

Middlebury Public Library Policy Manual

Philosophy

Mission Statement

The Middlebury Public Library's mission is to provide information, resources, and services that educate, enlighten, entertain, and inspire our community to learn at every age.

First Amendment of the Constitution of the United States of America

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personal identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

Rev. 4/9/19

Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing

them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

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

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

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

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

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

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

A Joint Statement by: ALA and Association of American Publishers

Confidentiality

The Middlebury Public Library has determined that the privacy of its patrons, the use and non-use of the library's confidential information, and requests from law enforcement agencies and other authorized governmental entities should be subject to procedures and rules applicable to the library's confidential information.

It is the practice of the Middlebury Public Library to:

- preserve the privacy of its circulation records, and
- treat all of the library's personally identifiable information with confidentiality.

This privacy and confidentiality standard is basic to the trust that patrons place in the library and its staff. In addition, this privacy and confidentiality is the fundamental tenet of the professional ethics of librarianship.

The American Library Association's Code of Ethics states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

In addition, Section 11-25(b) of the Connecticut General Statutes protects the confidentiality of personally identifiable information contained in the circulation records of all public libraries.

The library shall endeavor to create and maintain only necessary records. The library shall create and follow a schedule for the deletion of personally identifiable information when such information is no longer necessary for the efficient operation of the library. The Library Director shall have sole discretion with respect to determining the appropriate retention of records.

Any library records containing personally identifiable information are confidential and shall not be made available to any agency of state, federal, or local government without the individual's authorization, except pursuant to such proper process, order or subpoena, as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

The Library Director, and/or any person duly appointed in writing by the Library Director, shall be responsible for handling all law enforcement or similar requests to obtain the library's confidential information.

If there is a request for confidential information:

- the library staff shall immediately refer all law enforcement inquiries to the Library Director, or in his or her absence, to his or her duly appointed designee;
- the library staff shall not release any library confidential information until authorized in writing by the Library Director, or in his or her absence, by his or her duly appointed designee; and
- the Library Director, or in his or her absence, his or her duly appointed designee, shall immediately consult with appropriate legal counsel to determine if such request is in proper form and to formulate an appropriate response.

If the law enforcement agent or officer does not have a subpoena or court order compelling the production of records, the Library Director shall explain the library's privacy and confidentiality policy and the state's confidentiality law and inform the agent or officer that the library's confidential information is not available without the production of a valid subpoena or court order. If the agent or officer produces a subpoena or court order, the Library Director shall immediately refer it to legal counsel for review.

Based upon advice of legal counsel, the Library Director, or his or her duly appointed designee, shall determine whether to release the requested confidential information.

The provisions of this Confidentiality Policy will be construed and enforced by the Library Director at his or her sole discretion.

Library Board of Trustees' Policies

Conflict of Interest

Refer to the current Middlebury Town Charter: Conflict of Interest

Public Use of Library Facilities

Code of Conduct

In our efforts to provide a comfortable, welcoming environment for all library patrons, we have established a Code of Conduct Policy. The purpose of the policy is to define unacceptable behavior and to suggest conduct that is appropriate in the library. Violations of the policy will result in increasing levels of action, ranging from asking the patron to leave the library for the remainder of the day, to the patron's permanent loss of all library privileges, to legal prosecution. The level of action shall be determined on a case-by-case basis and shall be within the sole discretion of the Library Director or his or her designee.

- Please keep voices and activities at a level that will not disturb others around you. This includes loud talking, using devices (with or without headphones) at a volume that disturbs others, and

using a cell phone or other voice transmission device, except in the café and foyer. Please silence all cell phones.

- Smoking (including vaping and electronic cigarettes), narcotics, hallucinogens and alcohol are not permitted in the library.
- Activities such as stalking, soliciting, loitering or littering are not allowed in the library or on the library grounds.
- Activities such as bicycling, skateboarding, roller-blading or running, are not permitted in the library or on the library grounds.
- Cell phone use is permitted only in the Café and foyer. Please silence your phones as a courtesy to other patrons.
- Eating and drinking of coffee, tea, or water bottles is permitted in the Café only.
- No animals are allowed in the library, with the exception of a service animal as defined by the Americans with Disabilities Act (ADA).
- Misuse of bathrooms is prohibited.
- Any individual or group using disruptive, abusive, unacceptable, or other language that creates a hostile environment to patrons, library staff, or its volunteers will be asked to leave the library.
- Patrons may not enter non-public library areas unless escorted by library staff.
- Solicitation of opinions through interviews or surveys by third parties inside the library building or sale of items (excluding library fundraising/program efforts) or monetary exchange for services is not permitted on library property.
- Engaging in any activity that violates federal, state, local, or the library's policies including but not limited to the library's Internet and Public Access Computer Use Policy is strictly prohibited. Viewing child pornography is illegal and subject to federal and state prosecution.
- Parents/guardians/caregivers must supervise their children and are responsible for the behavior of their children while in the library.
- Any child under the age of twelve (12) must be accompanied by a responsible adult and is not to be left unattended in accordance with the library's Unattended Child Policy.
- Parents or guardians, not the library or its staff, are responsible for the Internet information selected or accessed by their children while using public access computers in the library. Parents and guardians are to supervise their children's computer use.
- No library property may be misused, mutilated, damaged, or defaced, nor may any material be removed from the library without being checked out.
- Removing library materials from the premises without authorization is prohibited.
- Photographing, filming, or audio recording of library users, library staff, and library programs without the relevant individuals' or the library's prior written permission is prohibited.
- Library staff is not responsible for a patron's personal belongings including damage to or stolen items.

Failure to observe these rules may lead to suspension of library privileges to be determined by the Library Board of Trustees.

Library Use (Residents and Non-resident)

- Middlebury residents will be issued a library card with valid form of identification.
- Non-residents may use their valid hometown library card. Connecticut residents may use their hometown library card at any public library in the state. As a public library, our programs, services, and physical collections are available to all.

Unattended Child

The Middlebury Public Library views service to children as an important part of the library's mission. Children are encouraged to use the library facilities and services. However, parents/caregivers should be mindful that the library is a public building open to all individuals, and that unattended children are vulnerable. Responsibility for children using the library rests with the parent/caregiver, not with library personnel. The following policy has been designed to communicate the library's concern for the safety and welfare of the children it serves.

Children under the age of 12

- By Connecticut General Statute 53-21a, children under the age of 12 may not be left unsupervised in a place of public accommodation for a period of time that may represent substantial risk to the child's health or safety. Exceptions may be made during scheduled library programs, at which time the person responsible for the child's supervision may be absent for the duration of the program, but must remain in the building.

Children age 12 and older

- Children 12 years and older may use the library unaccompanied by a responsible adult. Parents are expected to be aware of the opening and closing times of the library, and that the operating hours might change unexpectedly. The staff does not monitor children leaving the premises, nor is it their responsibility to know with whom a child is leaving.
- Parents/caregivers are responsible for the conduct and safety of their children in the library. Children, like all library patrons, are required to respect library property and act in a manner appropriate to the use and function of the library (see Code of Conduct Policy.) Children who are not using the library appropriately, or who require excessive staff attention or intervention, may be asked to leave. The parents or guardians of these children may be notified, and if necessary, asked to stay with their children while visiting the library.

Procedures for staff

During Library Hours:

If a child under 12 is perceived to be alone in the library, the Library Director or the person in charge should be informed. An attempt will then be made to call the parent/caregiver and request that the child be picked up. If the library staff is unable to reach the parent/caregiver within a half hour, or if the parent/guardian does not respond within the same half hour, the library staff member shall call Middlebury Police to assume responsibility for the child. If a child under 12 is found to be left

unattended in the library for long periods of time or on a regular basis, the Library Director shall attempt to call the parent/caregiver to discuss the library's Unattended Child Policy and state law regarding unattended children.

At Closing:

If an unattended child under 12 is in the library at closing, the Library Director or the person in charge will attempt to call the parent/caregiver. If the attempt is unsuccessful, or the parent/caregiver cannot pick-up the child within a half hour, the person in charge shall contact the Middlebury Police to assume responsibility for the child. Two staff members will remain with the child until either the parent or a representative of the Middlebury Police arrives. The Middlebury Police shall be advised if the parent/caregiver precedes their representative's arrival.

When contact is made with the parent/caregiver, the library's Unattended Child Policy will be explained to the parent/caregiver and a copy of the policy will be provided. Under no circumstances will library staff transport the child from the library grounds.

In the event of an early closing due to weather or other emergency, the procedure for an unattended child at closing is to be followed.

Internet/Public Access Computers

To comply with the CIPA (Children's Internet Protection Act [Pub. L. 106-554 and 47 USC 254(h)]) the Middlebury Public Library has installed technology protective measures on all of its Internet accessible terminals. The technology protective measures help to protect minors (anyone under the age of 18) against access to visual depictions deemed "obscene," "child pornography," or "harmful to minors."

The term "obscene" as defined in 18 USC Section 1460

The term "child pornography" as defined in 18 USC Section 2256

The term "harmful to minors" as defined in 47 USC Section 231(e)(6)

See also 47 USC Section 254(h)(6)

The Middlebury Public Library shall provide access to the Internet through one or more of its public access workstations, subject to the guidelines set forth below.

Guidelines for Use

A. Permitted Access and Use

1. All resources available on the Internet with the exception of those items listed in Prohibited Access and Use noted below.

2. Parents or guardians, not the library or its staff, are responsible for the Internet information selected or accessed by their children. Parents and guardians are advised to supervise their children's computer use. It is the responsibility of the parent or guardian to ensure the safe and appropriate use of the Internet. The use of technology protective measures should not be viewed as a substitute for parental and/or guardian supervision. Children and teens should be warned against giving out any personal information while using the Internet, email, or other direct electronic communications.

3. Only Children and their Parent/Caregiver may use the computers located in the Children's Area.

B. Prohibited Access and Use

1. Sending and/or viewing sexually explicit and/or, obscene, and/or potentially offensive images, graphics and/or material.
2. Unauthorized disclosure, use, and dissemination of personal identification.
2. Harassing or slandering of others.
3. Engaging in interactive internet games.
4. Destruction of or damage to the equipment, software, or data belonging to the library or other users; changing the library's set-up or software or hardware; disruption or unauthorized monitoring of electronic communications; or unauthorized copying of copyright-protected material.
5. Any illegal activity, unauthorized access including "hacking" by adults or minors.

C. Implementation and Practices

1. In order to assure availability of the Internet workstations, patrons may utilize computers for one hour. If workstations are free after the initial hour, additional increments may be given at one-hour intervals. The staff will monitor and enforce this by such methods as that best suit the needs of the library.
2. A maximum of two (2) people may use an Internet workstation at a time.
3. Users are expected to have basic computing and Internet knowledge.
4. Users are expected to be courteous and quiet to avoid disturbing others.

Caveats

The Middlebury Public Library assumes no responsibility for the accuracy, content, completeness, or type of information found on the Internet. Although the staff of the Middlebury Public Library will enforce its Internet Policy, it does not assume a separate responsibility for monitoring or controlling access to the Internet or the content of material available or accessed through the Internet.

Internet users who release public information do so at their own risk. Anything accessed or entered on the library's public access Internet computers is not secure and may be accessible to others. Staff is able to provide only limited Internet assistance.

Enforcement

Use of the library's public access Internet workstations in violation of the policies and practices set forth herein or for an illegal purpose or in a manner that is detrimental to the functioning of the library and its other services may be enforced by denial of use, suspension of library privileges, or referral to an appropriate law enforcement agency. The Middlebury Public Library reserves the right to modify this policy at any time, without notice.

Media Relations

The Middlebury Public Library Board of Trustees has determined that members of the media should have access to the library, subject to a published written policy which will be applied without discrimination and in the best interests of all library patrons.

Communications with the Media

A. Only staff members designated by the Library Director are authorized to prepare press releases and other materials for the media. The Library Director or designated staff member is responsible for answering inquiries received from the media regarding a release.

B. Only the Library Director or his or her designee in charge of the library program or event is authorized to answer questions from the media related to those programs or events. All inquiries from the media about library policies, practices, procedures, or issues should be referred to the Library Director or his or her designee.

Media Access to the Library

A. Representatives of the press or other media are welcome within the public areas of the library and are welcome to attend in working capacity events, programs, or meetings within the library that are open to the public.

B. Representatives of the press or other media may not create visual or audio records of events or programs conducted or sponsored by the library without permission in advance from the Library Director or his or her designee.

C. When an outside group utilizes library space and/or the Larkin Room for an event or meeting that is designated as open to the public, representatives of the press or other media who attend the event or meeting have the right to create visual or audio records of such events or meetings to the same extent as if it were held in a public space or forum outside the library. The press or other media representative should give the organizer of the meeting notice that he or she is attending the event or meeting and expects to create a visual or audio record of the event or meeting.

Interviews and Surveys

A. The Code of Conduct Policy of the Middlebury Public Library prohibits the solicitation of opinions through interviews or surveys by third parties inside the library building. Exceptions may be granted by the Library Director for interviews on library-related topics.

B. Patrons have a right to use the library facilities undisturbed and in privacy.

C. Reporters may interview patrons only outside of the library building, or under the approval of the Library Director.

Enforcement

The provisions of this Media Relation Policy will be construed and enforced by the Library Director at his or her sole discretion, and exceptions may be granted by the Library Director. All decisions,

determinations, and actions taken by the Library Director with respect to this Media Relations Policy are final and not subject to review.

Connecticut History Room

Purpose

The purpose of the Connecticut History Room at the Middlebury Public Library is to make available for public research resources on the social, economic, natural and genealogic history, as well as community and governmental information, pertaining to Middlebury, Connecticut, surrounding towns, and the State of Connecticut. The Connecticut History Room is for local history research, genealogical research, and programs as deemed appropriate by the Library Director and/or the Middlebury Public Library Board of Trustees.

The Collection

The collection may include books, pamphlets, newspapers, periodicals, photographs, diaries, yearbooks, maps, atlases, audio-visual materials, and manuscripts. In addition, resources may be available online. The collection will house books by local authors providing the author or his/her work is deemed important to local history. The collection will emphasize people, industries, businesses, politics, religion, clubs and other organizations in Middlebury from the earliest recorded history available to the present.

Acquisition of Items

The Middlebury Public Library welcomes donations to the Connecticut History Room. Materials added must be consistent with the collection goals of the library. The library accepts materials with the understanding that they become the sole property of the library and cannot accept materials encumbered with conditions imposed by the donor. The library may accept materials loaned on a temporary basis for the purpose of display only. The library reserves the right to refuse material for any reason. In cases where special handling, rebinding or preservation methods are required, the donor may be asked for a donation to help cover costs.

Deaccessions

The Middlebury Public Library has the right to dispose of materials as necessary, including returning unwanted portions of a gift to the donor, selling or placing materials in another repository. The Middlebury Historical Society will be offered any materials that are being removed from the collection. The decision to remove materials of modest value from the collection will be made by the Library Director. Usefulness, physical condition and other criteria will be used to determine whether to keep an item in the collection.

Insurance

Insurance coverage will be provided by the Middlebury Public Library's policy as a department of the Town of Middlebury.

Care of the Collection

Preservation of the existing collection is a priority and recognized need. All archival materials will be appropriately preserved and protected to the best of the library's ability and resources. At all times, individuals using the materials in the Connecticut History Room should be aware of their fragility and value.

Security

The Connecticut History Room may be monitored by surveillance cameras. Some of the collection may be housed in locked cabinets.

Connecticut History Room Rules and Procedures

The Connecticut History Room and collection are available for use by patrons who are doing local history or genealogical research. Since it would be nearly impossible to replace many of the materials in this room if they were lost or damaged, anyone using the resources of this room, whether for reading, research, programs or for any other reason, must abide by the rules and procedures outlined in this document. These rules and procedures will be strictly enforced in order to maintain the security of the room and the materials within, and to ensure continued availability and access for all.

Access

1. The Connecticut History Room is open to the public only when staffed by library personnel at specified times during regular library hours, not on Saturdays. It is kept locked when not open to the public. Access may be requested by appointment when the room is not open for general use.
 - a. Materials must remain in the Connecticut History Room.
 - b. Library staff may request and hold valid identification such as a driver's license or library card while the patron is using these materials.
 - c. Library staff will note the materials that are being used and by whom.
2. Patrons must sign in once they have entered the room.
 - a. The sign-in book is located in the Connecticut History Room.
 - b. A library card, driver's license, or other valid identification may be requested at the time of sign-in.
3. Patrons may use their laptops in the room.
4. Cell phones must be turned off.
5. No food or drink is allowed in the room.

Use and Care of the Collection

1. Only staff may remove items from the Connecticut History Room.
2. Patrons are expected to handle all items with care. Patrons may be asked to wear gloves when handling rare, fragile, and/or valuable materials.
3. Patrons will use only pencils when in the room.
4. Staff may limit the number of materials that patrons may use at one time.
5. Patrons will leave items on the table when finished using them. These items will be re-shelved by library staff.

6. Some materials may be photocopied for patrons at the patron's expense. No other form of electronic duplication is allowed.
 - a. Duplication does not constitute permission to publish.
 - b. Copies are allowed only for individual research.
 - c. The patron assumes all responsibility regarding copyright.

Larkin Room

The Middlebury Public Library maintains a community room primarily for library-related activities. Programs may be sponsored or co-sponsored by the library in order to accomplish its mission and to provide educational, informational, charitable, and cultural opportunities for the community. When the room is not needed for library activities, non-profit organizations serving the Middlebury community may request use of the Larkin Room for educational, civic, and/or cultural programs intended for and open to the public.

No commercial or private use of the Larkin Room is permitted.

Reservation Policies

Library functions have priority for use of the Larkin Room, and the library reserves the right to preempt non-library use. Library use may include meetings of town departments or agencies or use by elected officials representing Middlebury.

The library reserves the right to limit the number of times a single organization may reserve the meeting room during a continuous 12-month period based on the calendar year.

A written application must be made at least three months in advance unless the Library Director permits a shorter period based on availability.

A Certificate of Insurance consistent with the Town of Middlebury is required by the Town of Middlebury as part of the application process. The Town of Middlebury needs to be listed as the additional insured.

At the time of registration, an organizational representative will be given a list of rules and regulations with which the organization must comply. A signed copy of the guidelines will be kept on file. Providing use of the community room does not constitute an endorsement of an organization's policies or beliefs.

An adult must apply for use of the Larkin Room, and adequate adult supervision must be provided for juvenile and youth groups.

The library requires a \$100 security and cleaning deposit for use of the Larkin Room. This deposit must be submitted upon acceptance of an application and will be held until determining that the facilities are left clean and orderly. If, in the opinion of the Library Director, the room has not been satisfactorily cleaned, the library will retain the security deposit as compensation for the Town of Middlebury cleaning costs.

Any meeting, activity, or event must end no later than a half hour before library closing unless prior approval is granted. No use by non-library organizations will be permitted on Saturday or on Sunday. Maximum capacity of the Larkin Room is 187 occupants for assembly seated or 87 occupants seated at tables according to the Middlebury Fire Marshal. The library reserves the right to deny requests for use

of the room or cancel a reservation which has been made when attendance of more than the number of occupants stated above can be expected.

Guidelines

Neither mandatory nor suggested monetary collection nor the charging of admission may occur unless related to fundraising for the library and approved by the Library Director.

Items may be sold only with permission of the Library Director. No soliciting is allowed.

In accordance with Connecticut State Law, no smoking is allowed. Possession and use of alcohol is prohibited on library grounds.

Organizations are responsible for arranging, setting up, and putting away furniture within the reserved time.

Kitchen facilities are limited and must be left in a clean, orderly condition.

The library will not be responsible for equipment, supplies, exhibit materials, or any other items owned by a patron or organization used in the Larkin Room.

The organization will be responsible for any damage to library equipment or premises. Such damage shall be reported promptly to the Library Director, who will arrange for professional cleaning or repairs, the cost of which will be borne by the organization.

The organization agrees to pay for any damage to library property resulting from the conduct of any patron attending the gathering. The library may refuse use of the Larkin Room by any organization whose members have been disorderly or otherwise fail to comply with the library's policies.

The following statement of sponsorship must appear in all advertising and press releases: ***This program is sponsored by (name of organization) and will be held in the Larkin Room of the Middlebury Public Library, 30 Crest Road, Middlebury, CT.***

In all advertising and press releases, it must be made clear that the sponsoring organization must be contacted directly for information regarding the meeting, and a contact name and telephone number must be provided.

The library bears no responsibility for the content of any gathering not sponsored by the library, and any advertisement of the function must include a disclaimer of library responsibility. The library does not bear financial responsibility for any such programs.

In case of emergency, organizational members must contact library staff on duty immediately and if needed exit the building.

Supervision and Responsibility for Order

The organization using the Larkin Room is responsible for supervising the gathering and for ensuring that attendees adhere to the Library's Code of Conduct Policy. Functions that interfere with normal library use will not be permitted.

Failure to comply with the library policies including Code of Conduct Policy will result in cancellation of the event and/or denial of future requests for use of the Larkin Room.

Middlebury Public Library Larkin Room Application

Send a copy of this application to: Library Director, Middlebury Public Library, 30 Crest Road, Middlebury, CT 06762 with the \$100 Security Deposit check and Certificate of Insurance.

Name of organization: _____

Name of authorized person making application: _____

Phone: _____ Email: _____

Meeting date and time: _____

Title of program: _____

Speaker's name and title _____

Anticipated attendance: _____

Kitchen facilities will: _____ will not: _____ be needed.

Please note: Organizations using the Larkin Room are responsible for setting up and taking down chairs, tables, and other equipment used during their meeting. They are responsible for seeing that the Larkin Room and kitchen are left in a neat, clean condition.

The facility is available between 10:00 a.m. - 5:00 p.m. on Monday, Wednesday, Thursday, Friday; and 10:00 a.m. - 8:00 p.m., on Tuesday. The building is closed on all legal holidays.

- A Certificate of Insurance is required by the Town of Middlebury
- A \$100 security deposit check made out to the Town of Middlebury, Memo: Library Larkin Room is required
- If any special arrangement needs to be made, contact the Library Director at (203) 758-2634 or by email at jlorusso@middlebury-ct.org.

When signed by the Library Director, this application signifies agreement of the organization to abide by the Larkin Room Policy.

I, the undersigned, have read the Larkin Room Policy and Guidelines governing the use of the Middlebury Public Library Larkin Room and agree to abide by it.

Signature of the authorized representative: _____ Date: _____

Deposit check should be returned to:

Name: _____

Address: _____

\$100 deposit returned: _____ Not returned: _____

Reason for withholding deposit: _____

Confirmation of application should be emailed to: _____

Signature of Library Director: _____ Date: _____

Study Room

The Middlebury Public Library provides five study rooms to serve the needs of the library and the Middlebury community. Use of the study rooms is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the library. The Library Director, as the executor of the policy for the Library Board of Trustees, has discretion in determining what use is in the best interest of the library and is authorized to act accordingly, including limiting the use of the study rooms by patrons whose activities interfere with library operations, adversely affect public safety, or cause public disturbances. The Library Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

Priority for Use

Study rooms are available in two-hour intervals on a first-come, first-served basis at no charge. Extra time allotted for study room sessions will be accommodated if there are no requests for use of the room within the next half hour. Patrons who have been allotted additional time in study rooms beyond the two-hour limit will be asked to vacate if all study rooms are filled and a new patron wishes to utilize a room.

Limits of Use

Study rooms must be signed out with either a valid Connecticut library card registered in the Middlebury Public Library's system or a valid driver's license.

The patron who signs for the room is expected to remain in the room at all times. Should they need to leave the room for any reason, it is expected they return in no more than 10 minutes. Each study room has a capacity for **one** patron.

There is no guarantee of a silent atmosphere inside each study room due to their proximity to one another; however, a patron of each study room is asked to be respectful of other patrons in adjacent study rooms and of the Middlebury Public Library's Code of Conduct Policy regarding noise.

The two study rooms in the Children's area of the library are for the exclusive use of patrons 12 to 18 years of age.

Parents or guardians, not the library or its staff, are responsible for the Internet information selected or accessed by their children on their own devices while using the study room.

The study rooms are not available for the purpose of operating a business including tutoring for profit, selling merchandise or services, soliciting for later sales, or for social events, or artistic creativity. Study rooms are available free of charge for educational use only.

Room Occupancy

Study rooms must be vacated fifteen minutes prior to library closing, or at the end of the scheduled session, whichever comes first.

No food or drink is permitted in the study room with the exception of a water bottle.

No cell phone use is permitted in the study room.

Personal headphones must be used for online courses/audio learning.

The Middlebury Public Library's Code of Conduct Policy applies to use of study rooms.

Procedure

Upon arrival, patrons requesting the use of a study room are required to complete the Study Room form and hand the form to a staff member at the Information Desk. Availability will be reviewed at this time and proper identification will need to be provided to the library staff. Study rooms must be signed out with either a valid Connecticut library card registered in the Middlebury Public Library's system or a valid driver's license.

Study room patrons are asked to notify library staff when the session is finished. The room will then be inspected for condition.

Patrons may not rearrange library furniture. Signs and decorations may not be taped or stapled to walls or doors. Use of glue, crayons, paint, markers, tape, glitter, wax, candles (lit or unlit), and other craft supplies is prohibited. Study rooms are to be left as they are found. Waste must be placed in appropriate garbage and/or recycling receptacles.

Equipment

The library does not provide equipment and/or storage.

Failure to Comply

Failure to comply with library policies, rules, and regulations (including this policy) will be grounds for suspension of study room privileges for up to six months.

Damages and Liability

The library is not responsible for possessions left in a study room or moved by staff to another location. Once a room has been vacated for more than 10 minutes, the library reserves the right to remove the patron's belongings without assuming responsibility or liability thereof and to reassign the study room to an available status.

Any patron using the study room shall be held responsible for willful or accidental damage to the library building, grounds, collections, or furniture caused by the patron.

Patrons will be held accountable for violations of this policy or the Middlebury Public Library's Code of Conduct Policy.

Meeting Room

The meeting room is reserved for library programming. Use of the meeting room is governed by the policy established by the Library Board of Trustees and any applicable rules and regulations adopted by the Board.

Teen Room

The Teen Room represents the library's effort to adhere to YALSA's (Young Adult Library Services Association) guidelines pertaining to teen rooms. The library is committed to ensuring that students in grades 7 through 12 and or ages 12-18 have a place that is safe and relaxing where they can study, read, meet, and make use of library resources independently.

The Teen Room does not permit adults (those over the age of 18) for prolonged periods of time, regardless of time of day or utilization of the space. Adults and younger patrons (under the age of 12) may stop in briefly to browse for a book, however, the hangout spaces and activities are for teens only. The Teen Room cannot accommodate tutoring sessions.

Users of the Teen Room are responsible for monitoring their own behavior and remaining compliant with the Library Code of Conduct policy. Any issues occurring within the teen room should be brought to the immediate attention of library staff. Teens being excessively noisy, disrespectful, or engaging in harmful behavior will be asked to leave the Teen Room at the discretion of library staff, per the Library Code of Conduct policy.

Food and drink are not permitted in the Teen Room. Teens can utilize the Café tables to eat, drink, and talk on their cell phones.

Art and Exhibits

The purpose of art and exhibits at the Middlebury Public Library is to display paintings, photographs, and other art works as space permits. This policy reflects the Library Board of Trustees' beliefs that the library serves an important cultural role in the community and can showcase the works of artists and craftspeople in the Middlebury area. The library provides an interactive space where patrons may interact with one another and enjoy the work of neighbors and friends.

Exhibit Space

Artwork may be displayed on designated wall spaces and floor spaces that do not interfere with library services or traffic patterns. These requests will be reviewed on a case-by-case basis by the Library Director or his or her designee.

Guidelines

All art exhibitions must be approved by the Library Director or his or her designee who will then exercise curatorial discretion and determine if a proposed exhibition is appropriate for a library setting.

1. Set-up and take-down of exhibitions at the scheduled times is the responsibility of the artist. Assistance will not be provided by library staff. The library will furnish a limited number of rods for hanging artwork. Artists may only use spaces designated by the Library Director or his or her designee. Exhibitions may be cancelled or removed if they do not conform to this policy statement.

2. As a general rule, exhibits will be displayed no longer than one month. Exceptions may be agreed upon in advance.
3. Art exhibits must contribute to and not detract from the general appearance of the library facility and must not interfere with the general operation of regular library activities.
4. No exhibitor or artist shall be permitted to sell, or advertise for sale, any pieces of art in the library, nor to place in the library any receptacle for the purpose of soliciting donations. Failure to comply will result in immediate loss of privileges for six months.
5. Exhibitors/Artists may display and make available contact information such as business cards and small signs with artist contact information.

Application for Exhibitions

To request display time and space, artists must fill out an Exhibition Proposal form and submit it to the Library Director or his or her designee. In addition to the Exhibition Proposal form, a short biographical piece, a description of the exhibit, and an artistic statement for the exhibition may be submitted. Such a statement could include a description of the artist's creative process, inspiration and medium. Please include at least two images representative of the works to be exhibited.

Exhibitors' Responsibilities

1. Plan the layout of the exhibit and discuss any special hanging or display needs with the Library Director or his or her designee in advance.
2. Provide own transportation, set-up, and take-down of exhibition. The library will not provide assistance.
3. Take-down the exhibition and remove works of art from the library on the scheduled date.
4. Display and make available contact information such as business cards and small signs with artist contact information.

Disclaimers

The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk. The Middlebury Public Library does not offer insurance coverage for the works of art exhibited in the library.

Tutoring

The Middlebury Public Library is dedicated to being a learning site within the community. This tutoring policy applies to the tutoring of all patrons.

Tutoring is an activity that relates to the library's role as an educational support center. Space for tutoring activities is subject to availability. The following guidelines are to be observed.

1. There will be no eating, drinking, or cell phone use in the library, except in the Café.
2. Children under 18 years of age who are tutored in the library are the responsibility of the tutor while on library property.
3. Noise should be held to a reasonable level.
4. The library does not serve as an intermediary between patrons and tutors.

5. Tutoring for profit is prohibited, as well as selling merchandise or services, soliciting for later sales, or for social events.
6. Tutors must complete their educational session fifteen minutes prior to library closing.
7. The library's Code of Conduct Policy applies to all tutors and patrons.

Service Policies

Patron Service

The Middlebury Public Library is committed to providing courteous, responsive, quality service to our patrons by fostering a respectful, positive, and welcoming environment for all.

Our patron service philosophy:

- We care about our patrons and seek to give each one attentive service.
- Our patrons are entitled to efficient service from knowledgeable, motivated, and well-trained staff members.
- We listen to our patrons and respond to their suggestions and concerns.
- We seek out innovative approaches to serve our patrons in the best ways possible.
- We act responsibly to fulfill our mission of fair and equitable access to information and our commitment to the best stewardship possible of library resources.

Library Card

A Middlebury Public Library card may be used to borrow materials at any public library in the State of Connecticut that participates in the BorrowIT CT library service program. Any person eighteen years of age or older, or the parent/guardian of any person under eighteen years of age, with a Middlebury Public Library card is responsible for all charged materials, associated fees, and notification of card loss or change of address. All initial cards are free of charge. A \$2.00 fee will be assessed for any replacement cards.

Residents

The Middlebury Public Library will issue a free initial library card to any patron who is a current resident of Middlebury and can establish proof of residency. A patron who is a Middlebury property owner (but not a year-round resident) may also receive a free library card by presenting a tax receipt, showing a form of photo identification, and completing the borrower application at the Middlebury Public Library. Patrons must apply for a library card in person. Children under 18 are required to have a parent or guardian's signature when applying for a library card with the adult assuming full responsibility for activity on the child's card. Children must be able to write their name to apply for a library card.

Library cards are issued to patrons only; each patron may have only one library card. Library cards are valid for three years from the date they are issued. Upon expiration, library cards may be renewed for

an additional three years. Renewals must be done in person at the Middlebury Public Library and valid identification and proof of residency must be provided. No library card shall be issued for the joint use of a group, class, family, church business, group home, or any other organization. Exceptions will be evaluated on a case-by-case basis.

The statewide BorrowIT CT program allows state residents who have a current and valid library card, issued by any Connecticut public library, to register their card for borrowing privileges at the Middlebury Public Library. Likewise, your Middlebury Public Library card may be registered at any other Connecticut public library.

Circulation

Free and equal access to library material and services is the priority of the Middlebury Public Library. The library includes in its circulation procedures the American Library Association's Library Bill of Rights and its Freedom to Read Statement. These documents endorse free and equal access to library material and services for all people, regardless of race, creed, national origin, age, residence, or other personal criteria.

It is the policy of the Middlebury Public Library not to forbid or impede the circulation of items from the library's physical collection to any of its cardholders in good standing, whether resident or non-resident, based upon that cardholder's race, creed, national origin, age, place of residence, or other personal criteria.

It is the policy of the Middlebury Public Library that parents or guardians, not library staff, are responsible for monitoring and approving the selection of material made by children. It is the parents or guardians, and only these, who may restrict their children, and only their children, from access to library material and/or services, including access to the Internet.

Overdue Materials

The Middlebury Public Library's fines are listed below. As a courtesy, the library attempts to email patrons overdue materials. Borrowers are responsible for returning materials on time and in good condition.

Books and Audiobooks: \$.10/day Max \$2.00 per item

DVDs: \$1.00/day Max \$10.00 per DVD

Museum Passes: \$2.00/day Max \$50.00

Suspension of Library Borrowing Privilege

A patron's borrowing privileges will be temporarily suspended if a patron's fines reach \$5.00. Borrowing privileges will be reinstated when the overdue item or items are either returned in good condition or replaced and fines are resolved. However, in cases of continued misuse of borrowing privileges, the Library Director may suspend that patron's privileges for an indefinite period. Every effort will be made to handle suspension of borrowing privileges with the utmost discretion and courtesy. Such suspension

is not meant as a punitive measure. Rather, suspension is viewed as a necessary measure in order to sustain availability of library materials for all patrons.

Lost or Damaged Materials

A patron may pay the fee for replacing an item which is lost or damaged beyond repair using the current replacement cost of the item or purchase on their own a new replacement. Receipts will be issued upon receipt of fee payment. After payment of a fee, a damaged item may be kept by the patron. Refunds for found items are not possible. The library is not responsible for any damage to patron's devices incurred while playing or downloading library-provided material.

Loans

The circulating collection is available for loan. An item in circulation is considered on loan until it is returned intact. Library material may be renewed unless a hold has been placed on the item by another patron. The library seeks to provide equitable access to its materials for all patrons. Loan periods are determined by the type of material.

Cooperation with Other Libraries

The Middlebury Public Library is committed to providing enhanced service to library patrons through cooperation with other library organizations. The library shall participate in regional and state resource sharing. The library shall provide information about its collections for union catalogs and cooperative databases.

At this time, Middlebury Public Library engages in the following programs:

1. BorrowIT: Certain materials can be borrowed from any public library in the state using BorrowIT. A valid Middlebury Public Library card serves as a BorrowIT card.
2. DeliverIT: This is a state funded library delivery service. Through DeliverIT, materials may be returned without a fee to a library other than the one from which they were borrowed.
3. FindIT: Interlibrary loan materials can be borrowed from participating Connecticut libraries or special libraries generally without a fee to the patron.
4. CONNCert and Fulfillment: As a member of the collaborative, the Middlebury Public Library participates in a number of cooperative services which are designed to strengthen the ability to serve users.

Reserves

Materials, except DVDs and museum passes, may be reserved.

Interlibrary Loans

Items may be requested from libraries that belong to our shared network in the CONNCert consortium free of charge. These requests need to be placed by the patron online from a computer either at home or on one of the library's public access computers or by filling out an Interlibrary Loan form available at the Information Desk. Interlibrary loans will be filled by any CONNCert library with an available copy. It

will be delivered to the Middlebury Public Library for the requesting patron. The library asks that the patron return their requested item(s) back to the Middlebury Public Library. Out-of-Network materials can be requested through the Connecticut State Library catalog titled FindIT. All interlibrary loan materials must be returned to the Middlebury Public Library. Patrons requesting interlibrary loans are responsible for following up on requests and returning the material promptly. Renewals are at the discretion of the original library.

BorrowIT CT Library Service Program

The Middlebury Public Library complies with the BorrowIT guidelines as adopted by the Connecticut State Library. Any materials may be returned to any participating BorrowIT CT library, with the exception of DVDs and audiobooks. DVD's and audiobooks must be returned to the Middlebury Public Library. The patron is responsible for the materials until they are returned to the owning library.

Collection Development and Maintenance

Purpose and Scope of Collection

The policy of the Middlebury Public Library provides direction for the growth and development of collections. This policy applies to both digital and print materials in the library's collection. The library strives to select, acquire, curate and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the community. It also addresses collection maintenance, and replacement and weeding of materials.

The library makes every effort to provide library materials for the interest, information, and enlightenment of all residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. The library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents.

Specific acquisitions may include items that may be unorthodox, unpopular or controversial in nature. The library's acquisition of such items does not constitute endorsement of their content but rather allows for their free expression. The library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. No library material, display or program shall be removed, or programs be cancelled, because of origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Key Definitions and Procedures

The library's physical collection is the assemblage of books and other materials, in a variety of formats (print, audiobooks, DVDs, Museum Passes, etc.), owned and maintained by the library and made available to the public at no cost.

Roles and Responsibilities of Selecting Library Materials

The Library Board of Trustees delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director and librarians that are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional librarians under the overall direction of the Library Director. The librarian's consortium-level collections may be governed by an additional set of collection criteria.

Procedures

I. Selection Criteria

A. In order to build and maintain its high-quality collection based on professionally accepted standards of material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, and continued demand of materials the library applies the following general criteria when considering materials for acquisition:

1. Public demand, interest or need
2. Accuracy and effectiveness of material
3. Anticipated potential for long-term public interest
4. Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications
5. Prominence and credibility of author and publisher
6. Relation to existing collection and other material on the subject
7. Timeliness and importance of material as a document of the times; current or historical significance of the author or subject
8. Availability and affordability
9. Compatibility of format for library use
10. Value as resource material
11. Suitability of subject or style for intended audience
12. Local origination or particular relevance to Middlebury and the region
13. Public's ability to procure item from alternative sources

14. Availability of electronic bibliographic records

B. Selection of materials is based on the professional knowledge and judgment of librarians whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given serious consideration. The Library Director will determine which will be acted upon. Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the Collection Development and Maintenance Policy, the Display Policy, and the Program Policy. Any librarian or staff member of a public library who, in good faith, implements the policies described in this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

C. Textbooks will generally not be considered for the collection unless they are the best or only available source of information in their subject area and serve the general public and adult learning community. The library does not purchase multiple copies of textbooks for use by students, a responsibility of the Board of Education.

D. Self-published books by local or Connecticut authors will be considered for the library collection if they are donated, meet the library's standards of quality, and are determined to be of suitable interest to the public.

E. Wherever possible, the library makes electronic information available in the library and remotely. In choosing to purchase or license electronic databases, the library applies the same standards for selection as for print materials. However, the library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The library will make every effort to provide assistance and to ensure that patrons learn how to use its electronic databases.

F. Born digital items are those materials created in a digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs. In order to accept born digital items, the library addresses:

1. Copyright and licensing
2. Redaction of personally identifiable information
3. Restrictions on use
4. Maintenance and evolution of accepted formats

II. Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than

replace older ones. The Library Director, or his or her duly appointed designee, serves as arbiter in such instances.

III. Weeding

Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community standards, or in poor condition. At the library, weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful. Weeded materials in good condition may be sold, donated, or disposed of however the library deems appropriate. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for so doing.

IV. Gifts and Donations

The library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the library's selection criteria may be retained and those that do not may be redistributed. See the library's Gifts, Memorials, and Sponsorships policy for more information.

V. Controversial Materials

A. The library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.

B. Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children. The removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited.

C. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.

D. The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the library to withdraw it from the collection.

Intellectual Freedom and Censorship

The library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some library users. It is the right of the individual not to read, view or hear materials that

the individual considers objectionable. It is never the right of any library user or users to deny access to library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged. When evaluating library materials the Library Bill of Rights, Freedom to Read, and Freedom to View statements from the American Library Association are used as guiding documents.

Library Material Review and Reconsideration

The Library Board of Trustees recognizes the importance of hearing from the public regarding material selection. The Library Director and staff seriously consider suggestions made by Middlebury residents; therefore, the library has provided a Material Review and Reconsideration Policy and a Request for Reconsideration of Library Materials form. Consideration of requests to reconsider library materials is limited to individual residents of Middlebury, CT. The completion of the Request for Reconsideration of Library Materials form does not guarantee removal of materials from the collection but does ensure the attention of the Library Director to user opinion, interests, and concerns. The library limits consideration of requests to reconsider materials such as books, displays, library programs, bulletin boards, and other resources to residents of Middlebury.

Please see our Material Review and Reconsideration Policy and Request for Reconsideration of Library Materials form for further information on this process. This Collection Development and Maintenance Policy is in accordance with Public Act 25-168 Sec. 322, 323. The Library neither approves nor disapproves of the views expressed in materials included in the collection.

Location

This policy is housed on the Middlebury Public Library website: <https://www.middleburypubliclibrary.org>

A copy is maintained in the library at the Information Desk.

This policy is in accordance with Public Act 25-168 Sec. 322, 323.

The library neither approves nor disapproves of the views expressed in materials included in the collection.

Material Review and Reconsideration

Process

The Middlebury Public Library welcomes expressions of opinion concerning library materials, programs or displays and has established a process for an individual with a vested interest to challenge any library and other educational material, display or program. Individuals residing in Middlebury, CT are asked to complete and submit a Request for Reconsideration of Library Materials form. In accordance with Public Act 25-168 Sec. 322, 323, the library's reconsideration process abides by the following statutory requirements:

- The library has a Request for Reconsideration of Library Materials form that can be submitted to the Library Director by an individual to initiate a review of materials. The form has space for the individual's full legal name, address and telephone number: an individual shall not submit the Request for Reconsideration of Library Materials form without this information included.

Reconsider request regarding library resources are limited to individuals residing in Middlebury, CT.

- The materials review and reconsideration process for town residents to challenge any library material, display or program shall neither favor nor disfavor any group based on protected characteristics in accordance with protections against discrimination set forth in section 46a-64 of the general statutes.
- The individual completing a Request for Reconsideration of Library Materials form must include specific information about which portion or portions of such material they object to and provide an explanation of the reasons for such objection.
- No library material, display or program shall be removed, or programs be cancelled, because of the origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program.
- Library materials, displays and programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the Collection Development and Maintenance Policy, the Display Policy, and the Program Policy.
- Any library material being challenged will remain available in the library according to its catalog record and be available for a patron to reserve, check out or access until a final decision is made by the Library Director.
- All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.
- Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.

Review Process

The Library Director, along with appropriate staff, will evaluate the Request for Reconsideration of Library Materials form, read the challenged material in its entirety, evaluate the challenged material against the Collection Development and Maintenance, Display, and Program Policies and make a written decision on whether or not to remove the challenged material not later than sixty days from the date of receiving such request. The Library Director shall provide a copy of the Library Director's decision and report to the individual who submitted the form.

A Middlebury, CT resident who wishes to appeal the Library Director's decision may do so in writing to the Middlebury Library Board of Trustees. The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Trustees. Any appeal of the decision of the Library Director should be directed to the Library Board of Trustees.

After evaluating the challenged material under the Collection Development and Maintenance Policy, the Library Board of Trustees shall consult with (1) the Library Director; (2) the State Librarian or designee; (3) a representative of the cooperating library service unit, as defined in section 11-9e of the general statutes; (4) the Connecticut Library Association president or designee; and (5) the Association of Connecticut Library Boards president or designee, who shall then deliberate on the reconsideration request. The Library Board of Trustees must then provide a written statement of the reasons for reconsidering (or refusing to reconsider) the library material and provide any final decision that is contrary to the Library Director's decision.

Once a decision has been made by the Library Director or Library Board of Trustees on the reconsideration of any library material, such material cannot be subject to a new request for a period of three years. The Library Director is permitted to consolidate any requests for reconsideration of the same challenged library material.

The Library is prohibited by state statutes from removing, excluding, or censoring any book on the sole basis that an individual finds such book offensive.

Any librarian or staff member of a public library who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

Program

Purpose and Scope

The Middlebury Public Library's programs benefit the community by providing educational, informative, recreational, and/or culturally enriching experiences that reflect the community's needs and that support the library's overall mission and philosophy. The library's programs are an important resource for voluntary inquiry and the dissemination of information and ideas that promote free expression and free access to ideas by residents; programs provide access to content that is relevant to the research, independent interests, and educational needs of residents. Programs should be provided for the interest, information, and enlightenment of all residents and should represent a wide range of varied and diverging viewpoints. This policy provides guidelines for the development, management, and oversight of all programs presented by the library.

Key Definitions

A library program is a free event, virtual or in-person, planned by librarians, for the benefit of those members of the community who opt to attend. It may involve outside presenters, facilitators, or performers and may be presented in cooperation with other entities. Note: Use of a public meeting room by an organization or individual to hold a public event is not a library program.

Roles and Responsibilities

Middlebury's Library Board of Trustees delegates development, presentation, and oversight of programs to the Library Director and her or his designated librarians. Designated librarians are responsible for the development, coordination, and supervision of library programs. Librarians are professionally trained to curate and develop programs, and they work closely with the Library Director who has the ultimate responsibility for library programming. Attendees are responsible for complying with the library's Code of Conduct Policy.

Procedures

I. Program Selection

The library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The library provides programs created or curated by librarians or members of the public library as well as programs created by members of the public or community groups and exhibited in the library.

- a. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the library.
- b. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.
- c. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of library patrons.

II. Program Development, Coordination, and Supervision

Library programs may originate from library staff, partnering institutions or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the library, however, must abide by this policy regardless of where they are hosted.

Program development is guided by the library's policies, the American Library Association's (ALA) Library Bill of Rights, and the ALA's Freedom to Read Statement. All library materials are evaluated and made

accessible in accordance with the protections against discrimination set forth in Section 46a-64 of the general statutes.

Parents/guardians are responsible for monitoring their children at library programs in accordance with the library's Unattended Child Policy. The library reserves the right to remove anyone becoming disruptive to library staff, program participants, or program facilitators, and to anyone in violation of the library's Code of Conduct Policy.

III. Program Access

The library's programs (whether at the library, off-site, or virtual) are free and open to the public on a first-come/first serve basis. They are non-commercial in nature and are planned based on availability of resources, such as space, staff time, and budget. Program admittance may be limited and usually requires advanced registration. Some programs may be designed with specific age groups in mind and therefore limited to that audience. Any individual requiring accommodation to participate in a library program should contact the library two weeks prior to the program. The Library Director, or his or her designee, will be responsible for press releases and public notification for library programs.

The library may cancel programs due to: low registration, presenter absence, or inclement weather, for example. Programs scheduled on a day when the library is closed due to inclement weather are automatically canceled. Rescheduling is at the discretion of the Library Director.

IV. Virtual Programs

Some library programs may be offered using a library-approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical library as well as programs that are offered only virtually. While hosting the virtual program, library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events. Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program. Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program.

Patrons attending virtual programs are expected to adhere to the library's Code of Conduct Policy and failure to do so may result in their immediate removal from said program. The library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk. Patrons are required to provide their own equipment and internet connection to attend virtual programs. The library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every library program successfully. Nor can the library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

V. Program Materials

Books, CDs, DVDs or other ancillary materials related to the content of a program may be offered for sale at a library program as a convenience to attendees.

VI. Program Evaluation

To provide the highest quality and most useful programming, library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

VII. Program Review and Reconsideration Procedures

A Town of Middlebury resident who objects to a program sponsored by the library, the resident has a right to submit a formal complaint. The library limits consideration of requests to reconsider displays or programs to individual residents of Middlebury, CT. Please see the library's Material Review and Reconsideration Policy and a Request for Reconsideration of Library Materials form for further information on this process. A completed Request for Reconsideration of Library Materials form should be submitted to the Library Director who will follow the procedure set forth by the Library Board of Trustees: only residents of the Town of Middlebury may submit a Request for Reconsideration of Library Materials form. Programs will not be cancelled due to a program's origin, background, or viewpoints or because of the program creator's origin, background, or viewpoints. Middlebury residents are also permitted to submit a written appeal of the Library Director's decision to the Library Board of Trustees. Reconsideration requests are not confidential patron records under 11-25 of the general statutes.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Please note: this Program Policy refers to programs developed and sponsored by the Middlebury Public Library, not to programs held at the library by an outside organization.

Display

Purpose and Scope

Library displays should be provided for the interest, information, and enlightenment of all residents and should represent a wide range of varied and diverging viewpoints. They are an important resource for voluntary inquiry and the dissemination of information and ideas to promote free expression and free access to ideas by residents. Displays provide access to content that is relevant to the research, independent interests, and educational needs of residents. This policy applies to all library displays.

Principles and Criteria

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by librarians who are professionally trained to curate and develop displays and programs. Librarians use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- Partnerships with other community agencies, organizations, educational institutions, or individuals for co-sponsored displays and exhibits

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

The library provides displays created or curated by librarians and allows displays created by members of the public or community groups to be exhibited in the public library. Library displays and programs that are created or curated by librarians are different, and have different policies and standards, than displays created by members of the public or community. Acceptance of a display or exhibit topic by the library does not constitute an endorsement by the Middlebury Public Library of the content of the display or exhibit, or of the views expressed in the materials on display.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Intellectual Freedom and Censorship

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the consumer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself. The Middlebury Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations.

Procedure for Display Review and Reconsideration

Library displays will not exclude topics, books, media, and other resources solely because they may be considered controversial. If a Town of Middlebury resident objects to a display developed by the library,

the resident has a right to submit a formal complaint. The library limits consideration of requests to reconsider material, displays or programs to individual residents of Middlebury. Please see our Material Review and Reconsideration Policy and our Request for Reconsideration of Library Materials form for further information on this process. Reconsideration requests are not confidential patron records under 11-25 of the general statutes.

Please note: this Display Policy refers to displays developed by the Middlebury Public Library.

Community Bulletin Board

The Middlebury Public Library is a resource for local information and community activities and events. As such, this service supports the library's philosophy, and that of the American Library Association's Library of Rights, to provide access to a wide and varied range of information sources for the interest and enlightenment of the community.

Community bulletin boards may be used for posting materials from the library as well as flyers for future non-profit educational, social, cultural, and recreational activities. Flyers for non-profit organizations or groups, and announcements of community services and volunteer opportunities are also eligible for posting. Materials that include the following content, for example, will not be posted: personal, lost and found, commercial, political, and for-profit.

Flyers must be given to the Library's Information Desk staff for posting. The Library Director will make the final determination of appropriateness for any questionable posting. The library may restrict the size, number, and location of display materials, and some approved items may not be posted due to lack of display space. The library professional staff reserves the right to select flyers for events with the widest community appeal with priority given to Library events and programs and to community-sponsored postings.

The library reserves the right to refuse any flyer and only the Library's professional staff are permitted to remove posted materials. The library does not return or save any posted materials. Library endorsement of posted material is not implied, and the library does not accept responsibility for the accuracy or content of statements made in posted materials. If a Town of Middlebury resident objects to a bulletin board posting, the resident has a right to submit a formal complaint. The completed Request for Reconsideration of Library Materials form should be submitted to the Library Director who will follow the procedure set forth by the Library Board of Trustees. Reconsideration requests are not confidential patron records under 11-25 of the general statutes.

This policy is subject to review and amendment by the Library Board of Trustees in accordance with the protections against discrimination set forth in Section 46a-64 of the general statutes.

Request for Reconsideration of Library Materials

Please include your full name, address, and telephone number on this form. An individual shall not submit a request for reconsideration without this information included. All requests must be from a Middlebury, CT town resident.

Please note the patron requesting reconsideration of library material will be given a packet of documents that include the library’s Collection Development and Maintenance Policy, the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements from the American Library Association. These documents are available at the Information Desk at the library and must be picked up in person. All fields must be fully completed by the petitioner.

Full name: _____

Date: _____

Address: _____

Telephone: _____

Email: _____

Affiliated organization (if any): _____

Resource on which you are requesting reconsideration:

Book Library Program Display Bulletin Board Other (please specify)

Title: _____

Author: _____

1. Specify which portion or portions of the material is objected to and explain the reason for your objection. (Use additional pages, if necessary):

2. How was the item brought to your attention?

3. Have you read, viewed, seen, or heard the material in its entirety? Y N

4. What concerns you about his matter? (Use additional pages, if necessary)

5. What do you believe is the purpose of this material?

6. For what age group should this material be recommended?

7. Overall, do you think there is any value in this material?

8. Are there resources you can suggest providing additional information and/or other viewpoints on this topic?

9. Are you aware of any critical reviews regarding this material? List here, or use additional pages, if necessary).

10. What resolution are you requesting from the Middlebury Public Library regarding this material?

11. Why do you feel your negative feelings about this work should prevent other Middlebury community members, who may not share your concerns, from accessing this material?

12. Please provide any additional information related to this challenge.

Please sign and date below and return this form to the Library Director. You will be notified within 60 days of receipt of the results of the reconsideration process.

Signature _____

Date _____

Reconsideration requests are not confidential patron records under 11-25 of the general statutes.

Museum Passes

Passes for free or discounted admissions to several Connecticut museums are available for loan through the Middlebury Public Library. Museum passes are provided to the library as a gift from donations.

1. Connecticut residents who have a valid library card may borrow the museum passes.
2. Museum passes may not be reserved in advance.
3. Overdue fines will be charged to the patron in whose name the pass is checked out to. Fines are calculated on a daily basis.
4. A replacement fee will be charged to the patron in whose name the pass is checked out to for each pass that is lost.
5. Patrons should call the museum directly for information on hours of operation, parking, and/or directions.
6. Each museum reserves the right to determine the rules and regulations governing the use of the courtesy passes.

Proctoring

In support of lifelong learning, the Middlebury Public Library provides a test proctoring service. Only those tests which meet the guidelines listed below will be proctored. These guidelines insure the integrity of the testing process and equitable treatment of all patrons. The library reserves the right to limit or deny this service if the proctoring request does not meet the following guidelines.

Scheduling

1. The Library Director, or designee, will proctor print or online examinations by appointment during the library's regular hours of operation Monday through Friday.
2. A minimum of one week's notice is needed to allow scheduling for proctoring the exam.
3. Patrons are responsible for assuring that all necessary communication is made with the testing institution.
4. Exams cancelled or postponed by the patron may be rescheduled by making an appointment with the Library Director.

Arrangements

1. Exams and/or online login information must be sent directly from the testing institution to the library.
2. The proctor shall not proctor exams that patrons bring in themselves, even if the exam is a sealed document.
3. Patrons shall provide packaging and sufficient pre-paid postage for the return mailing of their examination.
4. At the time of testing, the patron must provide current photo ID that matches the name on the testing materials.
5. The proctor will not monitor a patron continuously during an exam, but may check on the patron periodically. The library cannot guarantee a quiet testing space or constant direct supervision.
6. The proctor will adhere to time limits that are placed on the exam.

7. The proctor can only sign a proctoring verification form that accurately reflects what the proctor has been able to do.

Hardware requirements

1. Computer-based tests must be compatible with the hardware and software available on the library workstations.
2. Online exams shall not require the modification of library hardware, software, or security systems.
3. The library cannot proctor an online exam if it requires the library to retain patron electronic files, either on the hard drive of a computer or a removable storage device.

Expenses

All expenses related to the proctoring of examinations, such as packaging and/or postage for the return of print examinations, shall be paid by the patron or the testing institution in advance of such exam.

Follow-up

1. Print exams will be returned by regular mail if pre-paid packaging has been provided by the patron and / or testing institution.
2. The library shall scan completed print exams and email them as attachments upon request.
3. The library is not responsible for test materials left longer than 30 days after a scheduled test appointment, at which point they shall be returned to the testing institution, if pre-paid packaging has been provided, or shredded otherwise. Password and login information for online exams shall be discarded.
4. The Middlebury Public Library shall not be responsible for any delayed delivery of exams, nor for any completed exams, once the exam leaves the library's possession.
5. All files generated during the proctoring process (e.g. registration forms) will be deleted or destroyed two weeks after the exam date. No records will be retained.
6. The library shall not be responsible for tests interrupted by emergencies, power failures, and/or computer hardware or software failures, or any other reason beyond the control of the library.

Staff Development

Purpose

The Middlebury Public Library realizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs. Staff members have a goal to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community. Attendance at and participation in professional library functions is recognized as beneficial to both the library organization and to the public it serves. Periodically, staff meetings will be scheduled for training purposes and to update staff on library procedures and policy.

All professional development support for training and conferences is based on the availability of funding and can be decreased at any given time during a fiscal year due to a library budget decrease or to a change of budget priorities. There are two basic types of staff development:

1. Training: These types of sessions are job specific and necessary to obtain a specific subset of skills, to update previous skills, or to learn current techniques.
2. Continuing Education: These are professional activities necessary to implement library strategic planning and to develop the library vision for future operations. Library staff members, who attend conferences, will be expected to give a summary report and to share the information gained with other staff members.

Guidelines for attending a conference or training session

1. Prior approval must be received before attendance at any training session or conference.
2. Attendance at any outside training session or conference within the State of Connecticut must be approved by the Library Director.
3. Attendance at any national training session or conference outside the State of Connecticut must be approved by the Library Director. There are two basic types of travel:
 - Administrative Travel: Travel by staff for the purpose of conducting general library business.
 - Non-Administrative Travel: Travel to a conference to present a session, to participate in a panel discussion, to serve as an elected/appointed officer or committee member of a professional library or scholarly organization or attendance to broaden a staff member's perspective and to stay abreast of developments in the library field. This also includes travel to participate in workshops, institutes, seminars, etc. in order to promote, improve or enhance job-related skills.

Scope of Travel

- In-State Travel: Travel within the State of Connecticut.
- Out-of-State Travel: Travel outside the State of Connecticut but within the United States.

Procedures for Applying for reimbursement of staff development expense

1. Initiating travel request:
The staff member must submit in writing a request to attend with an estimated cost for attending to the Library Director for approval.
2. Final approval:
A copy of this request to attend will be returned to the staff member as soon as possible after a decision is made, indicating:
 - a. Approval of funding and amount approved.
 - b. Request denied and an explanation of reason for denial.
 - c. Travel request for out-of-state travel must be submitted to the Library Director for approval.
3. Reimbursement:
 - a. Within one week of the staff member's return, all original receipts for expenditures should be submitted to the Library Director. The Library Director will then prepare a voucher form to be expedited in the normal manner and in accordance with the

purchasing guidelines set by the Town of Middlebury. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement.

b. Original receipts must be submitted for the staff member to receive reimbursement.

Only photocopies of registration forms and personal checks used in place of receipts will be accepted. If you cannot supply a receipt, your expense will not be reimbursed.

4. Prepayment

The library will pre-pay an event registration, pre-conference, etc. if a registration form or invoice is submitted one or more months prior to the event.

5. Additional Savings Opportunities

Staff should take advantage of early registration, conference room rates and any other discounts associated with their travel (e.g., double-room occupancy, etc.).

6. Transportation

Personal Automobile – The library will reimburse mileage at the current approved rate per mile set by the Town of Middlebury. The Library Director may adjust this amount in the event of a library budget decrease. When two or more staff attends the same event by personal automobile, staff is expected to carpool unless a justifiable reason prevents it. When two or more staff travels together, only one will be reimbursed for the mileage allowance.

7. Miscellaneous

Other expenses will be reimbursed if determined to be reasonable and necessary and if supporting receipts, documents, etc. are provided as set forth in the above guidelines.

Community Contributions to the Library

Gifts Memorials and Sponsorships

The Middlebury Public Library gratefully accepts all gifts, donations, endowments, and bequests which are appropriate to its mission. The Middlebury Public Library has adopted the following guidelines regarding mission-appropriate gifts.

Guidelines for Acceptance of Gifts

1. Gifts will be evaluated by the Library Director for their suitability for inclusion in the permanent collection or if they might serve the library in some other manner.
2. Any restrictions on gifts, whether donations of monies, books, periodicals, audio-visual materials or art work, must be submitted in writing and approved by the Library Director. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the library.
3. The library will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the owner.
4. The Library Director will be authorized to request the donor to sign a waiver form relinquishing ownership.

Types of Gifts

1. Books and other materials
 - a. The library welcomes gifts of books and other materials. The library is not able to return donated items, nor can the library accept any item unless it is an outright gift.
 - b. Items will be added to the collection in accordance with the selection policy of the library. Materials will be reviewed using the same criteria as materials that are purchased.
 - c. Materials accepted become the sole property of the Middlebury Public Library and will be utilized at the discretion of the Library Director, including addition to the collection, withdrawal from the collection, sale, or disposal.
 - d. Those materials that are added to the collection will be classified and shelved according to standard procedures. The library reserves the right to decide when a gift added to the collection will be withdrawn.
 - e. Materials not needed, but in good condition and still of value, may be offered to another organization.
2. Monetary gifts

As a general rule, unrestricted monetary gifts will be deposited into the library funds. Exceptions will be approved by the Library Board of Trustees.
3. Other gifts
 - a. Personal property, art objects, including wall art, antiques, and collectibles, may be accepted at the discretion of the Library Director, with the understanding that they may be sold, given away, or otherwise disposed of. Any proceeds derived from such disposal may be used by the library in a way consistent with the original gift and in accordance with the relevant policies.
 - b. Real property can only be accepted with consent of the Library Director.

Endowment Fund

Endowment Fund

Finances are a valid factor in the successful operation of any public library. A public library is a public responsibility and is appropriately supported by local tax funds. The Middlebury Public Library is wholly supported by the municipality. The Middlebury Public Library augments funds provided by the town with those derived from endowments, state and federal grants, gifts, bequests and special fund-raising activities.

The Middlebury Public Library's Endowment Fund was established to secure the future of the library by supporting the fulfillment of its Mission Statement. All endowment fund information will remain on file at the Middlebury Public Library and the Town of Middlebury Finance Department.

Endowment Fund Objectives

1. Seed money for capital projects approved by the Library Board of Trustees
2. A financial reserve in the event of a serious financial shortfall from unforeseen events.
3. A permanent source of financial support for the library.

Allocation of Donations

The Library Board of Trustees will honor the individual donor's specific use of funds if the Library Board of Trustees determines that such use supports the Library's Mission Statement.

The Library Board of Trustees, with recommendations from the Library Director, will determine whether the funds received are intended for the Endowment Fund, or special projects.

Expenditures of principle from the Endowment Fund may only be made in an emergency situation or for extraordinary circumstances. Such expenditures require the approval of a 2/3rds vote of the Library Board of Trustees.

Management

Endowment funds are held in a separate account managed by the Chief Financial Officer of the Town of Middlebury. The Chief Financial Officer is required to provide the Library Board of Trustees with a quarterly report. Endowment funds shall be accepted at the discretion of the Library Director and utilized at the discretion of the Library Board of Trustees primarily for library needs above and beyond those funded by the Middlebury Public Library's budget.

Volunteers

The Middlebury Public Library welcomes the use of volunteers to enhance library service to the community. Volunteers provide support services to staff or work on special projects.

Selection and Retention of Volunteers

Volunteers are selected based on their qualifications and the needs of the library at any given time. Volunteers may be selected by the Library Director's designee based on a completed volunteer application form and an interview. The Library Director's designee will use his or her discretion in determining the appropriate use and retention of volunteers.

Training and Supervision

Volunteers will receive training in his or her assigned duties from a library staff member. Volunteers work when adequate supervision is available. Work schedules and specific time commitments will be arranged individually by each volunteer and his or her assigned staff member. Community service persons who seek a specific number of volunteer hours at the Middlebury Public Library to meet a requirement set by an outside agency for the performance of community service are subject to the above selection process and all other provisions of this policy.

REVIEWED AND ADOPTED:

This policy is subject to continuous review.

Reviewed by Town Atty. on September 27, 2013

Adopted by the **Library Board of Trustees** on October 8, 2013

Revised on October 11, 2016

Reviewed by Town Atty. on December 30, 2019

Adopted by the **Library Board of Trustees** on January 14, 2020

Revised on April 11, 2023

Adopted by the **Library Board of Trustees** on April 11, 2023

Reviewed by Town Atty. on June 22, 2023

Revised on April 8, 2025

Adopted by the **Library Board of Trustees** on April 8, 2025

Reviewed by Town Atty. on March 25, 2025

Adopted by the **Library Board of Trustees** on December 9, 2025