

# FREEDOM PUBLIC LIBRARY STATEMENT OF POLICY

The Board of Trustees determines Library Policy.

## 1. OBJECTIVES

- A. To assemble, preserve and administer a superior collection of books and other printed and non-printed materials that will provide and promote education and recreation for the citizens of this community.
- B. To present a variety of up-to-date materials and programs providing patrons with differing points of view, as finances permit.
- C. To cooperate with the schools, school libraries and other libraries in the Statewide Library Development System.
- D. To observe the Library Bill of Rights and Freedom to Read statements (available from the Librarian).
- E. To operate this library in accordance with New Hampshire Library Laws.

## 2. BOARD OF LIBRARY TRUSTEES

The library is governed by three (3) trustees, elected according to the laws of New Hampshire and operating under its duly adopted by-laws. The library has one alternate (1) trustee appointed by the Board of Selectman for a one-year term.

## 3. USE OF THE LIBRARY

- A. A borrower must provide sufficient information for the Librarian to maintain patron records; bar-coded cards will be issued for the use of the borrower.
- B. Use of the library or its services may be denied by the Librarian or Trustees for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, abuse of computer privileges, or any other objectionable conduct on library premises.
- C. The library is free to Freedom residents and others at the discretion of the Librarian.
- D. Parents and guardians of minors are responsible for materials borrowed.
- E. DVD's and videos may be loaned for one week. All other material may be loaned for three weeks. The only exception is interlibrary loans. The loan period for interlibrary loans is determined by the lending library.
- F. Donations of ten (10) cents a day per item are recommended for overdue material.
- G. If the patron has a complaint concerning the content of a book, such complaint may be registered on the appropriate form available from the Librarian and referred to the Board of Trustees for consideration.
- H. The library will be open not less than 20 hours per week except during holidays and emergency closures.
- I. The use of the library for community purposes may be permitted at the discretion of the Librarian and/or the Trustees.

- J. All exhibits are displayed at the owner's risk.
- K. No commercial advertising or political materials may be displayed, except as antique or historical displays.

#### 4. GIFTS AND MEMORIALS

Subject to NH State RSA's and applicable laws, the library may accept gifts of books and other materials with the stipulation that the library has the right to dispose of them as it wishes. Gifts of money, art objects, real property and/or stock shall be accepted under conditions satisfactory to the Board of Trustees.

#### 5. EXPENSES

Membership fees for professional library associations such as the New Hampshire Library Trustees Association, the New Hampshire Library Association and the American Library Association are payable from the library funds. Trustees and Librarians are entitled to be paid for expenses to and from library meetings, conferences and training courses.

#### 6. SELECTION OF LIBRARY MATERIALS

- A. Books and non-print materials shall be selected by the Librarian.
- B. Materials are judged by the standards appropriate to their purpose and nature. Not all guides and criteria are applicable to every item and they vary in relation to importance. These guidelines are accurate information, reputation and significance of the author, extent of coverage, literary quality, originality and imagination, timeliness and good taste, quality of production, reputation and standards of the publisher.
- C. The public library shall cooperate with the schools or other institutional libraries, but cannot perform the function of meeting the curriculum needs.
- D. Materials that are no longer useful to the Freedom Public Library shall be systematically weeded from the collection according to accepted professional practices.

#### 7. PERSONNEL POLICY

The Freedom Public Library's permanent employees are the Director (Librarian) and the Library Assistant. The Director will be responsible for annual performance appraisals and reviews on all salaried employees under the Director's management including the Library Assistant. These annual performance appraisals will be submitted to the Library Trustees for consideration of performance compensation. The Trustees will be responsible for the Director's performance review and compensation.

- A. Salary Schedule: Salaries and hourly rate of pay are determined by the Board of Trustees.

- B. Vacation Schedule: Vacation time will be determined by the Board of Trustees. The Librarian will determine the dates of the vacation for the Library Assistant.
  - C. Sick Leave: Sick leave will be decided by the Board of Trustees and depend upon the circumstances.
  - D. Holidays: Holidays will be determined annually by the Board of Trustees.
  - E. Resignation: One month's written notice shall be provided to the Board of Trustees.
  - F. Reimbursements: Librarian's expenses for library courses, meetings, workshops and conferences shall be paid by the library.
  - G. Duties of the Librarian include but are not limited to the following:
    - a. Suggest and execute improvements for library service;
    - b. Select books and materials for the library;
    - c. Train and manage volunteers at the library;
    - d. Supervise and evaluate the Library Assistant;
    - e. Provide program planning and development;
    - f. Oversee daily operations of the library;
    - g. Know the resources available at the State Library and other libraries throughout the statewide system and how to make efficient use of them;
    - h. Prepare periodic reports for the Board of Trustees;
    - i. Initiate and support a public relations program in the community;
    - j. Attend as many professional meetings, workshops and seminars as feasible;
    - k. Formulate job descriptions and procedure manuals;
    - l. Oversee the use of the computer system.
  - H. Duties of the Library Assistant: Assist the librarian in carrying out the aforementioned duties.
8. AMENDMENT AND REVIEW

This policy may be amended at any regular trustees meeting.