

TRACY MEMORIAL LIBRARY
POLICY MANUAL

TRACY MEMORIAL LIBRARY

Policy Manual



Contents

Mission Statement	4
Core Values	4
Purpose Statement	5
Services of the Library	6
Registration of Borrowers: Resident	7
Registration of Borrowers: Non-resident	8
Use of Library Materials and Services	9
Use of Computers and Internet	10
Use of the Meeting Room	12
Use of the New Hampshire Room	15
Unattended Children	17
Patron Behavior Policy and Procedure	18
Cooperation with Other Libraries	20
Confidentiality of Library Records	21
Materials Selection Policy	22
Gifts and Special Collections	24
Displays and Exhibits	25
Budget	26
Investments	27
Board of Trustees	28
Personnel	29
Compensation Philosophy	30
Public Relations Policy	32
Social Media Policy	33
Unscheduled Closures	34
Pandemic Policy	35
Appendix I	38

TRACY MEMORIAL LIBRARY

Policy Manual



American Library Association Library Bill of Rights.....	39
American Library Association Freedom to Read Statement.....	40
American Library Association Code of Ethics.....	44
Appendix II.....	46
Meeting Room Application.....	47
Hold Harmless Agreement.....	48
Assumption of Responsibility for Audio Visual Equipment.....	49
Appendix III.....	50
Public Possession/Consumption of Alcoholic Beverages.....	51
Appendix IV.....	53
Request for Reconsideration of Library Materials.....	54
Appendix V.....	56
Guidelines for the Garden at Tracy Library.....	57
Application to Use the Garden at Tracy Library.....	59
Hold Harmless Agreement.....	60
Appendix VI.....	61
Rules of Government of the Board of Trustees.....	62

TRACY MEMORIAL LIBRARY

Policy Manual



Mission Statement

Tracy Memorial Library serves the New London community by providing access to diverse ideas and information through a wide variety of library materials, services, technology, and programs.

Core Values

Access for All

As a publicly supported library, we provide free and equal access to information for every person in our community. All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally, and equitably accessible to all library users.

Quality Service

We provide the highest level of service to all library patrons and visitors. Our attitude, our willingness to help, and our caring make this library a special place for our community. We strive for excellence by maintaining and enhancing our own knowledge and skills, and by encouraging the professional development of co-workers.

Freedom to Read

We uphold the principles of intellectual freedom and resist all efforts to censor library resources. The First Amendment mandates the right of all persons to free expression, and the corollary right to receive the constitutionally protected expression of others. We provide free and equal access to information for all so that we may have an informed and enlightened citizenry.

TRACY MEMORIAL LIBRARY

Policy Manual



Purpose Statement

The general purpose of the Tracy Memorial Library shall be:

- To assemble, organize, preserve, and make easily available, print, and non-print library materials and services that will meet the educational, informational, and recreational interests and needs of the community.
- To develop broad community awareness of the Library and its services, and to encourage full use of these services through guidance and personal attention to Library users of all ages.
- To expand objectives and services through cooperation with local libraries and organizations, through system membership at the regional and state library level, and through electronic access to worldwide resources.
- To maintain and improve library facilities and technologies which shall be adequate for carrying out these policies.
- The Library supports the *American Library Association Bill of Rights*, *American Library Association Freedom to Read Statement*, and *American Library Association Code of Ethics* (see Appendix I).

TRACY MEMORIAL LIBRARY

Policy Manual



Services of the Library

To encourage the wide use of its facilities and collections, the Library will:

- Provide books and other materials for information, entertainment, and enrichment of the people of the community.
- Feature current, high-demand, high-interest materials in a variety of formats.
- Maintain attractive displays and effective signage, easily accessible shelf space, comfortable seating, and access for the handicapped.
- Provide guidance and assistance to patrons.
- Sponsor and publicize programs such as speakers, discussion groups, exhibits, story hours, etc.
- Distribute special material lists and collect materials to encourage circulation in connection with Library programs and other pertinent programs and events.
- Secure information and materials from other libraries as required, and provide information and materials to other libraries as requested.
- Provide meeting room space, informal space, display facilities, and equipment for community or Library sponsored programs, in accordance with approved policies and regulations.
- Provide access to information technology both at the Library and from patrons' homes.
- Abide by all United States and New Hampshire state laws and policies applicable to discrimination and harassment.
- Not discriminate on the basis of race, color, religion, sex, national origin, age, veteran's status, gender identity or expression, sexual orientation, marital status, or disability in admission or access to, or treatment or employment in, its programs, services, or activities.
- Be open to the public during hours that best meet the needs of the community, as determined by the Board of Trustees upon recommendation of the Library Director.

TRACY MEMORIAL LIBRARY

Policy Manual



Registration of Borrowers: Resident

Tracy Memorial Library provides three types of library cards for residents of New London. Resident cards are free of charge after completing an application form and providing proof of residency. Resident cards must be renewed every three years. As mandated in NH RSA 201-D:11 an individual library cardholder has the right to privacy regardless of age.

- **ADULT:** Adult residents of New London (age 18+) are eligible for an adult library card. In addition, any person owning property in New London shall be considered a “resident.”
- **TEEN:** Teenage children thirteen through seventeen years of age are eligible for a Teen library card. Any materials checked out on this card will be the financial responsibility of the teenage child. Teen cards are for use only by the teenage child.
- **YOUTH:** Children aged five through twelve are eligible for a Youth library card after completing an application bearing a resident parent/guardian’s signature. Any materials checked out on this card will be the financial responsibility of the parent/guardian, and any information related to overdue materials checked out may be available to both parties. Youth cards are for use only by the child. A parent/guardian may not use the child’s card in place of their own.

TRACY MEMORIAL LIBRARY

Policy Manual



Registration of Borrowers: Non-resident

Tracy Memorial Library offers several types of cards for households and individuals who are not considered residents of New London. Some of these non-resident cards require payment of a fee. Fees are based on the cost of providing library service, and equity with New London taxpayers. Fees shall be reviewed annually by the Board of Trustees. Unless otherwise noted, non-resident cards must be renewed annually.

- **NON-RESIDENT (Household):** Upon payment of an annual fee, persons who are not residents of New London may borrow from the Library. One library card will be issued in the name of the applicant but may be used by all members of that person's household
- **VISITOR (Family):** Upon payment of a fee, persons living outside of New Hampshire who are visiting New London or the surrounding area for at least two weeks may borrow from the Library. One library card will be issued in the name of the applicant but may be used by all members of the applicant's family. Proof of local and home address is required.
- **Exempt from the non-resident fee are the following, which are treated as individual cards (rather than household):**
 - **STUDENT:** Non-resident school-age children who live within the boundaries of the Kearsarge Regional School District (borrowing privileges are for the individual student only)
 - **TEACHER:** Non-resident teachers of the Kearsarge Regional School District. Proof of teacher status is required.
 - **TOWN:** Non-resident individuals currently employed by the Town of New London
 - **CSC:** Current employees and students at Colby-Sawyer College. Proof of Colby Sawyer College affiliation is required.
 - **BUSINESS:** The owner of any business located in New London, whether the business owns or rents space. Proof of physical business address and home address is required.
 - **NON-PROFIT:** The Chief Executive Officer of any non-profit organization located in New London. Proof of physical organization address and home address is required.

TRACY MEMORIAL LIBRARY

Policy Manual



Use of Library Materials and Services

- Library programs shall be available to all patrons and visitors free of charge.
- Physical and digital library materials may be used within the library by anyone. In-library use does not require a library card.
- Borrowers are expected to return materials in a timely manner.
- Borrowers shall be financially responsible for any and all lost or damaged materials.
- Borrowing privileges may be temporarily or permanently suspended by the Library Director for due cause, such as: failure to return materials; failure to pay for lost or damaged materials; destruction of Library property; or any other conduct on Library property that does not adhere to the Patron Behavior Policy.

TRACY MEMORIAL LIBRARY

Policy Manual



Use of Computers and Internet

Internet access is available at Tracy Memorial Library as a resource to be utilized in fulfillment of the Library's mission to serve the needs of the New London community by providing free access to a diversity of ideas and information through a wide variety of library materials, services and experiences. The Internet allows users to connect to networks of resources outside of Tracy Library.

Tracy Library is not responsible for any material or services users order on-line and cannot provide assistance with these tasks. Use of Library computers and Internet is at patrons' own risk, including the potential for lost data or theft of personal information.

The Library has no control over Internet content, nor does the Library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it may be inaccurate, out-of-date or unavailable at times. It contains material that some may deem inappropriate for viewing by children. Parents and/or guardians are expected to monitor and supervise their children's use of the Internet. The Library is not in a position to provide this monitoring and supervision, and there are no filters on any Library computers.

The following regulations apply to the use of the Library's Internet computers:

- Access is on a first-come, first-served basis.
- When all public computers are in use, access time shall be limited.
- Computer use is limited to ONE user per computer. Permission for more than one user may be given for special circumstances.
- Users may save to, and work from, their own removable media, email or Cloud account. Users may print material for a fee.
- Patrons must not use the computer for any illegal purposes, including unauthorized access, hacking, software piracy, or transmission of copyrighted materials without permission of the owner of the copyright.
- Misuse of Library computers may result in the loss of computer privileges. Such misuse includes, but is not limited to:
 - use of the computers for any illegal purpose
 - damaging or altering computer equipment or software
 - downloading or installing any program on the hard drive
 - deliberate propagation of computer viruses

TRACY MEMORIAL LIBRARY

Policy Manual



- transmission of threatening, harassing, or abusive language
- violation of any Library rules including but not limited to those which apply to computer use.

TRACY MEMORIAL LIBRARY

Policy Manual



Use of the Meeting Room

When not being used for Library purposes, the Community Meeting Room is available to local organizations engaging in educational, cultural, intellectual or civic activities and events. Any group wishing to use the Meeting Room must read these Meeting Room Guidelines and then complete a Meeting Room Application and the Hold Harmless and Assumption of Responsibility agreements (see Appendix II). Any group that fails to comply with any of the below guidelines may be denied further use of the Meeting Room, and a user fee may be assessed. The Board of Trustees reserves the right to modify these rules at any time in response to changing conditions or circumstances.

1. For new groups, no reservations will be held or booked until an application form is completed. For ongoing groups, an application must be updated annually including newly signed and dated Hold Harmless and Assumption of Responsibility agreements.
2. The Meeting Room is available Tuesday through Saturday. The Meeting Room is not available on days when the library is closed (Sundays, Mondays and holidays). Attendee arrival and setup may not begin prior to 9 AM. Please do not knock, rattle the door, or try to gain entry before the Library is officially opened.
3. The Meeting Room may be used beyond the Library's closing time, Tuesday through Friday. Evening events must end by 10 PM. When the library is closed, public use is restricted to the Meeting Room, entry lobby and restroom. Your organization is responsible for picking up a key during the Library's open hours, locking the door at the end of the meeting, and returning the key via the book drop. A fee will be assessed in the event that the key is not returned.
4. Users must disclose the nature of their meeting when making the reservation. Charging fees, selling of any sort, or soliciting funds is not permitted. No private parties are allowed.
5. The Meeting Room is in such high demand that it can impact the Library's ability to hold its own events. Although the Library will make every effort to honor your reservation, the Library reserves the right, with as much notice as feasible, to cancel a reservation if the Room is needed for a Library program or for other legitimate purposes.
6. Reservations will be accepted up to four months in advance. To ensure equitable access, the Library reserves the right to limit the frequency of any group's use.
7. If the Library closes due to storms or other extraordinary circumstances, the applicant will be notified, if possible, but it is the applicant's responsibility to notify attendees. The Library is not responsible for any cost incurred by any group as a result of such closing.
8. The Library must be notified as soon as feasible if a meeting is canceled so that other groups may use the space.

TRACY MEMORIAL LIBRARY

Policy Manual



9. Groups are responsible for setting up the Meeting Room for their meeting, and for cleaning up and restoring to order afterward. This includes replacing moved furniture, closing windows, turning off lights and making sure trash is properly disposed of. Please include this set-up and take-down time when making your reservation.
10. Library staff is not available to change the room arrangement or to provide support services such as carrying equipment or materials into or around the Library, or making photocopies. Any meeting requirements or needs are solely the responsibility of the applicant.
11. Groups wishing to use Library audio-visual equipment in the Meeting Room must complete an Assumption of Responsibility agreement and receive training in advance of the meeting, at a time convenient for Library staff. Staff is not available to operate audio-visual equipment during the meeting and should not be expected to respond immediately to any potential malfunction. Library equipment is not available for use off premises. If there is any damage, the user will be billed.
12. A kitchenette is available. Beverages and light refreshments may be served, but no cooking is permitted. Users must provide their own food, beverages, cups and other supplies. Applicant shall thoroughly clean the kitchenette after use and remove any trash, unused food, supplies and catering equipment.
13. Prior to leaving, the applicant shall notify the Circulation Desk so that a staff member can check the condition of the Meeting Room.
14. Users shall not change, re-set or otherwise tamper with any thermostat or heat control. Any problems should be reported to Library staff. It is not the Library's obligation to correct any heating problem except in the ordinary course of its business.
15. Parking for persons using the Meeting Room is available in the municipal lot, located across Pleasant Street. The Library's short-term parking is reserved for patrons visiting for ten minutes or less.
16. Groups must state their sponsorship in their advertising or meeting announcements and are prohibited from making statements that suggest Library sponsorship or endorsement. Inquiries from the public concerning specific programs will be referred to the sponsoring organization.
17. Youth (under 18) groups must have an adult (over 21) sponsor and one adult in attendance for every twenty young people.
18. The Library recognizes the rights of free speech and free assembly. We subscribe to Article VI of the Library Bill of Rights: facilities should be made available to the community on an equitable basis, regardless of the beliefs or affiliations of users (see Appendix I-A).

TRACY MEMORIAL LIBRARY

Policy Manual



19. The entire Library is a non-smoking facility. Alcoholic beverages may be served only with the prior approval of the Library Board of Trustees. Except as determined by the Board, beverages shall be served in accordance with the Town of New London's policy on alcoholic beverages (see Appendix III).
20. The Library, Library staff, and Library officers are not responsible for any articles left at the Library.
21. Although use of the Meeting Room is free, donations to the Library are always appreciated.
22. An exception to any of the above requires a formal request in writing, submitted to the Board of Trustees for consideration at least sixty days prior to the scheduled event. The Board of Trustees may approve, deny or approve with conditions any such request in its sole and unfettered discretion.

TRACY MEMORIAL LIBRARY

Policy Manual



Use of the New Hampshire Room

The New Hampshire Room houses local historical and genealogical materials as well as some special book collections.

- The New Hampshire Room is available to the public for research and for use as a quiet study area during regular Library hours.
- The New Hampshire room may not be reserved or used for meetings or group gatherings.
- Food and beverages are not allowed in the New Hampshire room, with the exception of bottled water.
- Visitors must follow the *Patron Behavior Policy*.

TRACY MEMORIAL LIBRARY

Policy Manual



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TRACY MEMORIAL LIBRARY

Policy Manual



Unattended Children

In order to provide for the general safety of children using the Tracy Memorial Library, and to provide for the general welfare of all persons using the Library, and also to prevent undue disruption of normal Library activities, the following rules and regulations shall apply:

- Tracy Memorial Library assumes no responsibility for children of any age left unattended at the Library. The Library and its grounds are not continuously monitored by staff. Parents assume all liability for damage done by their children to the Library facility or property.
- Children ten years and older with parental permission may use the Library unattended. They are subject to all rules and regulations in effect at Tracy Memorial Library concerning behavior and conduct.
- Children younger than ten must be in the immediate presence of an attending adult or designated caregiver (13 years or older). Library personnel cannot supervise children.
- Children younger than 10 must be supervised at all Library-sponsored programs. The parent or designated caregiver must remain in the Library during the program.
- Children who come to the Library with organized groups (e.g., day care centers, preschool groups, school classes, tours, etc.), regardless of their age, must be adequately supervised by a responsible person or persons.

If a child younger than ten is left unattended, or if an older child appears to need assistance, the following steps will be taken:

- Library staff will attempt to call a parent or guardian and ask her or him to pick up the child immediately.
- If staff cannot reach a parent or guardian within 30 minutes, or if the Library is closing, the New London Police Department will be called to assume responsibility for the child.
- A staff member will remain with the child inside the Library until a parent or the police arrive.
- Under no circumstances will Library staff transport or take the child away from the Library building.

TRACY MEMORIAL LIBRARY

Policy Manual



Patron Behavior Policy and Procedure

The Library recognizes that its users are in fact its owners. As user-owners, the public has certain expectations of the Library. These include an adequate collection of library materials; pleasant, attractive, clean surroundings; and courteous, efficient service from the staff.

Library users have a right to assume that visits to the Library will be free from harassment, free from physical discomfort and danger, and free from externally caused psychological and emotional stress. Library staff members have basically the same rights. All members of the staff should be able to do their work free of harassment, abuse, discomfort and undue stress. Unfortunately, the attitudes and behavior of a small minority of persons sometimes violate the rights of both the public and the staff.

It shall therefore be the policy of the Board of Trustees of Tracy Memorial Library to maintain, as far as the facility permits, a quiet and pleasant environment conducive to reading and study as well as to casual use.

To assure the successful implementation of the policy, the following shall be considered unacceptable behavior in the Library:

- Any conversation, laughter, noise or action that is disturbing to other users or to Library staff.
- Any obscene or abusive language or gesture heard or observed by other patrons or staff members.
- Use of audible electronic devices in any manner such that they can be heard by other persons. Conversations via cell phone, Skype, etc. may be conducted in the foyer or outside.
- Blocking or in any way interfering with the free movement of any person or persons.
- Removal of any Library property from the building or grounds without authorization through established lending procedures.
- Rearranging or relocating any Library furniture, materials or equipment from one location to another.
- Soliciting of any kind, selling of any kind, or distribution of leaflets or any other materials not specifically approved by the Library Director.
- Use of Library telephones by any person other than Library personnel unless approved.
- Consumption of drugs.
- Consumption of alcoholic beverages, except with prior permission from the Board of Trustees (see Meeting Room policy) and in accordance with the Town of New London's policy on alcoholic beverages (see Appendix III).

TRACY MEMORIAL LIBRARY

Policy Manual



- No beverages near Library computers. Otherwise, covered beverages are permitted. No eating in Library. When approved by staff, eating is permitted in main-floor Meeting Room and Children's Room.
- Smoking in the building.
- Willful destruction of or damage to any Library property or to the property of others.
- Tampering with safety equipment, such as fire alarms and extinguishers, smoke detectors, security system, elevator alarm.
- Carrying unauthorized weapons of any sort.
- Pets or animals inside the Library, with the exception of service animals.
- Poor personal hygiene that interferes with others' ability to use the Library comfortably.

Persons conducting any of the above actions may be asked either to desist from such action or may be asked to leave the Library building and its surrounding grounds, whichever is more appropriate to the offense. If necessary, police will be called.

If the patron is a child with a parent or guardian in the Library:

- The staff will warn the child to correct her or his behavior.
- If the disruptive behavior continues, a staff member will inform a parent or guardian that the child is disturbing others.
- If the parent or guardian refuses or is unable to correct the behavior, the child may be asked to leave for the day.

If the patron is child ten years or older, without a parent or guardian in the Library:

- The staff will warn the child to correct her or his behavior.
- If the child persists in her/his behavior, she or he may be asked to leave for the day. Staff may call a parent or guardian about what transpired.

TRACY MEMORIAL LIBRARY

Policy Manual



Cooperation with Other Libraries

Trustees and staff shall be encouraged to attend state, regional, and national meetings of library associations. Time for staff attendance shall be allotted at the discretion of the Director based on Library needs.

The Library shall cooperate with other libraries in New London and with the Kearsarge Regional School District libraries. Materials to aid students with reference and research may be purchased. The Library will not purchase textbooks and cannot perform the function of meeting regular curriculum needs.

The Library shall participate in the New Hampshire State Automated Information System (NHAIS) and shall subscribe to the State Interlibrary Loan (ILL) protocol manual. It will make every effort to lend as well as borrow materials through interlibrary loan. Any items available for ILL will be loaned for a period of one month unless unusual local demand is anticipated, in which case a Librarian shall determine whether to make the loan and, if so, for what period. Lending periods may be shortened at the discretion of the ILL Librarian.

TRACY MEMORIAL LIBRARY

Policy Manual



Confidentiality of Library Records

Confidentiality extends to information sought or received, and materials used or borrowed, including registration records, circulation records, database search records, reference interviews, interlibrary loan records, and all other personally identifiable uses of library materials, facilities, or services. The Library shall adhere to these laws and protect patrons' privacy in accordance with them. It is further understood that compliance with validly issued court orders does not eliminate the right of the Library to challenge their issuance in proper legal manner. The Library will seek the advice from an attorney retained for such purpose or from legal counsel supplied by the Freedom to Read Foundation, on the scope and content of the applicable laws pertaining to that particular search, and on compliance with the search of library and patron records.

In accordance with New Hampshire RSA 201-D:11, the Library declares its circulation records and other records identifying the names of Library users to be confidential in nature.

New Hampshire RSA 201-D:11 Library User Records; Confidentiality

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. 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.

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

The following procedures are in effect to protect confidentiality:

- Patrons shall be registered numerically.
- The Library needs to retain specific information for the regular operation of library business. Information that does not need to be retained will be destroyed in a secure manner.
- All overdue messages shall be sent in envelopes or to an email address provided by patron. All telephone messages regarding reserves or overdues shall be given only directly to the person involved. If a message is left, no title shall be mentioned.
- Patrons may access their account information using the Library's online catalog by using their library card number and self-generated password.

All Library staff and volunteers are responsible for adherence to these policies and procedures. They must be fully informed concerning this policy and procedure and their own role if such situations arise.

TRACY MEMORIAL LIBRARY

Policy Manual



Materials Selection Policy

Tracy Memorial Library supports the Library Bill of Rights (see Appendix I-A) and the Freedom to Read Statement (see Appendix I-B) of the American Library Association. Under these guidelines, the Library policy on materials selection is as follows:

A. Responsibility for selection of materials:

Ultimate responsibility for selection of materials lies with the Board of Trustees.

The Board delegates to the Library Director the authority for the selection of materials and development of the collection. The Director may in turn designate staff members to participate in the selection process.

B. Guidelines for selection:

- Favorable reviews
- Recommendations by patrons, staff and Board of Trustees
- Reputation of author, producer, publisher or performers
- Every attempt shall be made to provide materials representing a broad spectrum of viewpoints

C. Materials selected for this Library shall meet one or more of the following criteria:

- Currency of interest
- Permanent value
- Quality of presentation
- Contribution to the knowledge and interests of the community (materials concerning the local area shall receive special consideration)
- Compatibility with the existing collection

D. Maintenance of the collection:

Materials that are no longer useful in light of stated objectives of the Library shall be systematically weeded from the collection. Weeding is an ongoing process, and titles will be withdrawn for one or more of the following reasons:

- Irreparable damage
- Obsolescence
- Insufficient use
- Incompatibility with the rest of the collection

TRACY MEMORIAL LIBRARY

Policy Manual



Withdrawn material will be sold or discarded depending upon relevancy and condition.

E. Reconsideration procedures

Once an item has been acquired because it qualifies under this Materials Selection Policy, it will not be removed at the request of those who disapprove of it unless it can be shown to be in violation of this policy. In case of a complaint, the Library Director will explain the Selection Policy to the complainant.

Should a patron wish to have a book or other Library material considered for withdrawal from the collection, the following procedure shall be observed:

- The Library Director will give the complainant a copy of this Materials Selection Policy.
- The complaining patron will fill out a Request for Reconsideration form (see Appendix IV).
- The Board of Trustees will consider the completed Request for Reconsideration at its next regularly scheduled meeting.
- The complainant will receive a written reply.

F. The decision of the Board of Trustees is final unless overturned by an appropriate court of law.

TRACY MEMORIAL LIBRARY

Policy Manual



Gifts and Special Collections

- Donations of books and other materials may be accepted on the condition that the Library has the authority to make whatever disposition of them it deems advisable.
- Gifts of money, real property and/or stock may be accepted if any conditions attached thereto are acceptable to the Board of Trustees and/or the Board of Selectmen of New London.
- Personal property, art objects, portraits, antiques and other museum objects may be accepted at the discretion of the Board of Trustees.
- The Library will not store objects which are not outright gifts, except by Trustee approval.
- The Board of Trustees, on a very limited basis, may at its discretion authorize the placement and display of commemorative plaques or other memorial markers within the building or on the grounds to recognize contributions to the Library by individuals or groups. The function, design and placement of all commemorative plaques must be approved by the Trustees and the costs associated shall be the responsibility of the group requesting display space. The Library reserves the right to relocate or remove the commemorative plaque or marker.
- Special gift collections will be placed in a location determined by the Library Director.
- If gifts accepted in good faith no longer serve the best interests of the patrons, they may be removed and/or disposed of at the discretion of the Trustees or the Library Director.

TRACY MEMORIAL LIBRARY

Policy Manual



Displays and Exhibits

- Use of the Tracy Memorial Library bulletin boards will be made available only to organizations or individuals engaged in educational, cultural, intellectual or charitable activities in the community served by the Library at the discretion of the Library Director.
- Materials will not be excluded because of the origin, background or views of those contributing to their creation. Material will not be proscribed or removed because of partisan or doctrinal disapproval. These spaces will be available on an equitable basis, regardless of the beliefs or affiliations of individuals requesting their use.
- Proposals to exhibit material must be submitted to, and permission granted by, the Library Director before displays and exhibits are set up.
- These guidelines are consistent with Articles 1, 2 and 6 of the Library Bill of Rights (see Appendix I-A).

TRACY MEMORIAL LIBRARY

Policy Manual



Budget

- The Trustees and Library Director shall cooperate in preparing the annual budget which is ultimately the responsibility of the Board of Trustees.
- Presentation of the budget to the New London Budget Committee and at the Town Meeting shall be made by the Library Director, the Treasurer and/or another designated member of the Board of Trustees.
- Each year the Treasurer and Library Director shall share the responsibility for overseeing the budget process and interpreting it to the Board and to Town officials.
- If there is to be new construction or capital improvements beyond the scope of the operating budget, this will be included as part of the Library's Capital Improvement Program. Competitive bids may be secured but are not required for any such projects.
- Any emergency expenditure over \$1000 not included within the budget or Capital Improvement Program must be authorized by the Board of Trustees.

TRACY MEMORIAL LIBRARY

Policy Manual



Investments

- A. Scope - This investment policy applies to all monies and other financial resources available to the Tracy Memorial Library Board of Trustees for investment on its own behalf or on behalf of any other entity or individual.
- B. Objectives - The primary objective of the library's investment activities are, in priority order:
1. To conform with all applicable federal, state and other legal requirements (legal)
 2. To adequately safeguard principal (safety)
 3. To provide sufficient liquidity to meet all operating requirements (liquidity)
 4. To obtain a reasonable rate of return (yield)
- C. Diversification - It is the policy of Tracy Memorial Library to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling.
- D. Internal Controls - The board decides and the treasurer executes.
- E. Investments -
- Special time deposits
 - Certificates of deposit
 - Obligations of the United States of America
 - Obligations guaranteed by agencies of the United States where payment of principal and interest are guaranteed by the United State of America
 - Other investments decided by the Board of Trustees
- F. Review – The investment policy will be reviewed at least annually as required by RSA 31:25 and a copy of the policy will be filed with the state Attorney General.

TRACY MEMORIAL LIBRARY

Policy Manual



Board of Trustees

The Tracy Memorial Library (TML) Board of Trustees is the governing body of the Library. Trustees are vested with the entire custody and management of the Library. The trustees hire the Library Director, establish, and enforce policies that govern the Library's operation, and advocate for adequate financial support for TML. Trustees have the power to expend all funds provided to TML and to determine how funds are spent.

Trustee bylaws are the internal rules that establish Board structure, organization, and operational procedures. The Tracy Memorial Library Board of Trustees Bylaws appear in [Appendix VI](#) in this manual.

TRACY MEMORIAL LIBRARY

Policy Manual



Personnel

Tracy Memorial Library subscribes to the written document “Personnel Policy of the Town of New London” except as otherwise determined by the Board of Trustees.

TRACY MEMORIAL LIBRARY

Policy Manual



Compensation Philosophy

As an employer, we believe it is in the best interest of both Tracy Memorial Library and our employees to fairly compensate our staff for the value of the work provided. It is our intention to use a compensation system that will determine the current market value of a position based on the skills, knowledge and behaviors required of a fully competent incumbent. The system used will be objective and non-discriminatory in theory, application and practice.

- Selection Criteria:
 - The compensation system will price positions to market by using local and industry specific survey data.
 - The market data will primarily include public sector employers and will include private sector survey data for more specialized positions.
 - The system will evaluate external equity, which is the relative marketplace job worth of every job directly comparable to similar jobs in our field, factored for general economic variances and adjusted to reflect the local economic marketplace.
 - The system will evaluate internal equity, which is the relative worth of each job when comparing the required level of competencies, formal training and experience, responsibility and accountability of one job to another and arranging all jobs in a formal job grading structure.
 - Professional support and consultation will be available to evaluate the compensation system and provide on-going assistance in the administration of the program.
 - The compensation system must be flexible enough to ensure that Tracy Memorial Library is able to recruit and retain a highly qualified workforce, while providing the structure necessary to effectively manage the overall compensation program.
- Responsibilities:
 - The Board of Trustees is responsible for reviewing recommendations made by the management team and will give final approval for the compensation system that will be used.
 - The Board of Trustees will review and approve, as appropriate, recommended changes to position range movement as recommended by management and as determined through the market analysis process.
 - As part of the annual budgeting process the Board of Trustees will review and approve, as appropriate, funds to be allocated for total compensation, which will include base salaries, bonuses, variable based or incentive based pay and all other related expenses, including benefit plans.

TRACY MEMORIAL LIBRARY

Policy Manual



- Management Responsibilities:
 - The Director is responsible and accountable to the Board of Trustees. In that capacity, she/he is charged with ensuring that Tracy Memorial Library is staffed with highly qualified, fully competent employees and that all programs are administered within appropriate guidelines and within the approved budget.
 - The Director shall ensure that salary ranges are updated at least annually, that all individual jobs are market priced at least once every two years and that pay equity adjustments are administered in a fair and equitable manner.

TRACY MEMORIAL LIBRARY

Policy Manual



Public Relations Policy

Our public relations policy is aimed at building mutual understanding between Tracy Memorial Library and its constituent public in New London and neighboring communities. In this context, we seek to explain our policies, promote our services and build financial support so that the Library can receive the support and cooperation needed to accomplish its mission. To ensure that the public receives consistent and accurate information and to ensure that the best possible image of the Library is presented to the public, the following guidelines shall apply:

- Contacts to the media initiated by the Library will be done by the person or persons in charge of the specific program, service or policy being addressed.
- Contacts initiated by the media should be directed to the Library Director or the appropriate department.
- Library promotional and informational materials (e.g., handouts, brochures) designed to be disseminated to the public will meet standards of quality established by the Library.
- Library staff will wear official name badges whenever they are working in public areas.
- In an emergency situation, official statements to the public and media will be made by the Library Director, her/his designee, the Assistant Director or a Department Manager placed in charge of the Library. If it is necessary for Library staff to provide the public with information, Library administration will inform staff what is to be said.

TRACY MEMORIAL LIBRARY

Policy Manual



Social Media Policy

Social media consists of websites and applications which promote the sharing of ideas and information among community members. Examples include Facebook, Pinterest, Twitter and blogs. Social media will be used to promote engagement between the Library and the community by sharing information about events and services, as well as to promote a love of reading.

Staff members who wish to post or comment on the Library's social media sites shall work with the Director or Assistant Director to determine goals and schedules. Staff may not reveal any proprietary or confidential information about the Library or patrons.

Library social media accounts may friend, follow, like or link to other libraries, librarians and educators, publishers, bookstores, authors and illustrators, news sources, Town resources, local businesses and other government entities. The Library may not friend, follow, like or link to personal accounts.

The Library permits patrons to comment on Library posts. While the Library recognizes and respects differing opinions and First Amendment rights, the Library reserves the right to delete comments that do not comport with "Use of Computers and Internet" and "Patron Behavior Policy and Procedure." Comments received on social networks will be reviewed prior to posting by the Director or Assistant Director or designee. The Library is not responsible or liable for any content posted by non-staff in a Library social media forum.

TRACY MEMORIAL LIBRARY

Policy Manual



Unscheduled Closures

On occasion, inclement weather or other unusual conditions may prevent the Library from opening, may require a delayed opening, or may require an early closure. However, maximum effort will be made to maintain regular library operating hours. Situations which may result in closing the library may include, but are not limited to, inclement weather, a power outage, a failure of the building heating system, flooding, and unsafe or unhealthy conditions. The Library must have at least three staff members to be open. The primary criteria for any decision will be the safety of Library staff and patrons.

If any situation occurs that warrants an unscheduled closure, the Library Director will contact the Chair of the Library Board of Trustees to notify them of the situation. If a decision is made by the Director to close, the Library Director will notify the necessary media outlet(s) to broadcast the closing to the general public and staff. Closing information and this policy will be posted on the library website.

TRACY MEMORIAL LIBRARY

Policy Manual



Pandemic Policy

I: Purpose

To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the Library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the Library can be maintained for several weeks or more with limited staff, reduced hours or extended building closure, due to a pandemic.

II: Definitions

Pandemic Plan A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Pandemic A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

Appropriate Staffing Level For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

III: Library Closure

Public Health Mandate

Tracy Memorial Library will close due to pandemic in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Discretionary Service Level Changes

At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain the adequate health and safety of staff and patrons.

In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, and the Town Administrator.

IV: Staffing

Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the Library during hours open to the public with a maximum 8-hour

TRACY MEMORIAL LIBRARY

Policy Manual



workday and 40-hour workweek per full-time employee, and no more than 28-hour workweek per part-time employee. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the Library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee:

- Increased health/safety measures for staff (e.g., wearing of gloves or masks, wiping down work areas, etc.);
- Restricted access to areas in the Library (e.g., closing floors or unmonitored areas for safety);
- Social distancing practices in public areas;
- Reduction of open hours;
- Cancellation of all programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Town of New London Personnel policy. In the event of closure for less than 30 days, employees shall be compensated for their regularly scheduled hours based on the availability of funds or to the extent possible. For building closures and/or service restrictions in excess of 30 days, the Library Board of Trustees may furlough staff in consultation with the Library Director, for business necessity.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.

V: Communication

In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the normal procedure used for any unexpected closure/program cancellation, which includes posting on wmur.com, Facebook, and the Library website.

VI: Essential Services

The following are essential services:

- Information services for the public, via phone, email and online;

TRACY MEMORIAL LIBRARY

Policy Manual



- Accounts payable;
- Payroll;
- Facility maintenance.

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff.

VII: Pandemic Service Plan

The Pandemic Service Plan will provide guidance to the Library Director or designee in instituting phased services, according to local health conditions, state and regional recommendations, and the safety needs of the staff and the public. This plan recognizes that in a pandemic, the management of services may require dynamic response and may not be linear in implementation.

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix I

American Library Association Policies

TRACY MEMORIAL LIBRARY

Policy Manual

Appendix I-A



American Library Association Library Bill of Rights

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

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

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

Inclusion of "age" reaffirmed January 23, 1996.

TRACY MEMORIAL LIBRARY

Policy Manual

Appendix I-B



American Library Association 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

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix I-B

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.

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix I-B

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.

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix I-B

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 and Association of American Publishers

TRACY MEMORIAL LIBRARY

Policy Manual

Appendix 1-C



American Library Association Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix 1-C

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; June 29, 2021.

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix II

Library Forms and Agreements

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix II-A

Meeting Room Application

Today's date: _____

Name of group: _____

Type of group (circle): Civic * Educational * Religious * Other: _____

Purpose/nature of meeting: _____

Day of meeting (circle): Tues. * Wed. * Thurs. * Fri. * Sat.

Date(s) of meeting, up to four months in advance: _____

Starting time of meeting, including setup: _____

Ending time of meeting, including cleanup (restoring room to order): _____

Anticipated attendance (max. capacity is 60): _____

Will refreshments be served? (circle): Yes * No

If yes, group is responsible for cleaning up and removing trash, supplies, equipment

Will the event be advertised? (circle): Yes * No

If yes, groups must state their sponsorship in the ad and not imply Library sponsorship

Please circle Library-owned A/V equipment you wish to use:

* Screen * LCD projector * DVD/Blu-ray * Microphone * Other (specify) _____

User must be trained in proper operation & must sign Assumption of Responsibility form

Please sign below confirming that you have read and agree to comply with the attached Tracy Memorial Library Community Meeting Room Guidelines.

Name of applicant: _____ Signature: _____

Address: _____

Telephone: _____ TML card number (last 4 digits): _____

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix II-B

Hold Harmless Agreement

As concerns the use of premises at Tracy Memorial Library, 304 Main Street, New London, New Hampshire:

The undersigned agrees to indemnify and hold harmless Tracy Memorial Library, its trustees and employees from any and all loss, cost (including attorney's fees), damages, expenses and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of Tracy Memorial Library and grounds.

Name of organization: _____

Name and title of officer of organization: _____

Signature: _____ Date: _____

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix II-C

Assumption of Responsibility for Audio Visual Equipment

Please note that Tracy Memorial Library equipment is for use in the Meeting Room only. Please request equipment when making the Meeting Room reservation.

I will receive instruction in proper use of Tracy Memorial Library audiovisual equipment (circle all that apply: LCD projector, DVD/Blu-ray, screen, microphone, or other (specify) _____) and I assume responsibility for its proper use during scheduled meetings. I will stow A/V equipment and the screen after use.

If I have any questions or if the equipment malfunctions, I will seek help from a library staff member before adjusting the equipment. If the equipment is damaged or destroyed during my use, I assume financial responsibility for repair or replacement cost (at the option of Tracy Memorial Library) of the equipment at current market value.

Signature: _____ Date: _____

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix III

Town of New London Alcoholic Beverage Policies

TRACY MEMORIAL LIBRARY

Policy Manual



Town of New London Board of Selectmen

Public Possession/Consumption of Alcoholic Beverages

WHEREAS: The Board of Selectmen considers the unregulated possession and/or consumption of alcoholic beverages on property owned or managed by the Town poses a threat to the health, safety, and welfare of all citizens; and

WHEREAS: The Board of Selectmen considers the unregulated possession and/or consumption of alcoholic beverages on the public highways, sidewalks, and commons within the Town poses a similar threat; and

WHEREAS: R.S.A. 41:1141:11-a, and 47:17, VII and XV, as amended, give the Board of Selectmen authority to adopt by-laws regulating such conduct.

NOW THEREFORE, the Town of New London Board of Selectmen on this 12th day of May, 2003 adopt the following by-laws:

Consumption of Alcoholic Beverages and Possession of Open Containers

1. Except as provided in Section 4, below, it shall be unlawful to consume alcoholic beverages, including malt beverages, in or on any building, cemetery, park, common, library, beach, skating rink or other public facility owned or operated by the Town of New London, including any Town forest or Town beach.
2. It shall be unlawful to possess or transport open containers of alcoholic beverages and/or to consume alcoholic beverages upon the public highways, sidewalks and parking areas in the Town of New London.
3. Except as provided in Section 4, below, it shall be unlawful to possess or transport open containers of alcoholic beverages in any of the buildings, areas, or facilities specified in Paragraph 1 of this by-law.
4. Upon written request, the Board of Selectmen may grant permission to public and private not-for-profit institutions to serve alcohol on public property described in Paragraph 1, above, as long as the following conditions are satisfied:
 - a. The party requesting permission will serve alcohol pursuant to state and federal laws regulating the distribution and consumption of alcohol;
 - b. The party requesting permission will designate a person, over the age of 21, who will be responsible for monitoring the event for appropriate alcohol consumption by attendees;
 - c. The party requesting permission will assign two designated drivers who will not consume any alcohol and who will be available until the end of the event;

TRACY MEMORIAL LIBRARY

Policy Manual



- d. The Board of Selectmen may require the requesting party to present evidence of insurance for the event. Furthermore, the party requesting permission shall indemnify and hold the Town of New London harmless with respect to any and all claims that may arise as a result of the party's use or occupancy of Town of New London property, which indemnification shall include all costs incurred by the Town, including, but not limited to, attorneys' fees.
- e. The Board of Selectmen reserves the right to specify additional conditions, including but not limited to the presence of a police officer at the expense of the requesting party.
5. For the purposes of this ordinance, alcoholic beverages are defined as any distilled liquors or rectified spirits, vinous, fermented, or brewed, including any malt liquors, and shall include any beverage by whatever name called, containing more than 1% of alcohol by volume at 60 degrees Fahrenheit, and any beverage of which any part is an alcoholic liquor or malt beverage.
6. Violations of this by-law shall be punishable by a fine of up to \$1000.00 for each offense.
7. This ordinance is intended to fully replace the previous ordinance regarding public possession/consumption of alcohol beverages, which was approved by the Board of Selectmen on October 6, 2000.

After public hearing, the above ordinance was adopted by the Board of Selectmen on May 12, 2003.

New London Board of Selectmen

Douglas W. Lyon, Chair

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix IV

Request for Reconsideration of Library Materials

TRACY MEMORIAL LIBRARY

Policy Manual



Request for Reconsideration of Library Materials

Author: _____

Title: _____

Request initiated by: _____

Complainant represents: Self _____ An Organization _____

Identify Organization _____

Use back of sheet if necessary.

1. To what in the material do you object? (Please be specific)
2. What do you feel might be the result of reading, listening to, or viewing this material?
3. For what age group would you recommend/not recommend this material?
4. Is there anything good about the material?
5. Did you read, listen to, or view the material in its entirety? If not, what parts did you examine?
6. What do you see as the purpose of this material?

Continued on next page

TRACY MEMORIAL LIBRARY

Policy Manual



7. What other material, serving substantially the same purpose, would you recommend in place of this?

Date _____ Signature of Complainant _____

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix V

The Garden at Tracy Library

TRACY MEMORIAL LIBRARY

Policy Manual



Guidelines for the Garden at Tracy Library

Tracy Memorial Library is a library with a garden, a gift to the Town from Mrs. Jane Tracy in the early part of the 20th century. Restored to the original design through the cooperative efforts of the Library and the New London Garden Club in 2002 and renamed the Garden at Tracy Library, it is open to the public to view the Garden or to find a quiet place to rest or read. The use of the Garden is controlled by the Board of Trustees of the Library.

The Library Policy regarding the general use of the Garden is as follows:

- The Garden is open for the enjoyment of the community during daylight hours.
- No dogs are allowed in the Garden.
- When in the Garden, children under the age of ten years should be under the supervision of an adult.
- Smoking or littering is not permitted in the Garden.
- Visitors are requested to remain on the grass paths and refrain from touching the fountain or the plants and trees. Please also stay off the stone walls.
- The Library, its officers and staff are not responsible for articles left in the Garden.
- The door accessing the Garden from the Tomie de Paola Room shall remain locked from the outside to ensure the security of children within the Library. This access will be used primarily for programming events at the discretion of the Library staff. The Library staff may also use this access point, assuming responsibility for keeping the door secured. At the discretion of the Library staff, the door may also be used for accessibility.

The following guidelines for non-Library events are in effect:

- A limited number of public events may be scheduled with the permission of the Board of Trustees. The Garden is not available for private functions.
- The event should take place during daylight hours when the Library is open, unless an exception is made by the Board of Trustees.
- No fee may be charged for attending the event.
- Alcoholic beverages may be served only with the prior approval of the Library Board of Trustees. Except as determined by the Board, beverages shall be served in accordance with the Town of New London's policy on alcoholic beverages (see Appendix III).
- Chairs or other furniture, food or beverages must be provided by the user and promptly removed from the Garden at the conclusion of the event.
- Damage to the Garden or the lawn is the responsibility of the user.

TRACY MEMORIAL LIBRARY

Policy Manual



- The event must not interrupt the use of the Library by its patrons; persons attending the event must not use the short-term parking on the Library property except during non-Library hours.
- Each group wishing to use the Garden will be given an "Application to Use the Garden," a "Hold Harmless Statement," and a copy of these guidelines.

TRACY MEMORIAL LIBRARY

Policy Manual



Application to Use the Garden at Tracy Library

Date of Meeting: _____ Date of Application: _____

Hours Garden will be in use: From: _____ To: _____

Name of group: _____

Type of group: Civic _____ Educational _____

Religious _____ Other _____ (please describe)

Purpose of gathering: _____

Anticipated attendance: _____

Will refreshments be served? Yes _____ No _____

(If yes, group is responsible for clean-up)

Will the gathering be open to the general public? Yes _____ No _____

Please sign below affirming that you have read and agree to comply with the regulations listed on the attached policy statement governing the use of the Garden at Tracy Library.

Signature of applicant: _____

Address: _____

Telephone: _____

Submit completed application to Library Director at least sixty days prior to event.

TRACY MEMORIAL LIBRARY

Policy Manual



Hold Harmless Agreement

As concerns the use of the Garden at Tracy Library, 304 Main Street, New London, NH:

The undersigned agrees to indemnify and hold harmless Tracy Memorial Library, its trustees and employees from any and all loss, cost (including attorney's fees), damages, expense and liability in connection with claims for property damage, bodily injury or death of any person which may arise out of the use of the Garden at Tracy Library.

Name of organization: _____

Name and title of officer of organization: _____

Signature: _____

Date: _____

TRACY MEMORIAL LIBRARY

Policy Manual



Appendix VI

Rules of Government of The Board of Trustees - Tracy Memorial Library

TRACY MEMORIAL LIBRARY

Policy Manual



Rules of Government of the Board of Trustees

ARTICLE I: NAME

This organization shall be called the “Board of Trustees of the Tracy Memorial Library,” existing by virtue of RSA 202-A of the laws of the State of New Hampshire, exercising the powers and authority and assuming the responsibilities delegated to it under the statute, and ensuring openness in the conduct of the Library’s business under RSA 91-A:1.

ARTICLE II: MEMBERSHIP

Section 1: The Board of Trustees shall be composed of seven (7) members who serve staggered terms of three (3) years, as stated in RSA 202-A:6.

Section 2: The number of Board members shall be changed only by vote at a Town Meeting. (RSA 669:16 and RSA 669:75).

Section 3: Term limits are not allowed by statute. However, it is a good practice for Board members to limit themselves to two consecutive terms. This practice brings new members with fresh ideas to the Board and helps broaden the community's representation on the Board.

Section 4: Trustee vacancies shall be filled in conformance with applicable laws. The Board of Trustees may recommend to the Town of New London Selectboard names of persons for appointment to vacancies on expired terms. The Board of Trustees may recommend to the Selectboard the names of no more than 3 persons who may serve as alternate members on the Board when elected members of the Board are unable to attend a Board meeting. The alternate members shall be appointed to one-year terms. (RSA 202-A:10 and RSA 669:75).

Alternates have voting rights only when filling in for an absent trustee. In order to remain current on Library matters, alternates should attend and participate at every meeting.

Section 5: A Trustee may resign by submitting a signed resignation to the Chair, or to the other trustees if the resigning trustee is the Chair.

Section 6: No Trustee of any public library shall receive any compensation for any services rendered as such Trustee unless compensation is stipulated in the terms of the bequest or gift establishing the library. Trustees may be reimbursed, however, for necessary travel expenses to attend professional meetings. (RSA 202-A:14)

Section 7: Trustees’ membership in the New Hampshire Library Trustees Association (NHTLA) shall be provided for in the Library’s budget.

ARTICLE III: OATH OF OFFICE

Section 1: Every town officer shall make and subscribe the oath or declaration as prescribed by

TRACY MEMORIAL LIBRARY

Policy Manual



part 2, article 84 of the constitution of New Hampshire and any such person who violates said oath after taking the same shall be forthwith dismissed from the office involved. (RSA 42:1 and 42:1-a)

Section 2: All trustees shall take an oath of office. (RSA 42:1 and 42:2).

ARTICLE IV: DUTIES OF THE BOARD

(See also Article VIII: [Library Director](#))

Section 1: As elected public officials, trustees of New Hampshire public libraries should meet the highest legal, moral, and ethical standards in their conduct and decisions. The New Hampshire Library Trustee Association *Code of Ethics* should be used as a guide to achieve this goal.

Section 2: The Board of Trustees is the governing body of the Library (RSA 202-A:2). The Board of Trustees shall oversee the assets and activities of the Tracy Memorial Library. The Board shall:

- Establish bylaws and procedures for transaction of its own business and policies and procedures for the management of the Library. The Library Director shall recommend, and the Board shall review and approve library policies.
- Appoint a Library Director and, in consultation with the Library Director, approve the appointment of all library employees.
- In consultation with the Library Director oversee the management of the approved budget and the expenditure of monies raised and appropriated or received as income from library trust funds.
- Be responsible for the use of the Garden at Tracy Memorial Library.

ARTICLE V: OFFICERS AND DUTIES

Section 1: The Board shall elect officers for a one (1) year term at the first Board of Trustees meeting following the Town Meeting. The elected officers shall be Chair, Treasurer, and Secretary/Vice-Chair. If an officer cannot complete their term, the Board shall elect a replacement.

Section 2: The **Chair** shall:

- Preside at all regular, special, and emergency meetings of the Board.
- With the Library Director, prepare an agenda for all meetings.
- Authorize use of alternate members to ensure that a quorum is present at a scheduled meeting.

TRACY MEMORIAL LIBRARY

Policy Manual



- With two members, authorize calls for special meetings.
- Appoint all committees except those specifically appointed by the Board and serve as an ex-officio member of all committees.
- Serve as a liaison between the Library Director and the Board.
- Appoint Board members to serve as liaisons to nonprofit organizations that support the Library.
- Attend Town of New London budget hearings when necessary or appropriate.
- Attend the annual Town Meeting and be prepared to defend the library budget.

Section 3: The Secretary/Vice-Chair shall:

- With the Library Director, post and distribute meeting minutes and maintain a permanent file at the Library.
- Attend to Board correspondence as directed by the Chair.
- Ensure compliance with applicable federal and New Hampshire laws and policies.
- In the absence of the Chair, preside at all regular and special meetings of the Board.

Section 4: The Treasurer shall:

- With the Library Director, be responsible for all monies appropriated by the Town and for funds with which the Library is endowed.
- Review bookkeeping and act as financial liaison to the Board. Keep full and accurate accounts of all monies received by and expended for the Library.
- With the Library Director, make expenditures consistent with the approved budget.
- Submit quarterly and annual financial reports to the Board.
- Upon request, provide financial reports to the Selectboard, the Town auditor and, subject to Board of Trustees approval, to any other authorized person or persons.
- With the Library Director and the Finance Committee, prepare an annual budget for approval by the Board.
- Advise the Board regarding the investment of monetary gifts.

ARTICLE VI: COMMITTEES

Section 1: The Chair shall appoint committees of one or more members for such purposes as Board business may require. Committee chairpersons shall be appointed by the Chair or by committee members.

TRACY MEMORIAL LIBRARY

Policy Manual



Section 2: The Chair and the Library Director shall be a member of every committee.

Section 3: No committee shall have other than advisory powers unless it is granted specific authority to act by suitable action of the Board.

Section 4: Committees shall make regular progress reports to the Board of Trustees.

ARTICLE VII: MEETINGS

Section 1: Board of Trustees members shall hold a minimum of six (6) regular meetings each year at a time and place determined by the members. Except for nonpublic sessions, all meetings shall be open to the public (RSA 91-A:2).

Section 2: A special meeting may be called at any time by the Chair plus any two Board members or the Library Director to conduct business as stated in the meeting notice. All trustees shall receive notification of the meeting purpose, date, time, and place at least forty-eight (48) hours before the meeting.

Section 3: An emergency meeting may be called by the Chair when immediate action is deemed imperative. Public notification of the pending meeting, and the content of the minutes recorded during the meeting, shall conform to the requirements stated in RSA 91-A:2 Section II.

Section 4: A meeting may enter nonpublic session only for specific purposes as described in RSA 91-A:3. The session shall be confined to the matter set out in the motion.

Section 5: Trustee communications outside a meeting shall not be used to circumvent the spirit and purpose of RSA 91-A:2-a II.

Section 6: Meeting attendance requirements are not set by statute. However, for continuity of governance and to assure that a quorum is present at every Board meeting, the Tracy Memorial Library Board of Trustees expects its members to attend meetings regularly. A maximum of three absences per Board year with prior notification/approval of the Chair is allowable. A trustee who expects to be absent from a meeting must notify the Chair at least 24 hours before the meeting, except where an emergency does not allow such notice. (*See Sections 8 and 9 for related information*).

Section 7: The Library Director shall attend all meetings except in an emergency when attendance is not feasible.

Section 8: A quorum for the transaction of business at all regular and special Board meetings shall consist of four (4) members. (*See Section 6 for related information*).

Section 9: In the event of absence(s) by elected Board member(s), alternate member(s) of the Board of Trustees may be used to ensure that a quorum is present at a scheduled meeting (*see Article 2, Section 4*). The Chair shall exercise this responsibility. Alternate members cannot outnumber elected members of the Board.

TRACY MEMORIAL LIBRARY

Policy Manual



Section 10: The Chair, with the Library Director, may decide the order in which Board business items are listed in the agenda. The meeting agenda shall be distributed to Board members at least 48 hours before the meeting. Business at all regular meetings of the Board shall include the following items:

- Disposition of minutes of the previous regular meeting, and any intervening special meeting
- Treasurer's report
- Library Director's report
- Committee reports
- Communications and announcements
- Old and unfinished business
- New and miscellaneous business
- Nonpublic session per RSA 91, if necessary
- Adjournment

Section 11: The Chair may move, second, and/or vote on any proposal before the Board

Section 12: Minutes shall be kept of all meetings (RSA 91-A). Minutes shall be stored in a permanent file in the Library.

ARTICLE VIII: LIBRARY DIRECTOR

Section 1: The Board shall recruit and employ a qualified Library Director who shall be the chief administrative officer of the library. The Director shall be responsible to and report only to the Board.

Section 2: The Director's responsibilities include, but are not limited to, management of staff, collections, services, activities, finances, building, and grounds.

Section 3: The Director shall carry out Board directives and Library policies and procedures.

Section 4: The Director shall recommend to the Board the appointment of Library staff. The Director may make appointments which shall be reported to the Board at its next regular scheduled meeting.

Section 5: The Director shall prepare the annual budget and manage the Library in accordance with the budget.

Section 6: The Director shall recommend to the Board the annual budget for review and approval prior to submission to the Town.

TRACY MEMORIAL LIBRARY

Policy Manual



Section 7: The Library entry for the town's annual report will be prepared by the Director and coordinated with the Board prior to submission.

Section 8: The Director shall present a report of monthly activities at each regular monthly Board meeting.