MINOT-SLEEPER
LIBRARY

Minot-Sleeper Library's Mission Statement

The Minot-Sleeper Library provides resources that fulfill educational, informational, and cultural needs of the Newfound Area community in a welcoming, respectful atmosphere.

Minot-Sleeper Library's Vision Statement

Enriching lives through community engagement.

MINOT-SLEEPER
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Title:	**CIRCULATION POLICY**	
Purpose:	To establish a policy for patron use of Library assets.	
Effective Date:	2-24-2015	Approval Date: 2-24-2015
-Approved By:	Trustees	Reviewed/Revised Date: 7-26-2024

Residents and taxpayers of the Newfound Area School District (Alexandria, Bridgewater, Bristol, Danbury, Groton, Hebron, New Hampton) and Hill, are eligible for free library borrowing privileges so long as they conform to Library policy. Patrons shall be required to fill out an identification card listing name, address, and telephone number. Staff of the Newfound Regional School District and Jennie D. Blake Elementary School in Hill, and employees of the Town of Bristol may also receive a library card with borrowing privileges free of charge under the same provisions. Non-resident patrons shall be required to pay a non-refundable fee of $30 per year or $50 per two years. Non-resident patrons over 65 years of age shall be required to pay a non-refundable fee of $20 per year or $30 per two years.

Borrowers are encouraged to have their Library card or key tag with them in order to check out Library materials. There is a $3.00 replacement fee for lost cards.

Account holders may fill out a Patron Account Authorized Users Agreement form to allow friends and family to use their account to check out library items and place holds. Those listed as authorized users will not have access to the account holder's circulation history. **The primary account holder is responsible for any and all check outs, damages, lost, and overdue items on his or her account.**

Renewal of library card accounts

Patron accounts will expire after three (3) years from activation date, with the option for renewal. Borrowing privileges may be limited when an account has expired and has not yet been renewed. When renewing a library card, a patron will be asked to provide their current address, phone number, and email address. If the information provided differs from what is currently in the account, the patron's electronic record will be updated.

Inactive accounts

In accordance with New Hampshire RSA 33-A:3-a, patron accounts which have not been used for seven (7) years will be marked inactive. If an account has been marked inactive,

the record and all associated information will be expunged completely from the library's system.

Library Materials

Patrons are allowed to check out a total of 25 items per library card at one time. No patron card may have more than 25 items checked out at a time.

Library materials may be kept out for 14 days, except for the telescope. The telescope maybe kept out for 7 days. There is a limit of 4 DVDs per Library card. All library material (except technology) may be renewed unless it has been placed on reserve for another borrower. Renewals (except technology) may be made over the phone up to three times. The 4th must be in person. Renewals may be made by contacting a library staff member during normal operating hours or by a patron using his or her online account. Hot spots, laptops, and tablets (technology) cannot be renewed.

Patron accounts that have one or more items that are 30 days or more overdue will be automatically restricted. Items may not be put on hold or checked out to a restricted account. Once all overdue items are returned, the patron account will once again have full borrowing privileges. Materials may be returned in the book drop when the Library is not open.

For policies relating to Technology and the Telescope see their respective circulation/lending policies.

The Minot-Sleeper Library fosters an environment for free use by its patrons. Therefore, there are no imposed fees for overdue items returned. If a borrower damages library property, they shall pay the cost of replacement. Once the Library receives the replacement cost of the material(s), the damaged material(s) becomes the property of the patron and must be picked up within 30 days. If payment is not made within 30 days since notification was made by the library, items may be discarded.

Patrons are requested to notify the Library of any changes to phone numbers or addresses so that Library staff may contact them when material has been reserved.

Overdue Materials:
One week overdue: Patron will receive an automated email
Two weeks overdue: Patron will receive a phone call and/or an automated email
Four weeks overdue: Patron will receive an automated email and his or her account will be restricted, losing borrowing privileges until item is returned, paid for, or replaced
Six weeks overdue: Patron will receive a letter with the cost of replacement

Claims Returned:

If a Library patron feels that he/she has returned an item and if that item is not on the shelf, then the user may claim the item returned with no penalty. There is a limit of 3 claims returned per user, after which Library privileges will be suspended.

Library Card Application:

Date: _____ Town of _____

Full Name: _____

Address: _____

Mailing Address (if different than above) _____

_____

Phone Number: _____

Emailing Address: _____

Parents Signature If under eleven (11) years old _____

By using my Minot-Sleeper Library Card, I agree to the terms and conditions outlined in the library's policy. A copy of the policy is available per patron request.

MINOT-SLEEPER LIBRARY

Title: **TECHNOLOGY LENDING POLICY**

Purpose: To set out terms of borrowing Library laptops, tablets, and hotspots

Effective Date: 2-25-2021 Approval Date: 2-25-2021

Approved By: Trustees Reviewed/Revised Date: 12-19-2025

The Minot-Sleeper Library has mobile hotspots, tablets, and laptop computers available for checkout. This lending program is designed to make this important technology available to those who would otherwise be unable to access the internet at home. This lending program helps connect members of the community to important resources and services even when the library building is closed.

Circulation of technology requires patrons to understand and adhere to the terms and conditions of this borrowing privilege and to agree to the terms and conditions set forth in this policy.

Circulation of Technology

Laptops, tablets, and hotspots may be borrowed by Minot-Sleeper Library cardholders ages 18 and older with an active library card in good standing. All patrons must provide proof of identification at the time of checkout in the form of a driver's license or similar ID. Any person without such a document may request the library send a letter to their place of residence, which can then be brought back to the library as confirmation. Technology is available on a first-come, first-served basis. Checkout of library technology is limited to one laptop or tablet and one hot spot per household at any given time.

Patrons must have an established account with Minot-Sleeper Library for a minimum of 90 days prior to checking out technology.

The loan period is 1 week. There are no renewals available for technology, and once returned, the item can be checked out again after one week, unless there are holds for the item.

The first time a patron checks out a laptop, tablet, or hotspot, they must agree to the library's Technology Lending Policy and sign the Technology Lending Agreement form. Once a laptop, tablet, or hotspot is checked out to a patron, it becomes the responsibility of that patron per the Technology Lending Agreement.

Responsibility of The Borrower

Patrons are responsible for the technology (laptops, tablets, hotspots) while it is checked out to them. Devices must be returned in the same working order and condition as when they were received. No additional software may be downloaded or installed on the laptops and tablets, nor should any changes be made to their system configurations. Any loss of, or damage to, the laptops must be

reported to the library immediately. Borrowers should not attempt to troubleshoot problems on the laptops or tablets and should instead call the library for help.

Library computers, tablets or hotspots loaned or used in the Library may not be used to violate Federal, State or local laws or regulations or for unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials.

Destruction, theft, alteration, or any other form of sabotage of the Library's computers, programs, software, hardware, networks, websites, files, data, and other communications equipment and resources is prohibited and will be investigated and fully prosecuted.

Disruptive behavior such as intentionally destroying or modifying files is strictly prohibited. Any form of tampering, including, but not limited to, snooping, drilling down, hacking, or introducing malware or spyware is strictly prohibited.

Use of any Library resources for illegal activity is grounds for immediate and permanent loss of Library privileges. **The library is not liable for patron violation of any of the terms of this agreement. The Library reserves the right to report violations to law enforcement authorities and will cooperate with any legitimate law enforcement investigation.**

Laptops and hotspots must be returned **in person** to the circulation desk and may not be returned in the book drop. Any patron who returns a device in the book drop and the device is damaged will incur the replacement fee for the device.

The overdue cost for each item borrowed is $5.00 per day. If a mobile hotspot is more than one day overdue, wireless service will be suspended on the device rendering it unusable.

Borrowers wishing to save files or data must save them to personal data storage areas, such as a USB thumb drive, in a personal email account, or on the internet (in the cloud). All personal files will be removed upon the device's return.

The Library is not responsible for any liability, damages or expense resulting from use or misuse of a borrowed device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded or saved content on laptops or tablets.

Loss or Damage

The borrowing patron is responsible for the cost of repairing or replacing a damaged, lost, or stolen device. Replacement cost will be based on current market value at the time of replacement. Borrowing patrons will not be held liable for damage that the Library judges to be the result of normal wear and tear.
The Library reserves the right to refuse service to patrons who abuse equipment or who lose borrowing privileges based on the library's Circulation Policy.

CAVEAT: Library patrons who wish to borrow technology which provides access to the Internet are expected to be responsible adults who understand the legal limitations of legitimate use of this technology and understand the potential financial responsibility they are assuming when borrowing this equipment. Patrons must also recognize the potential significant consequences of violating the terms of this agreement.

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Title: **INTER-LIBRARY LOAN POLICY**

Purpose: To establish a policy to allow patrons to borrow items from other participating Libraries via the State of New Hampshire program.

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

MINOT-SLEEPER LIBRARY AS THE BORROWER

The Minot-Sleeper Library offers interlibrary loan as one of its core services. In order to satisfy the needs and interests of local residents, the staff will attempt to borrow specifically named materials not available in this Library from other libraries around the state. Interlibrary loans for unspecified materials on specifically named subjects also will be submitted.

WHO MAY USE THIS SERVICE: The staff will place interlibrary loan requests for any cardholder of the Minot-Sleeper Library who is in good standing. The library reserves the right to deny interlibrary loan services to any patron with outstanding overdue materials, lost or damaged item charges, or other infractions on his/her borrower record. Patrons who return interlibrary loan material(s) 10 or more days past stated due dates or fail to pick up an item after notification two times will be restricted to one interlibrary loan request at a time; after three weeks late patrons will lose all interlibrary loan borrowing privileges for six months. Patrons who fail to return an interlibrary loan item, for which the library must pay to replace, will lose interlibrary loan borrowing privileges indefinitely.

MATERIALS ELIGIBLE AND INELIGIBLE FOR INTERLIBRARY LOAN REQUESTS:
The library will request any and all materials, with the following exceptions:

- items that are owned by the Minot-Sleeper Library (the staff may make exceptions for materials that are temporarily unavailable for reasons such as "missing" or "damaged," or for other special situations)
- items that are "on order" to be purchased in the Minot-Sleeper Library.
- items classified as "reference" in their home libraries
- items that are local historical and genealogical materials in their home libraries

FEES: The library will not charge for obtaining items unless the lending institution imposes a fee. In such cases, local patrons will be contacted and asked for a verbal agreement to pay before the items are obtained.

REQUEST LIMITS: A patron may have up to four (4) interlibrary loan requests active at the same time. This limit may be increased under special circumstances, as deemed necessary by library staff.
WAITING TIME: The time required to receive interlibrary loan items can vary between 1 and 2 weeks, although some requests may take shorter or longer times.

PICK-UP: Interlibrary loan materials obtained by the Minot-Sleeper Library are here for a limited time. Therefore, the patron's cooperation in picking up materials promptly is requested. Interlibrary loan materials not picked up within ten (10) days of patron notification may be returned to the lending institution.

LOAN PERIODS AND RENEWALS: The length of time an interlibrary loan item is available to this library is determined by the lending institution. Loan periods can vary greatly. Patrons are warned that some interlibrary loan materials may not be renewable. Renewals of items beyond the loan period specified by the lending institution must be requested by the Minot-Sleeper Library and approved in advance by that lending institution.

RETURNS: Patrons who borrow interlibrary loan materials obtained by the Minot-Sleeper Library must return the items here, not directly to the lending institution. This is for recordkeeping purposes.

MINOT-SLEEPER LIBRARY AS THE LENDER

The policy of the Minot-Sleeper Library is to function whenever possible as a provider of materials in the interlibrary loan system of New Hampshire. As a provider, the library accepts Inter-Library Loan requests submitted through other libraries only.

Inter-Library Loan requests may be submitted via the Inter-Library Loan system, paper, telephone or email.

The library lends any and all of its print and non-print materials to other libraries through the interlibrary loan system, with the following exceptions:

- Materials listed as "Reference"
- Circulating materials with one or more holds outstanding
- Magazines
- Newspapers
- Passes to cultural sites
- Books listed on the reading lists of schools serviced by the Minot-Sleeper Library (summers only)
- Books that are newly acquired less than (2) months old.
- DVDs that are newly acquired less than (2) months old.
- Unique items including the telescope and ukulele

The following items will be Inter-Library Loaned for one (1) month. Renewals of these items will be subject to approval by the library staff. The exception to this rule is if and when the book is needed by another Library or a book group, the borrowing Library may keep it as long as needed.

- Books
- Audiobooks

The following items will be interlibrary loaned for three (3) weeks.

- DVDs

As a professional courtesy, the Minot-Sleeper Library does not charge fines against other institutions for overdue items loaned to them through interlibrary loan. However, it does charge replacement costs for materials lost or damaged while in the care of the borrowing institutions.

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Title: **COLLECTION DEVELOPMENT POLICY**

Purpose: To establish guidelines for Library collections development

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

Minot-Sleeper Library subscribes to the principles of intellectual freedom as stated in the "Library Bill of Rights" (see Appendix I, a document issued by the American Library Association). Included in this statement is the commitment to honor the rights of an individual to use the library regardless of age, race, religion, national origin, or social or political views. Accordingly, the staff of the library provides equal service to all Library users. Children and Adults are equally free to use the entire Library and borrow all materials within the circulating collection.

Ultimate responsibility for selection of Library materials lies with the Board; however, the Board shall delegate to the Director the authority and the responsibility for selection of Library materials and for the development of the collection. Examples of methods that the Director will use to select materials for the library are reading professional review materials, e.g., *Booklist* and *Library Journal,* evaluating patron requests, and recommendations from colleagues.

All material chosen for the Minot-Sleeper Library shall be judged individually based on its merit, subject matter, reader interest, and the need for such a material in a balanced library. Materials shall be evaluated in total, as a complete work and in the context of all its parts. The merit of the whole material shall be the basis for choosing the material.

The Library collection covers a general range of subjects; however, there may be moderate emphasis placed on certain sections to support patron interest. If funds are available, there may be emphasis on certain curriculum-related materials.

In areas considered controversial, more than one point of view shall be represented by materials in the Library. These materials may represent points of view sometimes considered unorthodox or unpopular by the majority.

While collections for adults and children are housed in separate areas, the library staff will not:

- Act in loco parentis (in the place of a parent)
- Censor or label materials in a manner that promotes bias
- Restrict access to library materials because of race, religion, gender, age or socioeconomic status

Parents are the appropriate judges for their own children's library materials, and staff members encourage those who wish to supervise their children's borrowing to accompany them on library visits.

In the event a patron objects to an item or items in the collection, he/she shall be asked to fill out a "Request for Reconsideration of Materials" form (see appendix). This form will be reviewed by the Library Board of Trustees and the Library Director at the next monthly meeting of the Board of Trustees. Consideration shall be made by the Library Director and the Library Board of Trustees who shall present a written decision to the complainant within six (6) weeks. The decision may be appealed before the Board of Trustees within thirty (30) days. The Board of Trustees ultimately decides whether or not controversial materials should be kept, re-cataloged, or withdrawn from circulation.

Gifts and unsolicited materials may be added to the Library collection. If the materials are not added to the collection, donors are informed that these materials may be returned to the donor, sold or given to another institution. Upon request, the Library will provide written notice acknowledging receipt of these materials, but under no circumstances will the Library provide a value statement, for any purpose, to the donor. **(See Donations Policy)**

The Library shall use the Continuous Review Evaluation Weeding (CREW) method of weeding (determining which materials, if any, should be removed from the Library collection at any given time). Materials may be discarded if such materials do not meet stated goals and are in one or more of the following categories:

- Misleading, factually inaccurate
- Worn beyond mending or rebinding
- Superseded by a new edition or by a much better book on the subject
- Trivial, of no discernable literary or scientific merit
- Irrelevant to the needs and interests of the library's community
- Elsewhere, the material is easily obtainable from another library

In choosing to weed any particular materials, the Library Director must take all of these factors into consideration and must decide the status of each material on an individual basis. The Director may consult with the N.H. State Library on questionable materials. All discarded materials shall be sold, donated to appropriate institutions, or destroyed.

MINOT-SLEEPER LIBRARY

Title:	**MATERIAL DONATION POLICY**		
Purpose:	To establish guidelines for the receipt of material donations and gifts.		
Effective Date:	4-28-2022	Approval Date:	4-28-2022
Approved By:	Trustees	Reviewed/Revised Date:	5-1-2024

Minot-Sleeper Library appreciates the generosity of persons that donate materials to the library. However, to maintain a quality collection for all we have established some basic guidelines.

The library will happily accept the following materials in good to excellent condition:

- Hardcover and paperback books - 5 years old or newer
- Music CDs - in good condition and in original packaging
- Books on CD - in good condition and in original packaging
- DVDs - in good condition and in original packaging

The library does not accept:

- Readers Digest Condensed Books
- Magazines
- Textbooks
- Encyclopedia sets
- Videos on VHS
- Vinyl records
- Music/books on cassette
- Abridged Audiobooks

Donations must be clean (no water damage, mold-free, odorless), pages whole, binding and dust jackets intact, free of highlights, underlining and notes.

All donated material becomes the property of the Minot-Sleeper Library. The library reserves the right to sell, donate, or otherwise discard materials at the discretion of the Library Director.

There is a limit of two bags or boxes accepted at one time. All donated materials must be delivered to the library.

If requested, an acknowledgement of donation will be provided. A listing of donated items and/or monetary value for the items donated will not be provided.

Changes to this policy can be made by the Director on a case-by-case basis at their discretion.

MINOT-SLEEPER LIBRARY

Title: **Request for Reconsideration of Materials or Programs Policy**

Purpose: To establish a procedure for reconsideration of materials and programs

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

The Minot-Sleeper Library is committed to upholding the American Library Association Right to Read Statement and state and national library organizations' resolutions concerning Internet use. (See attached.) Minot-Sleeper Library defends the Constitutional rights of all individuals, including children and teenagers, to use library resources, programs, and services. We affirm the right and responsibility of all parents and guardians to guide their own children's use of the library, its resources, and services.

The Minot-Sleeper Library Board of Trustees is the governing board of the library. According to state law RSA 202-A:6, "the library trustees shall have the entire custody and management of the library and all the property of the town relating thereto…" Only the Board of Trustees may remove or restrict materials in the collection or stop programs in response to a written request by a patron based on the patron's perception that the material or program is inappropriate or offensive. All resources will remain in use, pending resolution by the Board of Trustees.

The Minot-Sleeper Library protects the rights of individuals to express their opinions about library resources, programs, and services. We encourage dialogue and discussion about any material in the collection or program held by the library. Every patron shall have access to the material selector, program coordinator and/or director to engage in this discussion.

If, for any reason, the discussion cannot take place or the patron is not satisfied, the patron shall be encouraged to file a Request for Reconsideration Form. The procedure for responding to the written request shall be as follows:

1. The form shall be sent to the director who will initial and date it. The director will contact the patron to acknowledge receipt of the form.
2. The director will appoint a Materials and Program Review Committee consisting of the selector/Director, trustee, and such other staff as the director deems advisable. Each committee member will be provided with a copy of the request and will review the materials in question.
3. The Materials and Program Review Committee shall convene to discuss their individual written assessments on the earliest possible date.

4. If the Committee majority disagrees with the patron, the director or his/her designee shall provide a written assessment to the patron and note that the material will remain in the collection, or the program will be held. The patron shall also be informed of his/her right to request that the complaint be brought to the Board of Trustees.
5. If the Committee majority agrees with the patron or the patron requests the complaint go to the Board of Trustees, the director will notify the chair of the board and immediately provide each trustee with copies of the complaint and staff assessment. No staff assessment shall be sent to the patron. The director shall notify the patron of the date and time of the Board meeting when the complaint will be discussed.
6. The Trustees shall review the material or program in question immediately. The discussion and vote shall be held at a public Board meeting. A written assessment and decision of the material or program shall be executed by the Board, one copy sent to the patron and one to be filed, within 30 days after the meeting. During reconsideration, no change will be made in materials presented or scheduled programs. The decision of the Board of Trustees is final.

Effective on January 27, 2022
Approved by the Library Board of Trustees 01/27/2022

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.

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

The 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 jealously 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:
American Library Association Association of
American Publishers

Subsequently endorsed by:
American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video
Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Minot-Sleeper Library
Request Form - Reconsideration of Library Materials and Programs

This form will be reviewed by the library director, and you will be contacted with a response. Please note: your comments are public records. However, your name, address, and phone number will be kept confidential from the general public to the greatest extent ved by law, including the USA Patriot Act.

Patrons who would like the Library to reconsider a title's place in the collection are required to complete this form.

Format of material or Program:
____ Book ____ Magazine ____ Audiobook ____ Video ____ Music ____ Program ____ Display ____ Other

Title: _____ Program Title: _____

Author: _____ Presenter: _____

Publisher: _____

Request initiated by: _____

Address: _____

City/State/Zip: _____

Phone: (_____)_____ Email: _____

Complainant represents: ___Themself ___Organization (please identify): _____

PLEASE RESPOND TO THE FOLLOWING QUESTIONS. If sufficient space is not provided, please attach additional sheet.

- Did you read/view/listen to the entire material/program/item? ❑ Yes ❑ No
- To what in the material/program/item do you object? Please be specific, cite pages, etc.
- What do you feel might be the result of reading/viewing/listening to this material/program/item?
- Is there anything good about this material/program/item?

- What do you believe is the theme of this material/program/item?

- In its place, what material/program/item do you recommend that would provide adequate information on the subject?

- What action do you request the library take?

  - ☐ Withdraw it from the library collection.
  - ☐ Restrict its use. To whom? _____
  - ☐ Reevaluate for collection development
  - ☐ Other. Please be specific _____

_____ _____

Signature of Complainant Date

_____

Print or Type Name

A response from the Minot-Sleeper Library regarding the **Request for Reconsideration of Library Materials and Programs** shall be available after its consideration by a Review Committee and/or the Library Board of Trustees.

Library Use Only					
Office	Date	Initials	Written Assessment to Patron	Date	Initials of Sender
M&P Review Committee Formed:	Date	Members	Board of Trustees Meeting	Date	Vote
M&P Review Committee meeting	Date	Decision	Written Assessment from Trustees	Date	

MINOT-SLEEPER LIBRARY

Title: **PATRON BEHAVIOR POLICY**

Purpose: To establish guidelines for expected patron behavior.

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

All patrons are asked to participate in creating an atmosphere that is welcoming and respectful. Behavioral policies are in place to protect Minot-Sleeper Library patrons and staff from potential abusive actions of others.

The following activities are prohibited:

- The use of alcohol, tobacco (in any form) or any illegal substance in the Library and on Library grounds;
- Creating a disturbance by making noise; talking loudly, or engaging in other disruptive conduct;
- Interfering with another person's rights to use the library or with the library staff's performance of their duties;
- Threatening behavior, including, but not limited to violence, threats of violence, and possession of weapons to the extent such possession is not authorized by law;
- Playing audio equipment so that others can hear it;
- Misusing the rest rooms (i.e. using them as a laundry or washing facility);
- Soliciting or canvassing of any kind;
- The use of profanity;
- Any behavior deemed inappropriate.

Food and/or beverages may be allowed in approved containers at the discretion of the Library Director.

All bicycles must be left in the rack in parking area.

The use of roller blades, ski boots, or skateboards is not allowed in the library or on library grounds.

Shirts and shoes are required to enter the library.

Course of Action when Violation Occurs

If a patron or patron(s) have been asked to leave the library three times within a six-month period, the Patron will be barred from future use of the library. The patron has the right to petition the library by

writing a letter to the Director and the Board of Trustees requesting access to the library. The letter should include details of how the patron's prior unacceptable behavior will be changed.

Lost and Found

The library is not responsible for the security of personal items brought into the building or onto the property. Unclaimed items are managed in accordance with the following guidelines:

- If the owner of a lost and found item satisfactorily identifies the lost item, the item will be returned.
- Perishable items such as food and personal care items will be disposed of immediately.
- Lost and found items will be dated and stored for a period of fourteen (14) days at the library. Reasonable attempts will be made to contact the owners (to the extent ownership is known) to reclaim their lost items. Items not claimed within fourteen (14) days become library property and may be disposed of or if appropriate will be donated to charity organizations.

Those **who damage or deface** library materials or property will be prosecuted in accordance with the provisions specified in New Hampshire Revised Statutes Annotated (RSAs) **202-A: 24).**
Theft of library materials, or use of false identification to obtain library privileges, will be also be prosecuted under **(N.H. RSA 202-A: 24).**

PARENTS ARE RESPONSIBLE FOR THE BEHAVIOR AND SUPERVISION OF THEIR CHILDREN.

MINOT-SLEEPER LIBRARY

Title: **UNATTENDED CHILDREN POLICY**

Purpose: To establish a policy to set standards of behavior for children

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

The Minot-Sleeper Library welcomes children to visit the library and encourages them to read, to explore various electronic formats, to attend programs and to make full use of the library resources. Although staff members are committed to the well-being and safety of children using the Library, our facilities are not designed or licensed to provide childcare. Any public place may be dangerous for a child who is unattended by a responsible adult or caregiver.

The Library reminds parents to consider the safety and well-being of their children and the needs of other library users. Children should be supervised at all times and taught and reminded that the materials in the library must be respected and treated with care. With these considerations in mind, the following rules apply:

- Children 5 years old and younger must be directly supervised by a responsible adult or caregiver aged 16 or older in all rooms of the Library, including the Children's Room.

- Children 10 years old and younger must be accompanied in the Library by a responsible adult or caregiver aged 16 or older. Children aged 10 or younger may not be left unattended in the Library for any amount of time. The responsible caregiver must have contact information for an adult who is legally responsible for the child.

- Parents/guardians are responsible for the behavior of their children in the library, whether or not the parent or guardian is present.

- At the discretion of the parent/guardian, a child age 11 or older may be left unattended in the Library for a reasonable period of time needed to select materials, work on a homework assignment or attend a library program. The child must know how to reach the parent/guardian or responsible caregiver (aged 16 or older) should a need arise. Children should not be left for excessively long (more than 2 hours) periods of time.

- When children older than age 11 are visiting the Library by themselves, the adult responsible for the child will be contacted if the child's behavior is inappropriate for the Library and guidance from the staff has been ignored. If the adult cannot be reached and the behavior is deemed dangerous or unacceptably disruptive, the police will be notified.

- Youth younger than 18 must be picked up no later than five minutes before closing time. Youth left unattended at closing time will have the opportunity to contact an adult. If no contact can be made, or if a ride has not arrived within 5 minutes of closing, at the discretion of the Library staff, the police may be called to supervise the child until the adult arrives. Library employees are not permitted to transport children to another location.

MINOT-SLEEPER
LIBRARY

Title: **Security Camera Policy**

Purpose: To establish a policy for use of security cameras at the library.

Effective Date: 10-25-24 Approval Date: 10-24-24

Approved By: Trustees

The Minot-Sleeper Public Library strives to be a welcoming center for education, culture and enrichment. To reach this goal, the library must offer a comfortable and safe environment for people to use our facility, services, and collections; maintaining that atmosphere requires the use of inside security cameras when we are closed, and outside security cameras 24/7.
Security cameras are used at the library to discourage violations of the library's code of conduct and to provide security. The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of recorded video images.

Procedures

- Cameras will be installed in the library building and on library grounds where library administration deem them necessary.
- Inside cameras are only installed in public areas where there is no expectation of privacy, positioned in such a way to protect the confidentiality of library records, and are turned on inside the library only during the hours that we are closed.
- The cameras will not be used to monitor employee performance or locate personnel, nor will they be installed in areas restricted to staff only.
- Signs will be posted at Library entrance informing visitors that security cameras are in use after closing time, and outdoors by the entrances, 24/7.
- Access to the stored camera footage is restricted to the following staff: library administration.
- Access to camera footage will also be given to law enforcement personnel when necessary to investigate criminal activity.
- At no time will security camera footage be shared with members of the public.

- Designated staff described above may have access to real-time monitors; those monitors are not watched or observed at all times, only as needed for safety and security.
- Security camera footage will be stored on a secure server and may be stored for up to 7 days, or until storage capacity has been reached.
- Still images and video clips related to security incidents or criminal activity will be stored on a secure server for up to one year.
- When a member of the public has been trespassed from library property, stored still images of the individual may be shared with library staff. Shared images may be posted in restricted staff areas or shared using standard electronic communication platforms for the duration of the trespass period.

MINOT-SLEEPER LIBRARY

Title: **COMPUTER AND INTERNET ACCESS POLICY**

Purpose: To establish a policy for use of Library owned computers and for use of the Wireless Interface available to patrons using their own equipment.

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

Section One: Computer Use

The Minot-Sleeper Library has computers available for use by the public. Patrons using these computers will comply with our Computer Users' Agreement. The Library and its Trustees do not control the internet and cannot guarantee the authenticity of its content. The Library cannot censor access to material nor protect users from information they find offensive or controversial. It remains the responsibility of the user to determine what is appropriate. The Library disclaims any liability or responsibility arising from access to or use of information obtained through the internet, or any consequences thereof. Parents, not the Library staff, are responsible for their child's use of the internet at the Library.

- Internet use is limited to one half hour. If no one else is waiting, the user may continue to use the computer.
- There will be a charge of $ .25 per black/white printed page; $ .50 per colored printed page.
- Library staff will scan and email a reasonable number of documents for patrons at times when they are not helping others. These documents will only be emailed to the person for whom they are being scanned. There is no fee for scanning.

Section Two: Wireless Internet Access

The Library remains a public building and use of the patron's own equipment does not exempt users from the provisions in the Computer and Internet Access Policy. All patrons use the wireless internet at their own risk and are cautioned to use good judgment in doing so. Because of the open nature of the internet there is content **that may be deemed inappropriate for viewing in the Library's public setting.** Patrons are expected to be respectful of their fellow patrons, including minor library patrons, when using the Library's wireless networks.

- The Library offers an OPEN, UNSECURED wireless network for public use. The content on this network is not filtered or otherwise blocked. By using the Library's wireless network, the user agrees that the Library has no responsibility for any personal information that is compromised, or for any damage caused to users' hardware or software due to security issues or consequences caused by viruses or hacking. Users are responsible for ensuring that their computer has adequate protection against computer viruses, spyware, and all other malware that their computer may be exposed to on the Internet or from email attachments, so that it does not infect other devices on the Library network.
- Library staff may verify whether the Library's wireless connection is up and running but will not be required to assist in making changes to the user's network settings or perform any troubleshooting on the user's computer.

MINOT-SLEEPER LIBRARY

Title: **PATRON PRIVACY AND CONFIDENTIALITY**

Purpose: To establish guidelines for maintaining privacy and confidential patron records.

Effective Date: 01-01-2026 Approval Date: 05-25-2024

Approved by: Trustees Reviewed/Revised Date: 12-18-2025

Pursuant to RSA 201-D:11 Patron records are confidential and shall not be disclosed except upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by state and federal statute. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

Patron records and any other Personally Identifiable Information (PII) collected are used solely for library operations. Information listed on patron records, including titles checked out and contact information will be disclosed only to the extent necessary for the proper operation of the library. Information listed in patron records will not be released to any individual outside the organization beyond the cardholder and anyone authorized by said patron to use the card.

The Library works with third-party vendors to provide services including, but not limited to digital collections, online services, streaming services, and more. These third-party vendors may collect and share your information. For more information on these services and the types of data that is collected and shared refer to the Library Policies webpage. You may choose not to use these third-party vendors if you do not accept their terms of use and privacy policies.

New Hampshire's library user records confidentiality law, RSA 201 D:11, protects the privacy of all borrowers, including children, regardless of their age. The records of children who have their own library cards are subject to the same privacy restrictions as the records of adult borrowers, and the library will not share those records with others, with certain exceptions for parents and legal guardians. Parents and legal guardians may be listed as an authorized user on a minor child's library account. Also, pursuant to RSA 201 D:11 lla, parents and legal guardians may request access to a minor child's current borrowing records of printed library materials and audio-visual materials.

The American Library Association includes Privacy and Confidentiality as a Library Core Value. "Privacy is essential to the exercise of free speech, free thought, and free association. Lack of privacy and confidentiality chills people's choices, thereby suppressing access to ideas. The possibility of surveillance, whether direct or through access to speech, research and exploration, undermines a democratic society. In libraries, the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others."

Minot-Sleeper Library, Bristol, New Hampshire

Request of Minor Records

Note: Please complete a separate form for each child for whom you are requesting records.

I authorize that I, the undersigned, am a parent or legal guardian of the child listed below:

_____ (name of child).

I authorize that I, the undersigned, am requesting to know what library materials

_____ (name of child) currently has checked out on their library card with the Minot-Sleeper library.

I authorize and grant the Minot-Sleeper Library the right to produce a list of library materials currently checked out to child named above in accordance with RSA 201-D:11.

I hereby release the Minot-Sleeper Library, Board of Trustees, and all employees and volunteers from any claims, damages, or liabilities arising from providing the information requested.

Only a library manager may review and fulfill requests for the borrowing records of a minor. The library will produce a printed list of currently checked out materials for the minor listed above within five business days. The requesting parent or guardian listed above may either pick up the list in person at the library, or request to have it mailed/emailed to them at the addresses provided below. To protect the privacy and confidentiality of all library users, the library will not provide such a list over the phone.

Child's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Library Staff Use Only:

Approved by: _____ Date: _____

Verification of identification for person making the request (please check one)

- ☐ Government issued I.D.
- ☐ Approved Borrower on Card
- ☐ Court Order granting guardianship
- ☐ Birth Certificate with parent named
- ☐ Signed for Card

***Revised in 2025 for implementation on January 1, 2026**

MINOT-SLEEPER LIBRARY

Title: **MEETING ROOM AND BULLETIN BOARD USE**

Purpose: To establish procedures for governing the use of public meeting room and bulletin board spaces in the Library

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

A. Meeting Space

The Library has a community meeting room available for public use upon application. Library sponsored meetings will be free and open to the public and are given priority when scheduling meeting room use. Meetings held within the Library and not sponsored by the Library are subject to these rules:

1. In accordance with the American Library Association (Article VI) interpretation of the Library Bill of Rights concerning meeting rooms: Meeting space within the Library is available to non-profit educational, cultural, civic, intellectual, and charitable organizations. Meetings in Library space must be free of charge and open to the public. (There may be a program materials charge) Individual tutoring sessions are not subject to this requirement. (If meeting rooms in libraries supported by public funds are made available to the public for non-library sponsored events, the Library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if the Library allows charities and sports clubs to discuss their activities in library meeting rooms, then the Library should not exclude partisan political or religious groups from discussing their activities in the same facilities.) Subject to availability and open library hours.
2. Persons meeting in the Library are subject to all rules and regulations of the Library. Programs may not disrupt normal library business. Attendees will supervise and be responsible for children inside and outside the library. Youth events will have at least a 1:10 Adult to Child ratio.
3. Profit-making companies or individuals are not allowed to reserve Library space, but such groups may be contracted by the Library to present a Library-sponsored informational program. In such cases, the company must offer its information in an educational presentation. No brand names or company services may be promoted, though a display may be set up for the duration of the program.
4. The Library recognizes the rights of free speech and free assembly. Granting of permission to use Library facilities does not constitute an endorsement by the Library staff or Board of Trustees of the users or their beliefs. No group will imply in its advertising that the Library has sponsored or supported its meeting or group unless written permission is given by the Library Director or Board of Trustees.

5. Room Reservations:
    a. Use of Library space must be requested through a library staff member to ensure that no two organizations need the space at the same time. A room reservation form must be filled out, and given to the Director, upon which the Director has one week to notify requestor if the meeting

room is available for the reservation. Library programs will be given priority, and all other requests will be reviewed on a first come, first served basis.

b. Notice of cancellation of use of the Library meeting room should be made at least 24 hours in advance.

6. Persons meeting in the Library are responsible for returning furniture, etc. to its original placement and leaving the space in the condition in which it was found. Any damage done to the inside or outside of the Library or its contents during or as a result of the meeting will be assessed to the meeting's sponsor. The library staff is not responsible for any aspects of setting up or cleaning up for non-library-sponsored events.
7. Programs held in the Library will be offered free of charge and open to the public; however, fees may be charged for supplies associated with the event.
8. Groups will meet during regular operating hours unless otherwise approved by the Library director or Board of Trustees. When a group meets during a time the library is not regularly open to the public, the presence of a library trustee, employee of the library, a town employee, or a qualified volunteer of the library is required by insurance. The authorized individual will coordinate with the Director, designated staff, or trustee to pick up a key if necessary. Groups will complete the appropriate reservation form and be encouraged to leave the meeting space at least fifteen (15) minutes before the library closes
9. Occupancy of library space is limited to the Fire Department safety limit of 80 people in the community meeting room.

B. Displays and Exhibits

The Library is a public forum for ideas and information. Displays and/or exhibits that support this purpose will be allowed under the following conditions:

1. Either the Library Director or the Board of Trustees may deny a request if the Library's space is insufficient, or the display is likely to physically hinder the regular operations of the Library.
2. The Library will not incur any financial responsibility for materials displayed, nor will it carry insurance to cover theft, loss, or damage.
3. No display or exhibit may violate any local, state, or federal laws.
4. No organization or individual will be permitted to place in the library any receptacle which solicits donations unless approved by the Library Director as a project which supports the library's mission, goals and/or programs.
5. Granting permission for displays and/or exhibits in the Library does not constitute an endorsement by the library staff or Board of Trustees of the display or exhibit or its content.

C. Bulletin Boards

The Library bulletin boards are meant to be a forum for the dissemination of information to the public. Some are restricted to Library postings while others display community or non-profit information. The library staff will post all submitted announcements regarding official town board meetings in accordance with state law. All other requests to post material will be honored under the following conditions:

1. All requests must be made in person to a staff member. Any material posted directly to a bulletin board without staff approval will be removed.
2. The library staff may remove a posting seven (7) days after posting or after the date of an event displayed on the posting.
3. The Library Director shall have the right to limit submissions to a single, 8 ½" x 11" sheet of paper per person or organization at any given time.

4. Any materials advocating the election of a specific candidate, the furthering of a specific political issue or agenda, or the furthering of a specific religious group, program or worldview will not be displayed on the bulletin board(s).
5. All submissions must comply with all local, state, and federal laws.
6. Library and Town of Bristol postings always take priority.
7. Information about for-profit organizations may only be posted if the messaging supports community efforts or benefits a non-profit.

Meeting Room Request Form

Name

Phone Number

Email address

Name of Organization

Type of Organization

Today's Date

Date requesting the meeting room for

Purpose of meeting

Time (begin and end) requesting the meeting room for

How many people do you expect for this meeting?

MINOT-SLEEPER
LIBRARY

Title:	**REFERENCE POLICY**	
Purpose:	To establish guidelines for responding to reference requests.	
Effective Date:	2-24-2015	Approval Date: 2-24-2015
Approved By:	Trustees	Reviewed/Revised Date: 5-1-2024

Reference questions will be answered for all library users, even those who are not registered patrons. The Librarian and library staff will provide reference and answer questions to the best of their knowledge, abilities and/or use of current research tools. Staff do not provide legal and/or medical advice. They will not share statues or laws over the phone but will request patrons come to the library to get a copy of the law. Requests for in-depth research may require a private consultation with the Librarian and/or questions that cannot be answered by the library staff may be referred to an outside resource such as the New Hampshire State Library or the New Hampshire Law Library.

MINOT-SLEEPER
LIBRARY

Title: **DISPOSITON OF RECORDS**

Purpose: To comply with RSA 33-A, State of New Hampshire

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

Records will be kept in accordance with guidelines set forth in Section 33-A, 3-a of the Revised Statutes Annotated (RSA) of the State of New Hampshire.

An extract of these is attached at enclosure One as a general guideline.

TITLE III
TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 33-A DISPOSITION OF MUNICIPAL RECORDS

Section 33-A: 3-a
EXTRACT

The listing below will serve as a general guideline

1. Accounts receivable: until audited plus one year.
2. Annual audit report: 10 years.
3. Annual reports, town warrants, meeting and deliberative session minutes in towns that have adopted official ballot voting: permanently.
4. Archives**: permanently**.
5. Articles of agreement or incorporation: permanently.
6. **Bank deposit slips and statements: 6 years.**
7. Blueprints-architectural: life of building.
8. **Budgets: permanently.**
9. Building permits-applications and approvals: **permanently.**
10. Building permits-lapsed: permanently.
11. Cash receipt and disbursement book: 6 years after last entry, or until audited.
12. **Checks: 6 years.**
13. Contracts-completed awards, including request for purchase, bids, and awards: life of project or purchase.
14. Contracts-unsuccessful bids: completion of project plus one year.
15. Correspondence by and to municipality-administrative records: minimum of one year.
16. Grants, supporting documentation: follow grantor's requirements.
17. Grievances: expiration of appeal period.
18. Invoices and bills: until audited plus one year.
19. **Job applications-successful: retirement or termination plus 50 years.**
20. **Job applications-unsuccessful: current year plus 3 years.**
21. Legal actions against the municipality: permanently.
22. **Library:**
    (a) Registration cards: current year plus one year.
    (b) User records: not retained; confidential pursuant to RSA 201-D:11.
23. Meeting minutes, tape recordings: keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape.
24. **Minutes of boards and committees: permanent**
25. Time Cards: 4 years

MINOT-SLEEPER LIBRARY

Title: **ANIMAL POLICY**

Purpose: To establish guidelines for animals in the Library.

Effective Date: 2-1-2016 Approval Date: 1-19-2016

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

The Minot-Sleeper Library, in accordance with Federal law, welcomes patrons and their service or assistance animals to the Library. According to the Americans with Disabilities Act (ADA), service animals are defined as dogs individually trained to do work or perform tasks for people with disabilities. Animals may also be allowed for special programs hosted by the Minot-Sleeper Library and approved by the Director. Any animal causing disruption or harm to the Library, or its patrons, will be required to leave the building immediately. Except for the situations described above, animals are not permitted inside the Library for the safety and comfort of all patrons. Individuals who bring an animal that is not a service or assistance animal or is not part of a scheduled program into the Library will be asked to leave and return only when they are without the animal.

MINOT-SLEEPER LIBRARY

Title:	**MONETERY AND PROPERTY DONATION POLICY**	
Purpose:	To establish guidelines for the receipt of monetary and property donations and gifts.	
Effective Date:	2-24-2015	Approval Date: 2-24-2015
Approved By:	Trustees	Reviewed/Revised Date: 5-1-2024

The Minot-Sleeper Library welcomes gifts of money, books, or other property. Gifts help the Library achieve its mission and enhance our collection and services. The Minot-Sleeper Library through its Board of Library Trustees may accept or decline any gift offered at its discretion. The Minot-Sleeper Library also reserves the right to use the gift in whatever manner best serves the interests of the Library. If accepted, the gift becomes the property of the Minot-Sleeper Library. All gifts may be utilized, sold, or disposed of in the best interest of the Library.

Monetary Contributions:

Monetary contributions are allocated by the Library Board of Trustees to supplement but not supplant the regular operating budget.

Monetary Endowments:

The Minot-Sleeper Library may accept donations to create an endowment fund with specific purposes and uses on a case-by-case basis. The terms of the endowment agreement will be developed by the donor, Library Director, and Library Trustees.

Book Donations - memorial books

Memorial books may be donated in honor of a friend or relative and are marked with a special bookplate. The continued presence of the book within the collection is based on the judgment of the Library Director and the use, wear, and appropriateness of the book will be taken into consideration.

Other Property (i.e., musical instruments, artwork, plants, furniture, etc.)

Gifts of other property especially enhance the ability of the Minot-Sleeper Library to offer a positive experience to our patrons. The decision to accept or decline offers of real property will be made on a case-by-case basis by the Board of Trustees, based on recommendations of the Library Director. The decision to accept the gift (and the continued use of the gift) will be based on the appropriateness of the gift to a library setting, the potential future cost of maintaining the gift, physical space constraints of the Library, and other factors particular to the type of gift as determined by the Board of Trustees.

Disposition of gifts:

In making your gift it is important to understand that the Minot-Sleeper Library reserves the right to use the gift in whatever way best serves the interest of the Library. The Library applies the same criteria for evaluating gift items as it applies to purchasing material. Gifts will be withdrawn in the same manner as purchased material. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items

Tax Implications :

All gifts are tax deductible, and the library will furnish a statement for tax purposes but does not place a financial value on used items. The Internal Revenue Service will not accept an appraisal or estimated value of your gift from the recipient institution. This means that the Library cannot tell you what your gift is worth for the purpose of a tax deduction. The Library is a non-profit institution. If you intend to take a tax deduction based on your gift, we will give you a receipt for the number of books donated. We are unable to give you a dollar value for your gift. An independent party needs to give an appraisal.

MINOT-SLEEPER
LIBRARY

Title: **EMERGENCY CLOSING POLICY**

Purpose: To establish a procedure for emergency closings
Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

During extreme weather situations or community emergencies, the Director may close the Minot-Sleeper Library at their discretion. Employees scheduled to work the day of a closing, or a delay will be notified by the director as soon as possible before they are scheduled to start work. If such an event occurs, the Director will inform the Chair of the Library Board of Trustees of the decision.

The Director will also inform the local television station of the closing and post a notice on the library's website.

MINOT-SLEEPER LIBRARY

Title: **SECURITY AND SAFETY POLICY**

Purpose: To establish standards for a safe and secure environment for patrons and staff of the Library

Effective Date: 2-24-2015 Approval Date: 2-24-2015

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

Section One: General Security and Safety

The Minot-Sleeper Library strives to maintain a safe and secure environment for its staff and patrons. In order to do so, the following rules shall be adhered to at all times:

- Proper lighting in the building and on the Library grounds shall be kept operational at all times. Shrubs and trees shall be maintained at reasonable heights so as not to provide any hiding spots around Library exits.
- All walkways and steps shall be shoveled and sanded regularly during the winter to provide usable alternate exits in case of emergency.
- The Library will have a first aid kit and defibrillator available in case of medical emergency.
- All cleaning chemicals will be kept in locked cabinets in a non-public area.
- The building shall be checked nightly at close, including bathrooms, to ensure that all patrons are out of the building.
- The building will be locked and alarmed every night at closing and all windows will be closed and locked.
- All efforts will be made to have at least two staff members, or a staff member and trustee or qualified volunteer, leaving the Library together at closing.
- When Library personnel have a reasonable belief that a crime has been committed, they should make every effort to preserve any direct evidence of that crime and inform the Library Director or her designee who shall call the appropriate authorities.

Section Two: Problem Patrons

Should a staff member encounter a belligerent patron, or someone who makes the staff member feel uncomfortable and threatened, they should refer the situation to the Library Director (or her designee) who may call the local police for assistance.

Situations that warrant immediate police involvement include:

- If an individual physically harms another person or threatens to do so;

- If an individual intentionally damages property, or threatens to do so;
- An individual is using or possesses illegal drugs or is drinking alcohol, or appears intoxicated;
- An individual views or prints child pornography from any computer within the Library.
- An individual engages in an act of public indecency including masturbation, fondling another person, intercourse, or public nudity. Breast feeding is not included in this definition.
- The police should be notified of problem patrons even if the situation does not escalate to violence.
- A patron shall be asked to leave the building if they verbally or physically threaten a staff member or other patron; should a patron refuse to leave, the police shall be called to remove the person.
- A patron who has an episode that requires police involvement may be sent a follow up letter from the Board of Trustees notifying the patron of appropriate consequences of the action up to and including terminating the patron's right to enter the library.
    - The following may be examples of troublesome behavior but are NOT reasons to call the police.
        - Violations of Library policy such as cell phone use, eating, or talking in quiet areas.
        - Abusive comments by Library users that do not include threats of bodily harm.
        - Adults viewing sexually explicit materials that are NOT child pornography. We can ask them to leave but it is not illegal, and not a police matter.
        - Homelessness or offensive bodily hygiene.

Patron Appeal Procedure

- Notice of Appeal - Revocation or denial of Library privileges may be appealed if the individual files a written notice of appeal with the Library Director after receiving notice of the revocation or denial. Such notice should be sent c/o Minot-Sleeper Public Library, 35 Pleasant St. Bristol, NH 03222.
- Appeal procedure - Within 10 days of receipt of the notice of appeal to the Library Director she should schedule a meeting with the patron to resolve the issue which caused the revocation or denial of library privileges. At the Library Director's discretion, a Trustee may be present.
- If a resolution cannot be reached with the Library Director, the individual may make a written request to the chairperson of the Board of Trustees asking that the matter be addressed by the Board of Trustees at its next scheduled public meeting. The individual may attend the meeting and make a short presentation after which the board shall decide the matter. The determination of the Library Board shall be final.

Section Three: Keys and Access

In order to ensure the security of the Library the disposition of keys to the Library should be limited to those who are responsible for the property. Keys may be signed out on a case by case basis when access to the Library is necessary and the Library staff is not available.

Those individuals or organizations whom are given authority to unlock the building are responsible for ensuring the building is properly secured at all times and locked and alarmed upon leaving.

The Library Director in conjunction with the Board of Trustees will determine what organizations and/or individuals will have keys to the building.

MINOT-SLEEPER LIBRARY

Title: **EVACUATION PLAN AND PROCEDURE**

Purpose: To establish procedures for evacuating the library building during a fire or other emergency

Effective Date: 1-18-2017 Approval Date: 1-18-17

Approved By: Trustees Reviewed/Revised Date: 5-1-2024

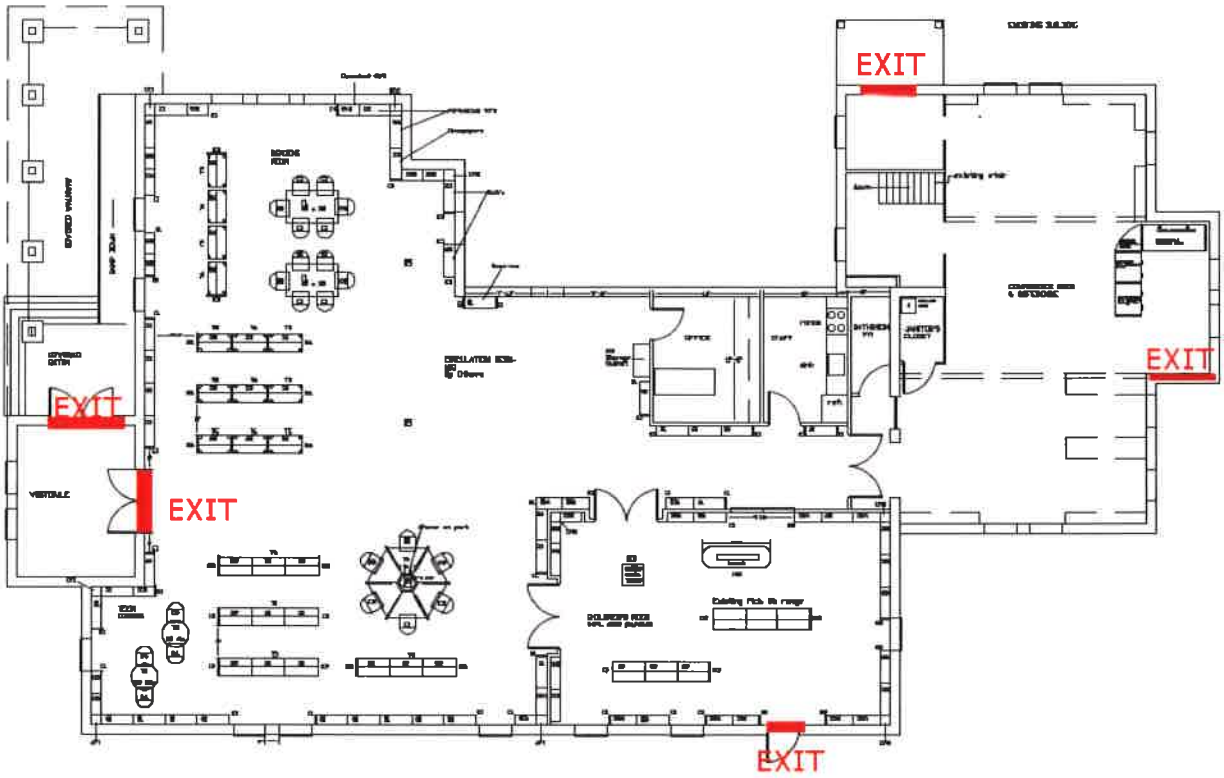
The purpose of the library's evacuation policy and procedure is to ensure the safe and timely exit of all library employees and patrons from the building in the event of a fuel leak, fire, or other emergency.

In an evacuation situation:

- In the event of a fire, the staff person closest to a door will pull the fire alarm
- Staff members ensure that all persons in the building leave immediately through the exit door closest to them or most easily accessible, and help escort any person(s) who may need assistance
- Staff, the public and all others in the building will take essentials only – keys, wallet, phone, only if within easy reach, and leave all other objects behind.
- Staff will close doors behind them as they leave the building
- Once evacuation is safely underway, the Library Director or staff member acting in his or her place will call 911
- All persons should gather in the parking lot of the Masonic Hall
- The Library Director or staff member overseeing that day's operations will make sure all employees and volunteers on the schedule are safe and accounted for
- The Library Director or staff member overseeing that day's operations will be the point of contact for the first emergency personnel officer who shows up at the scene. He or she will provide pertinent information to the officer.
- The Library Director will notify the Library Board of Trustees of the evacuation as soon as possible
- Any questions or requests for comment regarding the evacuation from the press should be directed to and answered by the Chair of the Board of Trustees

Any of the above procedures may be altered as determined by the library staffs' judgement during an emergency to ensure the safety of all individuals while evacuating from the building.

Copies of this policy and procedure will be kept in at least one other location outside of the Library.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