area and outside the entrance to the Local History Room. Some areas are framed in wood and the art must be sized to conform to these restrictions.

Individuals and groups who have been given exhibit space through the Library's *Committee on Art Exhibits* are encouraged to review the Library's policy on using display and exhibit space.

The Library is not responsible for loss or damage to any items on display. The Library does not insure any exhibits. The exhibitor assumes full responsibility for loss or damage to articles on display in the Library.

The artist or exhibitor must designate one person who will be responsible for hanging and removing the exhibit. The exhibitor must coordinate dates for hanging and removing an exhibit through the office of the Library Director. Library staff is not available to assist with hanging exhibits.

The Library's hanging system allows for some flexibility in height and location of paintings. No additional hooks, nails, or other fasteners will be attached to the walls of the Library. Additional hangers are available.

Titles of paintings and other works of art may be fastened to the frames or the artwork. Nothing may be glued or fastened directly to the Library's walls. The exhibitor may indicate that works are for sale and may display the exhibitor's name and telephone number to arrange sales. A typed 8½ x 11 price list may be displayed in the reference area near the artwork. Prices may not be attached to the artwork. The Library cannot engage in sales or referral for sales.

As a courtesy to exhibitors, the Library will facilitate publicity about the exhibit with local newspapers. Exhibitors should provide press releases to the Library Director who will forward them to the local papers and to the Boston Globe calendar pages.

Exhibitors may book the Library's Meeting Room for a reception. Use of the Meeting Room will be allowed subject to the terms and conditions outlined in the Library's Meeting Room policy.

Name

---

Address

---

Telephone

---

Dates of Exhibit

---

Title of Exhibit

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I have read and understand the Library policy for use of exhibit space. I hereby release the Town of Winchester, its officers, agents and employees, the Board of Trustees of the Winchester Public Library, and its Committee on Art Exhibits, from responsibility for loss, damage, or destruction of any artwork.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(March 24, 2009)

**700.00 SERVICES (Continued)**

**750.00 Children's Department Programs**

Mission Statement: The Winchester Public Library's Children's Department provides programs for children, age birth through 11 years old, which stimulate interest in the resources of the Library through experiences with learning, creativity and a variety of cultural forms.

Programs must meet at least one of the following criteria:

- Does the program promote library resources?
- Does the program foster the development of language skills?
- Does the program enhance the school curriculum?
- Does the program reflect seasonal themes?
- Does the program target current literature popularity?
- Does the program fulfill patron request/community interest?
- Does the program support learning for parents and caretakers?
- Does the program expose children to a variety of artistic formats?
- Does the program highlight other cultures, past and present?
- Does the program offer participatory experiences?

Considerations/Requirements:

- Overall budget
- Professional performer's reputation/references
- Programs offered by the professional staff to represent 1/3 of total special programming
- Balance of programs for age levels
- Balance of programs by type
- Convenient and varied scheduling
- Safety/room planning

(April 15, 2003)

700.00     **SERVICES (continued)**

760.00           Collection Development

To adopt the Collection Development policy as presented at this meeting. (February 17, 1998)

**Collection Development Responsibilities**

The Trustees of the Winchester Public Library are ultimately responsible for determining collection development policies. The Library Director is responsible for carrying out these policies through the collection development process. The Library Director delegates collection development to the Library's professional staff in the form of a Collection Development Committee, which meets regularly. Each member of this committee has specific subject and/or format collection development responsibilities. The Children's Room professional staff forms a committee of the whole for purposes of collection development.

On September 22, 1992, the Board of Trustees adopted the following Mission Statement:

The Winchester Public Library strives to be a dynamic resource that meets the information needs of the entire community and assists all of its members in:

- obtaining information concerning a broad range of subject matters
- educating themselves and contributing to the education of their children
- coping with the personal and practical problems of everyday life
- appreciating our cultural heritage
- enjoying more fully their recreational activities and leisure interests

The Library places special emphasis on the following three role and

considers each role to be of equal importance:

Providing timely, accurate, and comprehensive information services to meet the informational, educational, cultural, practical, and leisure needs of the individual. Promoting access to the resources of other libraries through electronic databases and Inter Library Loan services.

Serving the needs of children by promoting reading for pleasure, assisting in independent learning, and responding to the informational and educational requests of the individual child. Introducing children, together with their caregivers, to the resources of the Library and enhancing their cultural, educational, and recreational experiences.

**700.0 SERVICES (continued)**

**760.00 COLLECTION DEVELOPMENT (continued)**

Featuring current, high-interest materials, both fiction and non-fiction, in a variety of formats. Recognizing the importance of reading, listening, and viewing materials that respond to a broad spectrum of the individual's needs and interests - practical and recreational as well as intellectual and cultural.

**Collection Development Goals**

We select materials that, in the judgment of the professional staff, will fulfill the three primary roles as stated in the Library's mission statement: providing popular materials, service to children, and reference services.

These materials encompass a wide variety of subjects, with an emphasis on the needs of

the layperson rather than the specialist. Since many research facilities are available in our area, we generally do not acquire scholarly or highly technical materials, such as textbooks.

the individual rather than organized groups. We do not aim services specifically at groups, although we respond to the needs of groups as reflected by individual patron demand.

the student rather than the school curriculum. We do not consider it our role to support the school curriculum, although we will acquire appropriate materials as reflected by student demand.

The Library's concern is to build a well-balanced permanent collection, within the annual budget\*, to serve the needs of the Winchester community. We serve all ages, cultures, and abilities. We work cooperatively with the member libraries of the Minuteman Library Network to develop a comprehensive collection that will

expand the resources available to our residents.

All material must meet at least one of the following criteria:

Popular appeal

Responsiveness to the demand for recent information

Relevance to existing adult, teen, and children's collections

Authority and competence in presentation

Literary or historical merit

Cost in relation to benefit and within budget limitations

**700.0 SERVICES (continued)**

**760.00 COLLECTION DEVELOPMENT (continued)**

#### **Collection Development Methodology**

Selection is performed by consulting reviews, circulation statistics, bibliographies, standard catalogs, and by previewing copies of materials. We also consider patron requests on the basis of cost, usefulness, and potential user demand.

As a member of the Minuteman Library Network, the library has access to the resources of the network's libraries. Decisions about whether to select our own material or rely on resource sharing shall be based upon user demand, timeliness, and what resources are available.

#### Reference Materials

The library's reference collection is designed to provide information on the most frequently asked reference questions. Selections are made which will fill in gaps in various subject areas so that most reference questions can be answered using the local collection. Collection development of the reference collection is based on the same criteria as those for all library materials.

#### Local Interest

We maintain a local history collection and a local government documents collection because of the usefulness of this kind of materials to our patrons and because there is no other agency where this material is available. We also keep a collection of books by local authors in the Local History Room. The library will keep at least one copy of each of the books by local authors. The library will obtain these materials through donations whenever possible.

The Winchester Town By-Laws require the library to house copies of the minutes of Town committee and agencies. These are kept permanently in the Reference Department.

Periodicals, Microtext, and Newspapers

Periodicals are selected to provide:

information on current events and topics of interest

information on subject areas where knowledge is continually changing popular materials for leisure reading

The library subscribes to local, regional, and national newspapers in order to provide a broad perspective on the news.

**700.00 SERVICES (continued)**

**760.00 COLLECTION DEVELOPMENT (continued)**

All subscriptions are reviewed annually and evaluated as to their usefulness and appeal, based on the existing criteria for all library materials.

Audiovisual Materials and Online Services

Audiovisual materials for all ages are selected according to the same criteria as the library's other materials. In the case of recorded versions of works that have previously appeared in print, unabridged versions are preferred.

Decisions to add new formats depend on user demand and cost.

**Collection Maintenance**

Classics and materials of lasting value that are in good condition are retained in the collection, but removal of some items is necessary to provide a dynamic collection. The Collection Development Committee is responsible for making decisions about removing items. The points taken into consideration are:

- . Timeliness and accuracy
- . Circulation statistics
- . Physical condition
- . Availability of space

Given the limitations of space and the collection development goals listed above, the Committee will weed out each year the equivalent percentage of materials added to the collection during the previous year. Withdrawn materials are given to the Friends of the Library for public sale, in accordance with Massachusetts law, or given to a charitable organization.

(Amended: July 17, 2002)

\*The Library's materials budget is subject to regulation by the Massachusetts Board of Library Commissioners.

### **Challenge of Materials by Patrons**

Patrons may challenge the decision to include or remove a particular title in the collection. The Library Director will respond to a patron's written request for re-evaluation based on the library's Collection Development policy and mission statement. The Library's Board of Trustees has ultimate responsibility for decisions to include or to remove a title from the collection.

Possible controversial content will not preclude the selection of materials, nor will it be a factor in a decision to remove materials.

700.00           **SERVICES (continued)**

760.00           COLLECTION DEVELOPMENT (continued)

### **Donated Materials**

Patrons who wish to donate materials are encouraged to ask the professional staff for suggestions and guidelines. Unsolicited donations in good condition may be added to the collection, given to the Friends to be sold, or given to a charitable organization or sold. The Library does not accept donations of textbooks or back issues of magazines.

(Amended: July 17, 2002)

### **Professional Ethics**

The Winchester Public Library's Collection Development Policy is consistent with the American Library Association Code of Ethics, Library Bill of Rights, Freedom to Read Statement, Resolution on Free Access to Libraries for Minors, and the Educational Film Library Association's Freedom to View Statement, and adopted by the Library's Board of Trustees. (See Appendices)

(February 17, 1998)

### **Self-Published Materials**

The Library may elect to purchase self-published books provided they meet established Collection Development Goals previously identified. (February 19, 2013)

700.00 SERVICES (continued)

770.00 Internet

### **POLICY ON COMPUTER AND INTERNET ACCESS**

**Library's mission:** The Winchester Public Library strives to be a dynamic resource that meets the information needs of the entire community and assists all of its members: in obtaining information concerning a broad range of subject matters; educating themselves and contributing to the education of their children; coping with the personal and practical problems of everyday life; and enjoying more fully their recreational activities and leisure interests. In order to meet a wide variety of information needs, the Library makes information available in a variety of formats including print, audiovisual and electronic materials and provides access to the information resources of the Internet.

**Introduction to the Internet:** While traditional print sources offer us stability and the opportunity to compare and verify authenticity, the Internet is characterized by constant change and unpredictability. Its great strength is the vastness and wealth of information. It allows access to ideas, information and opinions from around the world. While its resources may be useful and enriching, they may also be outdated, inaccurate, and illegal, and even offensive and disturbing to some individuals.

**Time limits:** Because demand often exceeds our supply of resources, the Library reserves the right to enforce time limits to the best of our ability and as equitably as possible. We require that each computer user log in using his/her own Minuteman Library Network (MLN) card. Visitors to Winchester who wish to use one of our computers may request a guest card.

**Use of the Internet:** The Winchester Public Library does not monitor or exert control over information accessed through the Internet and is not responsible for its content. Patrons may not use library computers - or their personal computers on the library's wireless network - to access the Internet for illegal purposes, view obscene images, or to transmit threatening, obscene or harassing materials.

**Privacy:** Library staff will treat the contents of electronic files as private and confidential and subject to any applicable Massachusetts laws governing the confidentiality of patron records. Although the Library keeps no records of activity on our public computers, our time management software does record login and logout times associated with the barcode on your library or guest card. This information is kept only for statistical reports that measure service and usage and will be

purged as soon as it is no longer needed for these reports. However, the Library must make this information available if it is subpoenaed by an outside agency or a court of law. Some search warrants or subpoenas issued under the U.S. Patriot Act come with a “gag order,” preventing staff from telling patrons or the public that information has been provided to the FBI. The Library also reserves the right – in extraordinary cases – to use that information to investigate serious breaches of its policies. The Library and MLN assume no liability for loss of user privacy sustained while using our equipment.

**Children’s use of the Internet:** In accordance with the American Library Association Library Bill of Rights and a supplemental document entitled Access to Electronic Information, Services, and Networks (Appendix D), the Library does not set an age limit on access to electronic information except **that children under the age of eight must be accompanied by an adult**

700.00      **SERVICES**

770.00            Internet

**when using the public access computers.** Parents or guardians must assume sole responsibility for the information selected and accessed by their children.

The Children’s Room serves preschool through fifth grade. Internet computers in the Children’s Room are intended for the use of children ages 11 years and younger. Older patrons will be asked to use the Internet computers in the Reference Room.

**Youth safety online:** Ask the librarian for assistance if you need help handling any situation online. Never give out personal information such as your address, phone number, parents’ work address/phone number, or the name and location of your school without your parents’ permission. Never agree to get together with someone you “meet” online without first checking with your parents. If your parents agree to the meeting, be sure that it is in a public place and bring a parent along. Never send a person your picture or anything else without first checking with your parents. Do not respond to any messages that are mean or in any way make you feel uncomfortable. Talk with your parents about exploring online; show them some favorite sites. Let them know if you come across anything that makes you feel uncomfortable. (For further information on child safety, call the National Center for Missing and Exploited Children 1-800-THE-LOST.)

**Printing:** Printed pages cost fifteen cents per page. Patrons may download information to diskettes which may be purchased at the Reference Desk for \$1. The Library assumes no liability for any damage to user data while using our equipment.

**Other policies:** In addition, users agree to adhere to the Acceptable Use Policies of the Minuteman Library Network (MLN) and of MLN’s Internet Service Provider. For full information, see <http://www.mln.lib.ma.us/policy.htm>.

(September 16, 2003) (February 15, 2012)

780.00            Fax Service

That a mediated facsimile service be available through the Reference Department as a “send only” service. At the request of a library patron, a librarian will send a document for a fee of one dollar per page without a surcharge per additional pages. As the machine itself is owned and maintained by the Friends of the Library, all monies collected will be turned over to the Friends on a regular basis. Patrons are limited to sending documents no longer than ten pages in length and calls are limited to

locations within the United States.  
(January 19, 2010) (April 19, 2011)

(Not the correct version for the manual) - see Trustee folder, Policy Manual

## APPENDIX A

### FREEDOM TO READ STATEMENT

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which 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 wisely 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 contained in the books 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 books 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 man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. 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 men can flourish which 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 expressions.

To some, much of modern literature 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 taste differs, and taste cannot be legislated; nor can machinery be devised which 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 with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. 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.

It is inevitable in the give and take of the democratic process that the political, the moral, or aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes 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.

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, bookmen 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 expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all its citizens 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 books. We do so because we believe that they are good, 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.

(Adopted June 25, 1953, revised January 28, 1972, American Library Association)

APPENDIX B

Freedom to View Statement (ALA)

APPENDIX C

Library Bill of Rights (ALA)

APPENDIX D

Access to Electronic Information, Services, and Networks (ALA)