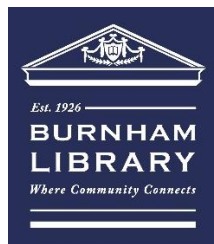


# Burnham Library

## Policy Manual



## **Burnham Library Policy Manual**

These are the policies of the Burnham Library. Specific policies can be changed, added, or deleted by the Board of Trustees at any time. Library policy is reviewed annually, and readopted by the Library board before the start of the next service year. When policies are changed, this document is superseded in those changed parts by the minutes of the board meeting.

### **TABLE OF CONTENTS**

<b>POLICY</b>	<b>PAGE</b>
Library Bill of Rights	3
I. Our Mission, Vision and Values	4
II. Patron Behavior Policy	5-6
III. Policy Concerning Child Behavior and Supervision	7
IV. Vulnerable Adults	8
V. Internet Access and Use Policy	9-10
VI. Internet Safety Policy	11-12
VII. Privacy and Confidentiality Policy	13-14
VIII. Photography, Recording, and Filming Policy	15
IX. Displays, Exhibits & Bulletin Boards	16
X. Collection Development and Access Policy	17-19
XI. Collection Development Policy Relating to Reconsideration of Materials	20
XII. Circulation Policy	21-24
XIII. Meeting Room Policy	25
XIV. Programming Policy	26
XVII. Materials for Sale Policy	27
XVIII. Book Donation Guidelines	28
XIX. Gift Acceptance Policy	29
XX. Endowment Policy	30-31
XXI. Volunteer Policy	32
XXII. Library Hours and Calendar or Operation	33
XXIV. Pets in the Library Policy	34

*Adopted by the BLA, September 2024*

## 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 personally 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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

## **I. Our Mission, Vision and Values**

### **Our Mission**

The Burnham Library is a community anchor dedicated to lifelong learning and stimulating curiosity.

### **Our Vision**

The Burnham Library aspires to be a trusted center for increasing knowledge, fostering imagination, and enabling creative engagement. Through the sharing of diverse ideas, we strive to promote an inclusive and welcoming community.

### **Our Values**

- **ACCESS:** We foster an inclusive, welcoming environment that promotes safe, free, and convenient access to programs, services, and information to all without restriction.
- **LIFELONG LEARNING AND LITERACY:** We promote a community culture that supports the lifelong quest for knowledge and stimulates curiosity through collections and programs.
- **INNOVATION:** We embrace the challenge of change. The Library provides services that stimulate, enlighten, and enrich as community needs evolve.
- **STEWARDSHIP:** We facilitate use, access, and conservation of library archival materials. The Library partners with other organizations to preserve the rich cultural heritage of Bridgewater.
- **COLLABORATION:** We take pride in our role as a community anchor, cultivating relationships with local organizations in order to nurture the growth of our community.
- **SUSTAINABILITY:** We invest in the Library's resources by maintaining the Library infrastructure. We foster the growth and development of a well-rounded and forward-thinking staff to ensure the sustainability of our organization.

*Approved by the BLA, January 2022*

## II. Patron Behavior Policy

The Board of Trustees of the Bridgewater Library Association strives to provide a safe and comfortable environment for Burnham Library patrons as they use and enjoy the facility and its resources.

Accordingly, the Patron Code of Conduct set forth below is expected to be observed by all patrons and will be applied without discrimination and in the best interest of all patrons.

Any activity or behavior that hinders the use of the library, is disruptive, or jeopardizes the safety and privacy of patrons or employees, inside or outside is prohibited. These behaviors may include, but are not limited to:

- Smoking, vaping, or use of any form of tobacco, or illegal substances in the library building or within 25 feet of the outside entrances to the building
  - Possession or use of illegal drugs, narcotics or controlled substances
  - Possession or use of alcohol except at authorized Library functions
  - Engaging in disorderly conduct as defined by *Connecticut General Statutes Section 53a-152*, or otherwise committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance
  - Possession of weapons
  - Unapproved entry in non-public areas of the library
  - Engaging in sexual activity or sexual harassment in the library
  - Cell phones used in a way that disturbs others
- Harassment, sexual harassment, and/ or stalking library staff or any library patron will not be tolerated. This conduct includes, but is not limited to:
- Using foul, abusive or threatening language or behavior in the library.
  - Filming or photographing any person without asking that person's permission.
  - Continue to film or photograph any person after being asked to desist.
  - Engaging in conduct (such as persistent staring or gestures) that would cause a reasonable person to fear for his or her personal safety or feel distressed, alarmed, or harassed.
- Sufficient clothing is required
  - The Library is not responsible for lost or stolen articles. Please do not leave valuable or personal belongings unattended.
  - Soliciting, panhandling, political campaigning, and petitioning are not permitted on library property. All materials to be posted or distributed must be approved by the Library.
  - Patrons must adhere to local, state, and federal health guidelines.
  - Using library materials, equipment, fixtures, furniture, designated spaces, locations, buildings or grounds in a manner that is inconsistent with normal library intended purposes, including spaces or equipment designated for particular customers (e. Designated Youth Areas), or likely to damage library property or the property of others.

\*For policies regarding unaccompanied children 12 years and younger see **Policy Concerning Behavior and Supervision of Minors and Children's Areas of Library**

The provisions of this policy will be construed and enforced by the Library's Executive Director (or authorized designee) at his or her sole discretion. Patrons who are deemed not to be in compliance with may be asked to leave the library premises. Noncompliance may also result in suspension of library privilege or legal prosecution.

Any person who is on the Library premises and whose conduct interferes with the proper and efficient functioning of the Library or threatens the public health, safety or welfare may be removed.

Any person so removed may request a meeting with the Library Administration to discuss the removal and request reinstatement of the use of the Library. Determination of reinstatement will be made following the meeting and the person will be so notified in writing. All incidents involving permanent removal will be reported to and reviewed by the Library Board of Trustees. After review, the Board of Trustees of the Bridgewater Library Association will make a final determination.

These policies are drafted in accordance with Sections 11-32, 53-21 and 53a-182 of the Connecticut General Statutes.

*Amended by the BLA, September 18, 2024*

### **III. Policy Concerning Child Behavior and Supervision**

Service to children is an important part of our library's mission. The Library is free and open to unaccompanied children who are independent enough to use the resources for recreation, information, and education.

It is not the Library's function to provide supervision or care for children unless they are participating in a scheduled library children's program. The Library also has the responsibility to provide a safe, orderly and comfortable environment for every patron who is appropriately using its services and facilities.

- Parents and caregivers are, at all times, responsible for the conduct and safety of their children on Library premises. Appropriate supervision, based on the ages, abilities and levels of responsibility rest with the caregiver.
- The Library is a public building open to all individuals. Staff is not responsible for the safety, care or supervision of children of any age, whether in the library or on library premises unless when attending a scheduled children's library program.
- All children and young adults are expected to respect Library property and to act in a manner appropriate to the use and function of the Library. (See Library Patron Behavior Policy). Those who do not use the Library appropriately or who require excessive staff attention and/or supervision may be asked to leave the Library.
- The judgment of the Library staff prevails when requesting the removal of a child from the building in the event of behavioral difficulties.

*By Library policy and State Code (Sec. 53-21a) children under the age of twelve cannot be in the library without a parent or guardian.*

Caregivers are expected to be aware of the opening and closing times of the Library bearing in mind that these can and do change with weather, power failures, etc.

If a child has not been met by a parent or caregiver 15 minutes prior to closing, the Library staff will attempt to contact the parent or guardian of the child. In the event that the parent or guardian cannot be located staff will contact the Resident Trooper or State Police. In no circumstances will staff take responsibility of taking the child home or will staff be alone in the building with an unaccompanied child.

*Amended by the BLA, September 18, 2024*

#### **IV. Vulnerable Adults**

A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that may significantly impair that person's ability to provide adequately for his/her personal needs and manage his/her behavior without assistance.

A parent/guardian or caregiver 18 years of age or older must be responsible for monitoring the activities and managing the behavior of vulnerable adults during their Library visits.

Physically challenged adults who are capable of providing for their own needs are welcome to remain in the Library without supervision so long as a contact person is available in the event the adult's health or safety is in doubt.

The rules for vulnerable adults at closing time shall be the same as the rules for an unattended child.

*Adopted by the BLA, September 18, 2024*



## **V. Internet Access and Use Policy**

To fulfill its mission of providing equal access to ideas and information through a diversity of library materials, programs, services, and experiences, the Burnham Library free and open access to Internet resources.

The Burnham Library cannot assume responsibility for the content of the Internet, and has no control over the Internet nor any resources found on it. The Library assumes no responsibility for the accuracy, quality, or currency of any Internet resource. Internet users are subject to applicable local, state and federal statutes. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials. All responsibility for any consequences of copyright infringement lies with the user; the Library disclaims any liability of responsibility resulting from such use.

Rules of Use:

- Access to the public computers will be on a “first come, first served” basis.
- Access to public computers is limited to 30 minutes per session if others are waiting
- A maximum of two people may use a computer workstation at one time.
- It is prohibited to send, receive, or display pornographic images
- It is prohibited to use the Internet for unlawful or criminal activity

Any unlawful or malicious activity that causes harm to another person, the Library or the computer equipment will result in the suspension of privileges.

### **Wireless Internet**

By choosing to use this free wireless service you agree to abide by the Library’s Internet Policy that prohibits abusive or illegal activity while using the Library’s Internet service.

This service is free of charge and subject to the terms and conditions of use as follows:

- Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The library’s Wireless network is subject to periodic maintenance and unforeseen downtime.
- Information passing through the Library's wireless access is not secured and could be monitored, captured, or altered by others. There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, possible hardware/software failure. It is your sole responsibility to protect your information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of your use of the Library's wireless access.
- All Wi-Fi users should have up-to-date antivirus software installed on their computers.
- The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.

- Printing is available via the wireless connection. There is a nominal fee per printed page.
- Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's Wi-Fi network.
- If you do not agree to the above terms, please disable your wireless connection or turn off your computer.
- Connecting to the network requires a laptop computer with wireless capability supporting the WiFi standard (also known as IEEE 802.11b/g).

*Amended by the BLA, September 18, 2024*

## **VI. Internet Safety Policy**

### **Introduction**

Burnham Library is a forum for all points of view and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association, and endorsed by its Board of Directors.

Burnham Library's Internet Safety Policy is designed to promote access to the Internet while protecting children from exposure to inappropriate material, as well as the public from unlawful access to and use or disclosure of personal information, and unauthorized access to legally restricted areas.

The Internet Safety Policy's purpose is to prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; to prevent unauthorized access and other unlawful online activity; to prevent unauthorized online disclosure, use, or dissemination of personal identification information; and to comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Filtering**

In compliance with CIPA, the Library filters all its computers, and all access to the Internet through its network, to protect against access to obscene visual depictions, child pornography, and/or other material harmful to minors, as required by law.

The filter may unintentionally block sites that have legitimate research value and fail to block objectionable content. Users should be aware that Internet filtering software installed for CIPA compliance should not substitute for individual judgment and/or parental involvement and oversight.

As the law requires, the Library will disable filtered Internet access to persons 18 or older who request it for bona fide research or any other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Burnham Library's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (c) dissemination and viewing of obscene visual depictions, child pornography, and/or other materials harmful to minors.

### **Education, Supervision and Monitoring**

The Library affirms and acknowledges the rights and responsibilities of parents and caregivers to monitor and determine their children's access to library materials and resources, including those available through the Internet.

Parents or caregivers are responsible for the Internet information selected and/or accessed by their children. Children, defined as individuals under 18 years of age by Connecticut State Statute, who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and teens and to monitor their children/teen's use of the Internet.

### **Public Access**

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

Internet access in the library is available on computers that are located in open public areas and are subject to supervision. Staff is available to assist customers who need help finding information on the Internet. The Library reserves the right to engage in monitoring activities, both electronic and non-electronic, at its sole discretion and without further notice unless otherwise restricted by law. Such practices may include, but are not limited to, those for the purpose of monitoring the nature and quality of our services, and the security and the conduct of people on our premises.

Disclaimer: The Burnham Library makes no warranty, expressed or implied, for the timeliness, accuracy or usefulness for particular purpose of information accessed via the Internet.

*Adopted by the BLA, June 2017*

## **VII. Privacy and Confidentiality Policy**

### **Privacy and Confidentiality Policy**

It is the policy of the Burnham Library to preserve the privacy of its circulation records and to treat all the Library's personally identifiable information with confidentiality. This privacy and confidentiality standard is basic to the trust users place in the Library and its staff. 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 users.

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

Any request for information by the media shall be handled in accordance with the Burnham Library's Public Relations Policy.

#### **General**

- A parent or guardian can receive information concerning a minor child's registration and circulation. The term minor is defined by the General Statutes of Connecticut 1-1d as a person under the age of eighteen years.
- Board and committee members, employees, and volunteers must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places should be limited to matters that do not pertain to information of a sensitive or confidential nature.

#### **Library Cards and Circulation Records**

- To receive a library card, library users are required to provide identifying information such as name, birth date and mailing address. This identifying information is retained as long as the library user continues to use the library card. For more information on applying for a library card, please see the Circulation Policy.
- A library user's library record includes current information, items currently checked out or on hold, as well as overdue materials and fines.
- The Library does not maintain a history of what a library user has previously checked out once books and materials have been returned on time.

#### **Public Computer Use and Library's Online Catalog**

- Internet browsing history does automatically delete at the end of a computer session. For more information on public computer and Wi-Fi use please see the Internet Use Policy.
- The Library's online public access catalog system offers library user self-activated features, using "My Account." Information gathered and stored using this feature is only accessible to the library user. There is no administrative interface to this information for library staff and, therefore, it is not retrievable by anyone other than the user. The user has the option to delete their search and checkout history at any time.

Library records will not be made available to any agency of the state, federal or local government except pursuant to such 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 investigatory power.

The Executive Director, and/or any person duly appointed in writing by the Executive Director, shall be responsible for handling all law enforcement or similar requests to obtain the Library's confidential information. The Executive Director shall immediately consult with appropriate legal counsel to determine if such a request is in proper form and to formulate an appropriate response. The Library staff shall immediately refer all law enforcement inquiries to the Executive Director, or in his or her absence, to the duly appointed person, and shall not release and Library confidential information until authorized in writing by the Executive Director or duly appointed designee.

The Library Board of Trustees reserves the right to amend this policy at any time.

*Amended by the BLA, September 18, 2024*

## **VIII. Photography, Recording, and Filming Policy**

The Burnham Library reserves the right to utilize photographs or video taken at the library during public programs and events for future library publications and promotional material. Attendance at Burnham Library programs, events, or library spaces constitutes consent to be photographed for use in print and/or electronic publicity for the Library. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.

If a patron does not wish to be photographed/videoed, the patron must notify the library staff member coordinating the event prior to the program.

### **Photography or recording by members of the public or the media**

While the library is a public place, it is considered a “limited public forum” when it comes to First Amendment rights. Public libraries may reasonably restrict First Amendment rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other patrons or staff or be inconsistent with the library’s mission.

Library patrons should be able to use library services without fear that their identity, location, or reading choices will be published.

Casual amateur photography by patrons and visitors wanting a memento of their visit is permitted in Library facilities so long as additional equipment such as tripods and/or lighting is not used and filming only captures the image of the person filming or of people who have provided express permission to be filmed/recorded.

Photography and video or audio recording for commercial purposes are permitted only if the activity has been expressly approved by the Executive Director. In order to insure that such activity would not be disruptive to, or interfere with, the library staff or patrons, or be inconsistent with the library’s mission, all individuals proposing to engage in such commercial activities must request approval in writing and in advance.

All requests to use a library facility as a setting for photography, video or audio recording are to be referred to the Board of Trustees, who has the responsibility and authority to evaluate the requests in terms of their impact on library operations and services. The Executive Director will make arrangements with specific library departments and personnel in advance of the approved photography or recording and will monitor the recording.

Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.

*Amended by the BLA, September 18, 2024*

## **IX. Displays, Exhibits & Bulletin Boards**

It is the policy of Burnham Library to provide information through displays from the library's own collection.

The library maintains one bulletin board and a pamphlet rack in the vestibule to publicize activities of a civic, cultural, educational or recreational nature. The intent of the Library is to give access to as much community information as possible and therefore, bulletin board display is limited to one month.

Since space is limited, discretion will be used regarding the size and number of posting. Literature to be displayed must be approved by the Executive Director. Preference is given to Bridgewater and non-profit organizations.

Notices must be of general interest and either (1) pertaining to free events and services or (2) sponsored by a non-profit, government, or civic institution. No political, commercial, personal, or religious displays are permitted on Library property.

No receptacle for donations to any outside organization is permitted on Library property without Director or Board approval.

The Library assumes no responsibility for the content or veracity of information displayed or distributed by outside organizations. The presence of such materials does not constitute Library approval of their message or of the organization providing the information.

### **PETITIONS**

As space permits, individuals and organizations may post petitions, but any collection of signatures must take place in a manner which does not interfere with patrons' ability to use the Library privately without disruption. Petitions must be approved by the Executive Director or the Board of Trustees. No petition shall remain more than 30 days. Patrons' signatures shall not be solicited for any petition while in the Library or while on Library grounds.

The Burnham Library assumes no responsibility for content nor shall availability of a petition in the Library serve as endorsement on any issue.

The staff shall not discuss with patrons any petition that is available at the Library. Since space is limited, discretion will be used regarding size of petition and number of petitions that may be available at any one time.

If any **POSTING** or **PETITION** interferes with the normal activity of the staff or patrons, this information will be removed.

*Amended by the BLA, September 18, 2024*



## **X. Collection Development and Access Policy**

The Burnham Library strives to provide diverse materials representing a range of values and viewpoints. The purpose of this policy is to outline the parameters the Library uses to develop and maintain a well-balanced collection that meets community needs within the limits imposed by funds and space. The core collection of materials should include items that are timely and those that have withstood the test of time. In addition, patrons should find the Library's collection easy to use and should not be self-conscious or reluctant to ask for materials. For these reasons, the bulk of the Library's collection will be on open shelves for maximum self-service.

### **Freedom to Read/Intellectual Freedom**

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the U.S. Constitution and shall not be restricted or abridged based on the content or viewpoint expressed in the materials in the Burnham Library collection.

### **Accessibility**

The Burnham Library has an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possibly—the needs, interests, and abilities of all the Bridgewater community. This includes titles that “affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces” as [per the ALA 9<sup>th</sup> code of ethics](#).

The Burnham Library subscribes to the American Library Association's [Bill of Rights](#), [Code of Ethics](#), [Freedom to Read](#), [Freedom to View](#), Access to Electronic Information, Services and Networks statements and their related interpretations.

### **Materials Selection**

The responsibility for selecting library materials rests with the Executive Director who may delegate responsibilities to other staff members.

Selection criteria and guidelines apply to all Burnham Library literary materials. Each item is evaluated objectively, taking into consideration selection criteria set forth herein, including but not limited to content, educational, informational, creative, literary, and technical quality and merit.

### **General Selection Criteria**

- Relevance and interest and needs of the Bridgewater community
- Significance of subject matter
- Accuracy of information
- Extent of publicity, critical reviews and current or anticipated demand.

- Current or historical significance of the author or subject
- Reputation or authority of the author or publisher, with preference generally given to titles vetted in the edition and publishing industry
- Timeliness and/or popularity of a subject, title or author
- Profession reviews from reputable journals and sources
- Award-winning or award nominated material
- Patron requests
- Value of resource in relation to price, availability, and materials budget
- Technical characteristic, e.g., binding size, quality of paper and typography.

Additional considerations for Digital resources include:

- Price / Cost per use analysis / Terms of licensing agreements
- Ease of Use / Accessibility of platform
- Accessibility to patrons (in-house use and /or remote access; 24/7 access)
- Availability from contracted vendors

The Library recognizes its obligation to provide materials that reflect current interest, although they may not have enduring value. Within the guidelines of this policy, suggestions from the community for items to be purchased are strongly encouraged. The Library cannot purchase all materials requested, but will attempt to extend its resources through cooperation with other libraries, information resources and interlibrary loan.

### **Selection and Access to Materials in the Children’s Collection**

The children’s collection is intended to serve Library users from birth through adolescence as well as interested adults. The Burnham Library does not serve as “in loco parentis”. Selection of library materials, in this and other collections, will not be restricted by the possibility that materials may inadvertently come into a child’s possession. All materials are accessible to the community except as restricted in other Library policies. Responsibility for a minor’s choice of material rests with parents or guardians.

### **Collection Maintenance**

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public’s right of access to an appealing and relevant collection. Burnham Library staff systematically review the collection with the goal of maintaining the quality and vitality of Library resources.

The main criteria for weeding are lack of circulation, obsolete information, and poor condition of the materials. Decisions will be based on accepted professional practice such as those described in the CREW Method and the professional judgement of the Executive Director or designated staff.

While the Burnham Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements.

Items which are withdrawn from the Library will be disposed of in accordance with local law, donated, or transferred to the Friends of Burnham Library for sale.

### **Gifts**

Gifts in the form of library collection materials will be accepted if they meet the Burnham Library's principles for selection of new materials. Donated items become the property of the Library. The Burnham Library reserves the right to determine such issues as classification, arrangement, and shelving of gift materials. The Burnham Library will not accept special collections of materials with any donor's stipulations.

### **Reconsideration Policy and Form**

A person wishing to object to the presence of a particular item in the collection must do by completing the Reconsideration of Material Request form in its entirety. No challenged material that has been selected under the guidelines of this policy shall be removed from the collection except by formal action of the Board of Trustees.

*Amended by the BLA, September 20, 2023*

## **XI. Collection Development Policy relating to Reconsideration of Materials**

### **Balance and Neutrality**

Burnham Library has a responsibility to provide books and other materials presenting diverse points of view concerning the problems and issues of our time. It must be clearly understood, therefore, that ownership of library materials does not in any way constitute an endorsement by the Library of the ideas or viewpoints expressed within those materials.

Selections of library materials are not made on the basis of any anticipate approval or disapproval by specific groups or individuals, but solely on the merits of the works in relation to building the collection and serving the needs and interests of library users and the community.

While we are aware that one or more persons may take issue with the selection of specific items, the Library does not have to remove these items purchased in accordance with the criteria specified above. Furthermore, materials will not be marked in such a way as to indicate approval or disapproval. Items are not separated from the general collection except for the purpose of protecting them from damage or theft.

### **Reconsideration of Library Materials**

The choice of library materials by users is an individual matter. Responsibility for the reading materials of young readers' rests with their parents or legal guardians. While individuals may reject materials for themselves or for their children, they cannot exercise censorship to restrict access to the materials by others.

A library user who wishes to object to the presence of a particular item in the collection will be asked to submit his or her complaint in writing by using the Reconsideration of Material Request form. After reviewing the complaint, the Executive Director will present the complaint to the Library Board of Trustees, together with his/her recommendation. The Library Board will then review the complaint and the recommendation and will authorize the Executive Director to issue a timely and final response to the user.

*Amended by the BLA, April 2023*

## **XII. Circulation Policy**

### **PATRON REGISTRATION**

The Burnham Library (BL) will issue a library card at no cost to any person who is a current resident of Bridgewater (whether full or part-time) and who can establish proof of residency.

Proof of residency includes: Connecticut driver's license or ID card with current address printed on the front, check imprinted with name and current address, utility bill, and valid vehicle registration.

BL cards issued to individuals expire in three years. Cardholders are responsible for keeping their cards current.

BL cards may be issued to children at any age with a parent's or guardian's permission. It is the policy of BL that these parents or guardians and not the Library staff, are encouraged to supervise and approve the selection of materials made by their minor children. It is these parents and guardians, and only these, who may restrict their children (and only their children) from borrowing specific library items.

All Burnham School children are issued a BL card at the beginning of Kindergarten (or when entering as a new student). Parents/guardians are provided an application to register their child with the BL. If that application is not returned to the Library, the child is provided a Student Card and privileges are limited to the BL only.

Guest cards may be issued to any non-resident guest at the staff's discretion. This guest card is issued to those whose principal residence is not a town in Connecticut. Borrowing privileges are limited to the BL only and expire within 1 year of issue.

### **BORROWING PRIVILEGES**

A Library user is responsible for all materials checked out on their card or the cards of children under 12 years of age for whom they have assumed responsibility. If a user allows others to borrow materials using their card, those materials are the responsibility of the card owner.

To borrow an item from BL's collection, a patron is required to possess a valid library card that is registered with their hometown library and in good standing. Additionally, BL cards may be used to borrow materials at any Connecticut public library under the state-funded Connecticut Library Service program.

### **CONFIDENTIALITY OF LIBRARY RECORDS**

Circulation and registration information is kept confidential by the Library. A patron may see their own circulation records only. See Confidentiality of Library Records Policy.

## **LOAN PERIODS**

- Books and Audiobooks – 21 days, 1 renewal
- New Books / Bestsellers / Awards – 14 days, 1 renewal
- Magazines – 14 days, 1 renewal
- DVDs and Box Set/Series (older than 6 months) – 1 week, 1 renewal
- NEW DVDs and Box Set/Series - DVDS 3 days, 1 renewal & Box Set/Series 1 week
- Museum Passes – 3 days, no renewal
- Library of Things –
  - Equipment (i.e. technology & lawn games) – 7 days, 1 renewal
  - Kindles – 14 days, 1 renewal
  - Puzzles & Games – 21 days, 1 renewal
  - Projector & Laptop – 3 days, by arrangement with the staff
- Discovery Bags – 14 days, 1 renewal

Materials in Reference, Local History collection, and Special collections, do not circulate but may be used in the Library or at the discretion of the Executive Director.

The number of library materials that can be borrowed with a valid library card is not limited. BL reserves the right to restrict borrowing during high demand times, such as required summer reading, holiday books, and videos.

Most items will be renewed automatically one time unless there is a hold the item(s). If we have an email address on file for you, a courtesy notice is emailed two days before an item is due with notification of your due date or automatic renewals. Renewals may be made via phone, email, or the library catalog.

## **INTER-LIBRARY LOAN**

Materials may be borrowed from another library through our inter-library service. Requests for these loans may be made in person, by phone, email or via the library catalog. Materials borrowed from other libraries circulate according to the lending library's policy. Books lent through inter-library loan to the borrowing library's cardholders circulate for 35 days; videos and DVDs circulate for 21 days (this includes shipping time between libraries).

## **RETURNING ITEMS**

Items can be returned when the library is open or closed. Items can be returned at the main circulation desk or to the youth services desk when the library is open. Items can be returned 24/7 in the external book drop located in the parking lot – unless otherwise noted. Items returned via the book drop, will be discharged from your account the next library day.

Generally, materials borrowed from BL may be returned at any other public library in Connecticut. Conversely, materials borrowed from other libraries may be returned to BL.

### **CURBSIDE PICK-UP**

BL is pleased to offer contactless/after hour curbside pick-up of library materials. Requests will be processed during library hours, Tuesday – Saturday. Items must be picked-up within 1 day.

### **FEES AND FINES**

Borrowers are responsible for returning library materials by their due date. As of January 1, 2023, BL no longer charges overdue fines for most materials. This policy applies to Burnham Library items only. Overdue items belonging to another Bibliomation library will follow that particular library's lending and fine policies. Patrons are encouraged to either view their records online through the library's website/catalog or call the library if they need help. The Fine and Fee schedule is as follows:

Museum Passes - \$2.00 per day

Library of Things - \$2.00 per day

Discovery Bags - \$2.00 per day

The maximum fine per item is capped at \$10.00 and in accordance with Bibliomation policy the borrower's account will be blocked. This will also block access to services such as Hoopla and Libby.

If an item is not returned within three weeks (21 days) of the due date, the item will be considered lost. The material is billed at the list price that is part of the bibliographical record. If this information is not available, a standardized price predetermined by the library will be used.

The donation of a new copy, or an acceptable replacement, (as determined by Executive Director) will be permitted in lieu of payment. Refunds are only issued for payment of lost items that are later found at the discretion of the Executive Director.

The Library may notify borrowers that they have overdue materials. The Executive Director will decide upon the number of overdue notices, their mailing schedules, and other particulars.

It is the borrower's responsibility to make sure that each case contains all items when returning audiobooks, DVDs, and/or Library of Things.

- If one or more pieces are missing, the item will remain on the borrower's account.
- Borrowers will be charged for the missing/damaged piece(s) OR entire item.
- If the problem is not resolved, the borrower will be billed for the entire item's replacement.

### **RESERVES**

Patrons may reserve a book or other items that may not be immediately available. Reserves are honored in the order taken. Upon the items availability, the patron will be notified by phone, email, or

text and the item will be held for seven days. If the item is not picked up after seven days, the hold will be canceled and given to the next person or returned to the owning library.

**POLICY EFFECTIVE DATE, AMMENDMENTS AND REVISIONS**

This policy is effective upon approval of the Library Board of Directors. The policy may be amended and/or revised at the regular meeting of the Board.

*Amended by the BLA, May 9, 2024*



### **XIII. Meeting Room Policy**

The meeting room facilities of the Burnham Library are available and may be used by the Library, the Friends, Town organizations and Bridgewater civic and non-profit groups. The purpose of such meetings shall be educational, cultural or informational. The Bridgewater Library Association reserves the right to supersede all other uses.

Granting use of the facilities does not imply endorsement by the Burnham Library of the group, the meeting, or the ideas presented at the meeting. The Library shall not be used as a campaign headquarters by any political committee.

Fundraisers held at the library are limited to those held on the Library's behalf.

The following rules and guidelines apply to meeting room use:

- Smoking, vaping, or drug use is not allowed in the Library at any time for any reason. Violations of this rule will result in immediate loss of privileges for a period of up to one year, the decision to be made at the discretion of the Bridgewater Library Association.
- Those with permission to use the facilities will be held responsible for proper supervision and for payment of all costs, expenses, claims and liabilities arising from or during their use of the Library.
- Each group will be responsible for leaving the Library in an orderly condition, with appliances off, lights out and entrance doors locked. A *Library Use Sheet* will be left in meeting area with a checklist of closing procedures as well as an area for total program count for the meeting or event.
- Children ages eight and younger who attend meetings with their parent or guardian must not be left unattended at any time.
- Patrons shall not take library materials out of the library or use the computers outside of regular library hours.
- Keys must be returned on the next day the Library is open. Keys may also be left along with *Library Use Sheet* prior to exiting and locking the Library.
- Groups with no regularly scheduled meeting date shall contact the Library at least two weeks before the proposed date in order to determine the availability of the Library. These requests will be handled on a first-come, first-served basis. Library meetings or events take precedent over use of upstairs meeting space, the lower level space will be offered as an alternative.
- Arrangements may be made to use the Library's TV monitor, DVD player, projector and screen. The organization borrowing the equipment is responsible for setting up and dismantling same.
- Refreshments may be served at functions with the exception of red wine or any other beverage that may stain the carpet.
- Meeting Room users must abide by the posted Rules of Conduct. Attendance may not exceed posted legal capacity of 99 individuals.

*Amended by the BLA, June 17, 2020*

## **XIV. Programming Policy**

The Burnham Library offers a variety of programs for both children and adults. These programs are an extension of the Library's mission to serve the people of Bridgewater as a center for lifelong learning and a community hub as well as further the goals and objectives of the Library's strategic plan. These programs may be presented in collaboration with other town organizations and institutions as well as other public and private resources.

Products or services will not be sold during programs at the Library. Excepted from this are authors who come to speak about books they have authored and performers who have recordings available for sale. In our promotion of programs, organization names or business affiliations may be used. This does not constitute endorsement, merely acknowledgment.

The ultimate responsibility for selection of Library programs rests with the Executive Director. Library sponsored programs will be free or by suggested donation and open to the public. Programs will not be allowed to serve as a platform for generating income for any sponsoring group or individual, except funds to support the Library.

Availability of Library space and staff time are limited. All publicity will either be created or approved by Library staff. Presenters will provide staff with the materials and information they wish to be used in publicity. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library staff and submit any marketing materials for Library approval.

Event information may appear in the Library's online calendar, social media, Our Town and library newsletter, newspapers, or other publications. Publicity options will be tailored to the type of program and will depend upon the timeliness and quality of materials and information provided by the presenter.

Registration is required for many programs. Patrons who have not registered for a program may be denied the opportunity to participate. Burnham Library reserves the right to accept registrations in any fair manner. Programs may be canceled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Canceled programs are not automatically rescheduled.

### **Virtual Programs**

Please be advised that the Library makes no warranties and/or representations concerning the virtual programs. Your decision to participate in the programs is an express consent on your part to waive any and all claims against the Library which may result from said participation and hereby release and discharge the Burnham Library from any and all liabilities.

*Amended by the BLA, September 18, 2024*

## **XVII. Materials for Sale Policy**

While the primary consideration will always be given to material sold for the benefit of the Library and other Town organizations, effective April 27, 2005, the Library will permit the sale of artwork and books sold for the benefit of an artist or author.

The artwork that is on display as part of the regular bimonthly art exhibit may be for sale.

Any sales transactions should be made directly between the artist and the buyer.

Authors who provide talks, readings or programs at the Burnham Library may sell copies of the book under discussion. Any transactions will be handled by the author, who will be responsible for bringing his or her books to the library for purchase at the event.

Artists and authors who provide their work for sale at the library are encouraged but not required to make a monetary contribution to the library.

All other requests to sell material at the Library will be handled on a case-by-case basis.

*Amended by the BLA, April 15, 2015*

## **XVIII. Book Donation Guidelines**

Thank you for considering Burnham Library as a place to donate your gently used book, puzzles and other materials. Please help us with our mission by following these handy tips and guidelines.

### **Materials that we can accept for donation:**

- Books in excellent/like new condition
- Books with that new book smell (we love that!)
- Books with wide appeal, and bestsellers
- Items that fit our Material Selection Policy
- DVDs
- Puzzles (complete with all pieces)
- Items for our Library of Things

### **We cannot accept the following items:**

- Books with an offensive odor, mildew, or rodent damage
- Books damaged by highlighter, pen, or pencil marks
- Old library books
- Books with torn covers and pages
- Textbooks, dictionaries, or encyclopedia sets
- VHS or cassette tapes
- Magazines, museum pamphlets, Reader's Digest condensed books.
- Bibles

Due to a space limitation, we ask you to phone or email the library to schedule a drop-off for donations totaling 2-5 boxes. Up to 1 box may be brought to the Main Desk; staff is not available to assist by bringing donations into the building.

Items that are not added to the collection are donated to the Friends of the Library and available in the Burnham Book Store. Proceeds help support library programs and digital services. Items donated become the property of the Library and may be given to other libraries and non-profit agencies, sold, traded or discarded.

Please DO NOT leave donations outside the Library or in the book drop unless prior arrangements have been made.

If we are unable to accept your items, consider donating to Goodwill or Savers, or repurposing items into crafts. Paperback books can be recycled, visit <https://hrra.org/information-bridgewater/> for guidelines.

*Adopted by the BLA, August 4, 2023*

## **XIX. Gift Acceptance Policy**

The Library accepts cash and non-cash gifts from individuals, corporate or other business entities, government agencies and other organizations on a current or future commitment basis, that are consistent with its mission and subject to the following conditions.

The Library reserves the right to reject a proposed gift if the board of directors, in its sole judgment, considers the donor or organization with which the donor is affiliated to reflect values inconsistent with those of the Library.

All requests by a donor for recognition of a gift must be approved in advance by the board of directors.

All gifts intended for a limited or restricted purpose must be approved in advance by the board of directors.

Multi-year pledges of not less than \$10,000 and of up to 5-year duration, will be accepted subject to the donor executing a written pledge agreement in a form acceptable to the board of directors. Such agreement shall include, but not be limited to, the amount and payment schedule, agreed upon restrictions, if any, and the nature of any recognition requested by the donor.

A selection of naming or commemorative opportunities shall be available to donors of gifts of \$25,000 or more. In addition, the Library may offer a variety of planned giving options for gifts of \$50,000 or more.

The Library shall keep a publicly available record of all accepted gifts reflecting the amount, date of gift and name of donor, unless anonymity is requested. In no event, shall the Library disclose any donor information other than as noted above.

*Adopted by the BLA, March 17, 2001*

## **XX. Endowment Policy**

### **PURPOSE**

To have a sustainable policy that will promote the creation of a meaningful endowment to augment funds available for operating and capital expenses and to establish the terms and conditions upon which the Library will accept, invest and utilize funds designated as endowments.

### **DEFINITIONS**

1. Unrestricted or general purpose endowment funds: these are funds in excess of annual expense needs and designated for inclusion in the endowment, either by the board of directors, or by a donor whose gift was not restricted to a specific purpose.
2. Restricted or donor directed endowment gifts: funds that are directed, either by a donor or the board, to be used for a specific purpose, which in all cases shall be in furtherance of the library's mission and, if from a donor, approved by the board of directors.

### **POLICY**

All endowment funds, whether unrestricted or restricted, shall be [made in perpetuity] and shall be subject to the terms and conditions of this policy, as amended from time to time, and to the terms under which restricted endowment gifts were accepted from the donor. A donor restricted endowment gift will only be accepted by the Library if the fair market value of such gift is at least \$50,000 at the time of acceptance. Acceptance by the Library will be deemed to have occurred on the date on which the Donor Endowment Agreement (as described below) is fully executed.

All donor restricted endowment funds shall be evidenced by a written Donor Endowment Agreement, which shall state the initial amount of the gift, whether it is the intent of the donor to add to the gift over time and, if applicable, the purpose for which the gift is intended. Such purpose shall be mutually agreed to by the donor and the board of directors of the Library. The Donor Endowment Agreement may be amended by mutual consent of the Donor and the board of directors during the life of the Donor.

All donor restricted endowment funds shall be subject to the Library's contingent use policy. In any fiscal year, should the board of directors determine that the annual payout from the fund is not needed, in whole or in part, for the specified purposes of the fund, the balance of the annual payout may be used for other purposes that further the mission of the Library. Such alternative use shall be agreed to by mutual consent of the board of directors and the donor, if the donor is living, or by the board of directors in its sole discretion if the donor is deceased. The annual payout shall be defined as the interest, dividends and capital appreciation on the endowment funds earned in the prior fiscal year, together with up to 5% of the principal of the fund if permitted by the Donor Endowment Agreement. If, in future years, the board determines that the purpose for which the endowment was created is no longer necessary, practical, desirable or possible to perform, the board of directors shall, after consultation with the donor, if living, or in its sole discretion if the donor is deceased, designate the endowment funds as available for any substitute purpose that advances the mission of the Library.

Unrestricted endowment funds may be used for any purpose determined by the board of directors to advance the mission of the Library. However, unrestricted endowment funds used to satisfy the operating or any other financial needs of the Library in any given fiscal year, may not exceed 5% of the fair market value of all such endowment funds at the beginning of that fiscal year.

#### **INVESTMENT OF ENDOWMENT FUNDS**

All endowment funds, whether restricted or unrestricted, shall be invested in accordance with the investment policies of the Library, as determined from time to time by the board of directors. For purposes of investment only, the monies in any given endowment fund may be pooled or commingled with other endowment funds held by the Library. At all times, however, the amount and performance of each restricted endowment fund shall be separately accounted for on the Library's books and records and the amount and performance of the monies allocable to each restricted endowment fund shall be used to determine the permissible expenditure from such fund in a given year.

*Adopted by the BLA, March 17, 2021*

## **XXI. Volunteer Policy**

The Burnham Library Board of Trustees recognizes that volunteers are a valuable resource for the Library and welcome volunteers who provide support that enhance library service to the community. Volunteer services will supplement, but not replace, regular services. Volunteers shall not be used in lieu of full or part-time staff.

### **Selection and Retention of Volunteers**

While we appreciate every person who wishes to volunteer at the Library, opportunities for volunteer work are limited. Volunteers are selected based on their qualifications and the needs of the library at any given time. Volunteers may be selected by Director based on a completed volunteer application form and an interview. Anyone over the age of 14 is welcome to apply. Applications will be kept on file for one year.

Burnham Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. Volunteers working in the Library are covered by the Burnham Library's Property and Liability Insurance policy.

### **Training and Supervision**

Volunteers will receive training 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 their supervisor.

### **Community Service**

Persons who seek a specific number of volunteer hours at the 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. The Library does not accept volunteers requiring court-ordered community service.

The Library Board of Trustees reserves the right to amend this policy at any time.

*Adopted by the BLA, January 19, 2022*



## **XXII. Library Hours and Calendar of Operation**

The Library is a public service institution, and every effort is made to maintain regular hours for the public. The purpose of this policy is to provide the Executive Director and trustees a guideline for selecting Library hours, holidays, weather, and emergency closures.

The decision to close the Library will be based upon (in no particular order):

- Inclement weather conditions or projected forecast for worsening conditions
- Condition of the Library's parking lot and walkways.
- Damaged Library property or condition of building equipment
- Availability of staff to open and operate the Library.
- Construction or renovation projects
- A state of emergency for the immediate area declared by local, county or state law enforcement agencies.

The decision to close the Library for any emergency shall be made by the Executive Director in consultation with the Board President. In the absence of the President, the Executive Director shall consult with the Vice-President.

### **Weather related closures:**

- If Region 12 schools are delayed, the Library will be open for its regularly scheduled hours, if possible.
- If Region 12 schools are closed, the Library will have a delayed opening (10:30 AM), if possible, and all activities at the Library for that day will be cancelled. A decision on whether or not to close the Library for the day will be made by 10:00 AM
- When Region 12 schools are not open (Saturday and holidays), the Executive Director and the Board President (if available) will assess the weather situation and determine whether or not to open the library.

### **Extended Closings and/or Limited Services**

In the event of a pandemic, local emergency, or other similar circumstance, it may be necessary for the Library to take unique measures to help slow the spread of an illness or assist local agencies. This may include but are not limited to service restrictions or limited hours of operation. Recovery from such an emergency may be slow and services and hours may be reduced for an extended period of time.

*Amended by the BLA, September 18, 2024*

## **XXIV. Pets in the Library Policy**

The Burnham Library is a pet-friendly public space. To ensure the rights of all patrons, however, the following rules must be followed:

1. Dogs belonging to staff must be restricted to non-public areas behind the circulation desk.
2. Dogs visiting the Library must be leashed and under their handlers' control.
3. Dogs may visit for only brief periods, such as checking out/returning materials. Dogs do not attend programs or presentations that occur inside the Library building.
4. Dogs may attend outdoor concerts and events (see #2)
5. Service dogs and dogs that are part of a program are exempted from these guidelines.
6. Any patron experiencing a problem or inconvenience due to another's pet should immediately report the situation to the Executive Director or other staff.

*Adopted by BLA, September 18, 2024*