

STAMFORD COMMUNITY LIBRARY POLICIES

Rules of Library Use

1. The library will serve all of the residents of Stamford, as well as those of neighboring towns, free of charge. Anyone applying for borrowing privileges must supply a street address and phone number and email address where they can be reached. Seasonal residents must supply a permanent address as well. Community members who do not have borrowing privileges may utilize the library and the computers, but may not check out materials or use the Interlibrary Loan services.
2. The use of the Library or its services may be denied for due cause. Such cause includes failure to return books, destruction of library property, disturbance of other patrons, or failure to pay the cost of a lost or damaged book. Services may be denied if patrons violate the conditions of the Internet Use Policy.
3. The consumption of food or beverages in the library by the patrons shall not be allowed except as part of special library programs. **THE LIBRARY IS A NUT-FREE ZONE.**
4. **Animals are not permitted in the library** unless the animal is a trained service animal assisting patrons with either their physical or mental health, or is part of a library program. Exceptions to this policy may be made by the Librarian.

Selections of Books

The library supports the Library Bill of Rights, the Freedom to Read and the Freedom to View Statements as the basis for material selection.

The Librarian utilizes their own professional judgment and expertise when selecting books or library materials for all age groups.

For the process, they will use authoritative professional reviews, standard lists of basic works and professional journals. Recommendations from the library patrons will receive careful consideration, balanced against overall objectives and existing needs of the book collection. Criteria used in selecting materials shall include the following:

1. High standards of quality in content, expression and form
2. Factual accuracy and authoritativeness
3. Significance of subject
4. Current usefulness
5. Interest
6. Permanent value and quality of production
7. Physical condition of the medium

Library Hours

The library will attempt to be open during hours which will be most convenient to the public. Hours are posted at the library entrance, on the library's website and on the Town of Stamford website.

Library Closure

In the event of an emergency, including dangerous weather, the decision to close the Library during regularly scheduled hours will be made by the Librarian. Announcement of the closure will be made by social media post and email blast. If possible, a Trustee will be notified. Emergency closure will not result in loss of pay to the scheduled employee.

Donated Materials

Due to the limited space in the library, any donations of materials may be accepted at the discretion of the librarian, with the understanding that the donations become the property of the library.

Memorial Materials

The library will accept memorial materials. Persons wishing to make a gift in memoriam should consult with the Librarian prior to making a choice of book(s). Memorial book plates will be affixed to the inside of the books if the donor so desires. These materials may not be shelved or displayed separately, but will be incorporated into the general collection.

Monetary Donations

The library accepts monetary donations. The Librarian, in consultation with the donor, where appropriate, will determine the items to be purchased or the use to be made of these monies. A memorial plaque can be affixed to a newly purchased item if the donor so desires.

Visually Impaired and Handicapped

The library is accessible to the handicapped and shall provide, upon request, large print books and audiobooks from the Department of Libraries Special Services Unit.

Dues

The library pays dues to the Vermont Library Association on behalf of the Librarian and the Trustees.

Policy Revision

Policies may be reviewed at any meeting of the board of Library Trustees and may be revised by a 3/5 vote of the Library Trustees. The policy shall be reviewed periodically, whereupon any revisions or additions, which are deemed necessary, may be made.

Reconsideration of Materials

The library encourages patron suggestions and feedback concerning selection. If a patron objects to a particular book in the collection, they will be given the opportunity to fill out the

“Request for Reconsideration of a Book” form. The board will then follow the procedure for reconsidering said material.

Weeding the Collection

The criterion that is used in selecting materials also applies to the systematic removal of outdated, seldom circulated, or badly worn books. Each withdrawal shall be judged as a whole and with the needs of the library patrons in mind. Books and materials which have been discarded will be disposed of at the discretion of the Librarian.

Borrowing Privileges

All adults and children who have applied for borrowing privileges may borrow books from the Library for a period of three weeks, renewable for an additional three weeks whenever possible. Laptops and Items in the “Library of Things” will be borrowed for a time frame specific to said item. Patrons failing to adhere to this policy will be notified in writing prior to having borrowing privileges withdrawn.

Lost or Damaged Materials

The borrower who loses or damages library material will be billed for their replacement. In the event that the bill is not paid, borrowing privileges may be withdrawn. If a patron has any overdue Interlibrary Loan Materials, all ILL privileges will be suspended until those materials are returned. A notice will be sent to the patron when those items become overdue. The patron will be responsible for payment of any fees, which are incurred as a result of those items being overdue.

Overdue Fines

The Stamford Community Library does not charge fines for overdue books. As an alternative, a donation can be made to the library in place of an overdue fine

Volunteers

The Librarian will be responsible for accepting and supervising volunteers.

Confidentiality of Records

The library respects the confidentiality of its patrons. See “Policy and Procedures for Privacy and Confidentiality of Library Records” document.