

# Lane Memorial Library

## General Policies

Adopted 1992  
Amended or Revised as noted

# Table of Contents

## CHAPTER 1

<b>Philosophies</b>	<b>1-6</b>
<b>Mission Statement</b>	<b>1</b>
<b>Goals</b>	<b>1</b>
<b>Library Bill of Rights</b>	<b>2</b>
<b>The Freedom to Read</b>	<b>3-6</b>

## CHAPTER 2

<b>Patron Use of the Library</b>	<b>7-17</b>
<b>Access Policy</b>	<b>7</b>
<b>Bed Bug Control Policy</b>	<b>8-10</b>
<b>Behavior Policy / Rules</b>	<b>11-12</b>
<b>Cell Phone Use Policy</b>	<b>12</b>
<b>Unattended Property Policy</b>	<b>12-13</b>
<b>Bulletin Board Policy</b>	<b>13-14</b>
<b>Children's Policy</b>	<b>14</b>
<b>Confidentiality</b>	<b>15</b>
<b>Inter-Library Loan</b>	<b>16</b>
<b>Computer Policies</b>	
<b>and Procedures</b>	<b>16-17</b>
<b>Loan Period and Overdue</b>	
<b>Materials</b>	<b>17</b>
<b>Registration</b>	<b>17-18</b>
<b>DVDs</b>	<b>18</b>

## CHAPTER 3

<b>Finances</b>	<b>19-22</b>
<b>Budget</b>	<b>19</b>
<b>Accounts</b>	<b>19-20</b>
<b>Cash Receipts</b>	<b>20</b>
<b>Petty Cash</b>	<b>20</b>
<b>Spending Limits Policy</b>	<b>20-21</b>
<b>Extra Budgetary Spending</b>	<b>21-22</b>
<b>Policy Waivers</b>	<b>22</b>
<b>Credit Card Policy</b>	<b>22-23</b>

## CHAPTER 4

<b>Collection Development</b>	<b>24-31</b>
<b>Introduction</b>	<b>24</b>
<b>Mission</b>	<b>24</b>
<b>Principles</b>	<b>24-25</b>
<b>Collection</b>	<b>25</b>
<b>Collection Management Goals</b>	<b>25</b>
<b>Responsibilities</b>	<b>26</b>
<b>Selection Criteria</b>	<b>26</b>
<b>Third-Party Content</b>	<b>27</b>
<b>Gifts or Donations</b>	<b>27</b>
<b>Interlibrary Loan</b>	<b>27</b>
<b>Consortia</b>	<b>28</b>
<b>Standing Orders</b>	<b>28</b>
<b>Bindery</b>	<b>28-29</b>
<b>Weeding</b>	<b>29</b>
<b>Reconsideration</b>	<b>29-30</b>
<b>Reconsideration Form</b>	<b>31</b>

## CHAPTER 5

<b>Programs and Exhibits</b>	<b>32-33</b>
------------------------------	--------------

## CHAPTER 6

<b>Meeting Room Use</b>	<b>34-38</b>
-------------------------	--------------

## CHAPTER 7

<b>Social Media Policy</b>	
<b>and Procedures</b>	<b>39-41</b>

## CHAPTER 8

<b>Trustee By-Laws</b>	<b>42-45</b>
<b>Golden Rules</b>	<b>46-47</b>

[Appendix A](#) – Interlibrary Loan 48-51

[Appendix B](#) – Emergency Closure 52

[Appendix C](#) – Artist Agreement  
and Release/Indemnification 53

[Appendix D](#) – Deed of Gift form 54-58

## PHILOSOPHIES

### Library Mission

Our library will be vital to life and learning. We will connect our community by offering a place to assemble, collaborate, and engage in insightful study.

### Goals

With input from community members, our staff, and Board of Trustees, we have created goals and objectives that will carry the library into the future. The Lane Memorial Library will focus on the following goals through 2021:

- Create individual learning opportunities through library programs that are both captivating and beneficial.
  - Create a connection to community businesses, cultivating their value as members of our library, and offer programs to residents to learn career skills.
- General Information – The Lane Memorial Library offers resources that will meet the needs for information on a broad array of topics related to work, school, and personal life.
- Develop and share a resource that contains all local information about Hampton.
  - Develop the library as “the place” where Hampton gathers.

Adopted February 2018

## **LIBRARY BILL OF RIGHTS**

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Reprinted by permission of the American Library Association

## THE FREEDOM TO READ

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 books from sale, to censor textbooks, to label "controversial" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy; that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend.

## LANE LIBRARY

We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men 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 which are unorthodox or unpopular with the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which 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 non-conformist 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 contained in the books 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 books 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 man can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.**

A book should be judged as a book. No art of literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern literature 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 taste differs, and taste cannot be legislated; nor can machinery be devised which 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 with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.**

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. 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.**

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 each individual is free to determine for himself what he wishes 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.

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, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.**



## LANE LIBRARY

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain material for his 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 their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, 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.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991  
by the ALA Council and the AAP Freedom to Read Committee

## PATRON USE OF THE LIBRARY

### ACCESS POLICY

The Lane Memorial Library adheres to the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. The Lane Memorial Library does not limit the selection and development of library resources simply because minors will have access to them, therefore there is no restriction as to what materials a person of any age may check out. The library does affirm the right of parents and guardians to guide their own children's use of the library and its resources and services. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults.

Adults wishing to access the Children's Room must be seeking Children's Services of some kind: picture books, puzzles, Children's Reference resources, etc. General seating is available throughout the remainder of the library for laptop use, reading, and socializing. Adults without children or Children's Room needs shall be denied access to the Children's Room.

The Teen Area is for students in 6<sup>th</sup>-12<sup>th</sup> grade and equivalent homeschool students. While patrons of all ages are welcome to browse and check out materials from the Young Adult Collection, the use of computers, television, other electronic equipment, and participation in other stand-alone activities within this area are exclusively for the use of such teens as defined above. The library reserves the right to utilize the Teen Room for scheduled teen programs, events and gaming activities. The Teen Area's primary purpose is the teen programs, events, and gaming activities.

Teens are expected to adhere to all the rules stated in our General Library Policy.

As space and resources allow, the Teen Librarian may elect to invite students in the 5<sup>th</sup> grade to participate in events.

Adopted March 2006, Amended 2012, Amended 2020

## **BED BUG CONTROL POLICY**

### **Policy Statement**

It is the library's responsibility to maintain a healthy and clean environment for all library patrons, and to protect the library's collections, equipment, and property in this regard. To this end, the library may restrict a patron's ability to borrow material and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections, and users.

The presence of bed bugs in library materials is an ongoing challenge. There is no definitive way to prevent bed bugs from entering any public building. The Library will take all reasonable steps to mitigate the threat posed by bed bugs. This policy outlines Library protocols for prevention of, and reaction to, potential bed bug situations in its collections and on its premises.

### **Regulations**

1. Library patrons must cease to borrow materials from the Library if they are experiencing a bed bug infestation in their residence until the infestation has been mitigated.
2. In the event that a patron discovers a live or dead bed bug, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs in Library materials, the patron must immediately do the following:
  - A. If the materials are inside of the Library: bring the materials to a staff member and inform the staff member of the problem.
  - B. If the materials are outside of the Library and in the possession of the patron: place the materials into a sealable plastic bag and add tape to cover the sealed opening. Return the sealed materials directly to a staff member and inform the staff member of the problem. Patrons must not use book drops to return materials suspected or with evidence of bed bugs.
4. Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment which has been contracted by the Library.
5. Patrons donating items to the Library must inspect materials for evidence of live or dead bed bugs prior to donating them. The Library reserves the right to discard materials with signs of past or present bed bug activity.

## **LANE LIBRARY**

### **Procedure**

1. Staff shall inspect all incoming materials, including those returned at the public desks, in the book drops and through inter-library loan delivery, for signs that bed bugs are or have been present. These signs include live or dead bed bugs, bed bug eggs, bed bug nymphs, or feces or spotting associated with bed bugs.
2. All items identified by Library staff as potentially containing live or dead bed bugs in any stage shall be promptly quarantined in a sealable plastic bag and a Bed bug Report Form will be completed.
3. Supervisory staff will make a determination whether to discard or treat the items.
4. If the items are treated, they shall be re-inspected after treatment.
5. Staff shall inspect the items shelved or formerly shelved on either side, above, below, and behind the infested items for signs of bed bugs.
6. If the items in question were received from another library, staff will immediately contact the sending institution and inform it of the situation.
7. If the items in question were returned by a library patron, staff shall inspect all other items borrowed by the patron and all other patrons in the same residence as the original patron for signs of bed bugs. A supervisor will contact the patron, explain the problem and discuss the basis of belief that the patron is the source.
8. Supervisors should document their discussion with the patron and assessment of the situation. If, in the supervisor's assessment, the patron's residence is the source of the bed bugs, that supervisor will notify the patron of their suspension of privileges and library access and the reinstatement process, both verbally and in writing.

### **SUSPENSION AND REINSTATEMENT**

So as not to jeopardize the health of patrons and operations of library facilities, collections, and users, if a patron returns library materials that show evidence of bed bugs, there shall be an immediate suspension of the library privileges of that patron, as well as all other members of that household.

-Suspended patrons and all other household members will have their borrower classification changed so that no checkouts of tangible items are permitted, yet remote access to digital collections is maintained.

## **LANE LIBRARY**

-Patrons in the affected residence shall not be permitted to enter the Lane Memorial Library.

-Suspension of access to facilities and borrowing privileges will be considered temporary and will be restored when the suspended patron demonstrates that the originating situation has been remediated.

Once the patron is able to provide the library with written proof that the bed bug situation has been remediated, library privileges will be restored. This may include proof of qualified extermination procedures conducted at the patron's residence. Confirming information may include copies of receipts for treatment, a letter from a licensed bed bug control company, a written statement from the owner or property manager of a multi-family rental residence, or the local Health Inspector. In some circumstances, proof of a change of residential address may also be accepted. Proof should be accompanied by contact information for additional follow-up if needed.

### **RIGHT OF APPEAL**

Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Library Board within 10 business days of the suspension notice. This appeal should be sent to the Chair of the Library Board in care of the Library Director. The decision of the Library Board is final.

Adopted by the Board of Trustees November 13, 2019, Revised January 15, 2020

## **BEHAVIOR POLICY**

Library users have the right to use library materials and services without being disturbed or impeded by abusive and/or disruptive behavior; library users and employees have the right to an environment that is secure and comfortable; and library users and employees have a right to materials and facilities that are available and in good condition. The library reserves the right to limit or block certain borrowing privileges based on past patron borrowing abuses.

When patrons have item(s) out, overdue, with pending holds, the library reserves the right to restrict the use of their library account including their Overdrive account.

Summer Residents: If a summer resident gets a final overdue notice after Labor Day and does not return the item or pay for the item by December 31st the following summer, they will be changed to a limited account status.

Interlibrary loans: If a patron keeps an ILL item overdue by more than a month, they will not be able to borrow any ILLs for 1 year

### **Rules**

1. The Lane Memorial Library is a smoke-free, drug-free environment.
2. Food may be consumed in the library, providing such refreshment is small, easily contained, and patrons leave no mess. Non-alcoholic beverages may be consumed in the library if they are brought into the building in a covered container and kept away from computers and other electronic equipment.
3. No solicitation or distribution of leaflets, pamphlets, or other materials is permitted except in public meetings in the meeting room.
4. No pets or animals, other than service animals as defined by the ADA and service animal trainees are allowed in the library with the exception of animals that are included in a program or event sponsored by the library or library staff. Owners of pets will be asked to remove them from the library grounds.
5. Appropriate attire, including shirts and shoes, must be worn at all times.
6. Personal property left unattended is the responsibility of the library user.
7. Any intentional damage done to materials, equipment, furniture, building, or property of the library shall be reported to the police under RSA 202-A:24 and restitution requested.

## **LANE LIBRARY**

8. Loud or boisterous behavior is unacceptable and those library users acting in such manner will be asked to leave the premises. These actions include, but are not limited to, harassment, intimidation by threatening language or behavior, vulgar language, loud voices, etc.

Approved 6/95; Revised 2/19; Revised 3/25

### **CELL PHONE USE POLICY**

As a lively community library, we allow conversations in most locations within the library and sounds from events such as movies, concerts, or lectures might be overheard outside of the meeting rooms. Cell phone use, as an extension of conversations, are also permitted in most locations within the library. We do ask that patrons adhere to the following restrictions of cell phone use:

Cell phone ringers must be turned to silent mode upon entering the library

Use of speaker phone mode is not permitted anywhere within the library, including the stairwells

All audio from phones for movies, games, music etc. must be played through headphones.  
In the event of audio bleed, phone users may be asked to lower the volume

Adopted January 2020

### **UNATTENDED PROPERTY POLICY**

For the safety and comfort of the patrons of the library, and to ensure unimpeded access to the collections, the Lane Memorial Library has placed the following limits on the number and the size of bags, and other packages that may be brought into the library

Patrons may bring no more than one large bag/item and one personal item into the library

One personal bag (including purses, briefcases, musical instrument cases, and plastic or paper retail store bags)

One other bag that may not exceed 12"x19"x28"

Visitors must keep bags and personal items with them at all times

The library is not responsible for unattended items and bags

Adopted January 2020

## **BULLETIN BOARD POLICY**

The Lane Memorial Library Bulletin Boards exist to inform the public of local information and events of interest. They shall not be used to display profit making, political campaigning, or personal messages. Events, resources, and programs that include fees or ticket sales are subject to approval by the Director and may be granted to such groups as 501(c)3 organizations and fundraisers for charity or schools within Hampton. All materials must be submitted to library staff for posting or display. Materials should be no larger than 8 ½ x 11. No one other than designated library staff may post or display any material without direct permission from the Library Director.

### Upstairs Bulletin Board

Under the supervision of library staff, the following messages may be displayed, subject to space availability:

- a. Hampton civic meetings and social clubs
- b. Area library and museum events, humanities programs, etc.
- c. SAU 21 and 90: school events, meetings, plays, concerts, etc.
- d. Seacoast area churches: events, fairs, concerts, lectures, etc.
- e. Non-profit organizations: meetings, events, etc.

### Downstairs Bulletin Board

Under the supervision of library staff, this board will display notices pertinent to children and their parents. For-profit organizations charging for their services, such as local pre-schools, babysitters, and camps, may post subject to the approval of the Library Director, considerations such as location of service and equal representation of competitor services shall be made. All other provisions detailed above apply.

Any handouts or flyers for any part of the library must be submitted to library staff before being posted or distributed. These policies will pertain to any present or future bulletin boards or display areas inside or outside of the library.

Revised 9/96, 1/01, 4/02, 4/03, 4/25



## **LANE LIBRARY**

### **CHILDREN'S POLICY**

While the library encourages use by all age groups, the library does not serve as a babysitting agency. Children at the 3<sup>rd</sup> grade level and below must be accompanied by a parent or guardian while at the library.

-Those at and below the 1<sup>st</sup> grade level must be accompanied throughout the library, including the Children's Room.

-Those at the 2<sup>nd</sup> and 3<sup>rd</sup> grade levels may be outside of the direct supervision of their guardian provided that they do not then require the supervision of library personnel.

We define a "guardian" as a legal adult or a high-school aged minor. We reserve the right to deny minors the role of guardian if those under their care are unruly or disruptive.

Parents must pick up their children by library closing time. All persons at the library at closing will be asked to leave library premises .

Revised 5/99, 9/08

## **CONFIDENTIALITY OF PATRON RECORDS**

The library protects the privacy of patron records in accordance with NH RSA 201-D:11:

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.

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.

IV. The Lane Memorial Library Board of Trustees affirm their strong support for fundamental constitutional rights and their opposition to recent federal measures that infringe on civil liberties. To that end, the Director will post a notice for library users as follows:

WARNING: The Lane Memorial Library Board of Trustees affirm their strong support for fundamental constitutional rights and their opposition to federal measures that infringe on civil liberties. The Library will protect patron confidentiality to the full extent possible within the laws of the state and nation. However, Under Section 215 of the federal USA PATRIOT ACT (Public Law 107-56), records of the books and other materials you borrow from this library may be requested by federal agents. To the extent that such records exist, the government will obtain them. That federal law prohibits librarians from informing you if records about you have been requested or obtained by federal agents. Questions about this policy should be directed to The US Attorney General, Department of Justice, Washington, DC 20530.

Adopted 1992; Amended 12/12/02

## **LANE LIBRARY**

### **INTER-LIBRARY LOAN**

Inter-library loan policies were formulated and adopted May 2004 and may be found as Appendix A.

### **COMPUTER POLICIES AND PROCEDURE**

The Lane Memorial Library defines a computer as any device that contains memory storage. The policies below can apply to all such devices, either patron or library owned.

1. The library is not responsible for the information accessed, stored, or transmitted via computers.
2. The library does not guarantee the security of its wired or wireless networks.
3. The library does not guarantee technical support for personal devices nor that patron devices will work on the library's network.
4. The library cannot guarantee the privacy of materials accessed, stored, or transmitted via computers.
5. Computer users will treat library materials and equipment in a responsible manner.
6. Parents are responsible for their children's access to computers, including internet use.
7. Computer users are responsible for obeying all local, state, and federal laws.
8. Any person may use an available public computer workstation.
9. Computer workstations cannot be reserved. In the event that no workstations are available, the library will create a wait list of computer users on a first come, first served basis.
10. Once a computer user's allotted time is expended, repeat use of a computer workstation is permitted provided there is not a waiting list.
11. Computer workstations left logged in but unoccupied will be forfeited.
12. Computer users must play sound through earphones, and in the event of audio bleed, may be asked to lower the volume.

## **LANE LIBRARY**

13. Computer users displaying materials that are objectionable to nearby library users and result in a complaint to library staff will be asked to cease. In addition, they may have their library privileges revoked at the discretion of the Library Director.
14. Printers are available for library workstations only, for a fee payable to the Circulation Desk.
15. Public computers in the Children's Room are restricted to children in 6<sup>th</sup> grade or younger. Parents or caregivers may use them only when accompanying a child and only in the case that there are no children waiting to use the workstations.
16. Failure to obey library policies and procedures may result in the loss of library privileges.  
Approved 1/97; Amended 10/97, 3/98, 1/99, 7/00, 4/02, 2/08, 8/10

## **LOAN PERIOD and OVERDUE MATERIALS**

All materials shall have a specified loan period to be determined by the Director. The first notice of overdue materials will be made by phone or by mail if the patron's phone number is out of service or an answering machine is not available. The second notice will likewise be made by phone, and also mailed out and accompanied by a letter clearly explaining the consequences of failing to return overdue materials. After a phone call, the third and final notice will be mailed out accompanied by a letter informing the patron that borrowing privileges have been suspended pending the return of said materials, and that the patron will be responsible for replacement charges should the materials reach eight weeks overdue.

In cases where the the replacement costs are sufficiently expensive, the Director may elect to send the final notice via Registered Mail as a pre-cursor to further legal action. The Trustees affirm the right of the Director to use all legal measures to secure the return of overdue materials, including police and the courts.

Revised 4/99, 10/01, 4/03, 11/04, 2/08

## **REGISTRATION**

The library issues library cards free of charge to all residents of Hampton who are seven years of age or older. Persons residing outside the town but owning property within the town shall be considered residents. A photo ID and proof of residency showing a Hampton street address are required.

Non-resident cards may be issued at no cost to those who live outside of Hampton but who work for the Town of Hampton, the schools in Hampton, or for a business located in town, provided a check stub proving current employment is presented. Nonresident cards will be issued for a period of one year, renewable at the end of the year. Former Trustees and staff members of the Lane

## **LANE LIBRARY**

Memorial Library who reside outside of Hampton may receive a nonresident library card at no cost. There will be no restrictions on library privileges.

All other non-residents shall be required to pay an annual non-refundable fee of \$60 to borrow materials. A four-month library card may be purchased for \$20.00.

Compiled and amended 2/19

### **DVDs**

Children's DVDs are checked out for the same three-week period as a children's book. DVDs on the Main Floor circulate for 3 weeks and may be renewed. Popular DVDs circulate for 2 days and cannot be renewed.

Revised 2/99, 4/02, 4/03, 11/04, 2/08, 12/11

## FINANCES

The mission of the Lane Memorial Library is to be vital to life and learning. We will connect our community by offering a place to assemble, collaborate, and engage in insightful study. This mission requires the purchase, maintenance, and repair of facilities, equipment, and collections, as well as the provision of programs and support services needed to meet the goals of the organization. The purpose of this policy is to

- manage the purchasing process in accordance with the law
- spend taxpayers' money wisely and fairly
- protect against fraud and favoritism
- meet the needs of Hampton residents through continuous improvement of systems and procedures.

### BUDGET

The budget for an ensuing fiscal year shall be prepared by the Trustees and the Director and provide the framework for all spending. The budget shall be presented to the Town Manager and Board of Selectmen as a courtesy, for their submittal to the Budget Committee. Trustees and the Director are expected to attend public budget hearings and Town Meeting at which the library appropriation is discussed.

Under the direction of the Trustees, the Director or library Department Heads shall have the authority to purchase products or services to provide the best and most efficient public library service possible, provided that the amount budgeted in any such budget line item is not be exceeded without prior approval of the Board. Expenditures above or beyond those planned for in the library annual budget will require Board approval.

### ACCOUNTS

The library will maintain two separate spending accounts, an appropriated account derived from Town support and a non-appropriated account derived from income generating equipment, fees, etc. Both accounts will be used to fund the operation of the library and be debited by the Library

## **LANE LIBRARY**

Director or Department Heads following the spending guidelines outlined below and RSA 202-A:11-a.

The non-appropriated revenues will be deposited monthly in a non-lapsing, interest-bearing account. The Director will submit a monthly report to the Trustees detailing income and expenditures. Revenues and expenditures of income-generating equipment shall be noted in a separate part of the report, in accordance with RSA 202-A:11a.

### **CASH RECEIPTS**

Both Public and Children's Services will maintain in their cash drawer areas for the receipt of monies charged for materials replacement, printer paper, and non-resident cards etc. Clerical staff should not accept bills higher than \$20 for payment without approval from a supervisor. Cash receipts will be recorded on a tally sheet every morning before opening. Excess daily cash will be locked in a secure location. Cash drawers will be secured each evening in a locking storage unit. Monthly bank deposits will be made by the Director or Assistant Director. A record will be kept of deposited funds by income source and reported to the Board of Trustees.

### **PETTY CASH**

The Director shall monitor and secure a petty cash fund. Receipts will be kept for all expenditures using a petty cash slip. If no receipt is available, a notation to that effect will be placed on record. Petty cash will be held separately, locked in the Director's office. As petty cash levels approach zero, a listing of expenditures by category will be submitted to the bookkeeper and a check will be cut to reimburse the petty cash fund.

### **SPENDING LIMITS POLICY**

Purchases by the Lane Memorial Library will be made with attention to the quality, performance, delivery, service capability, and lowest possible cost. The Library reserves the right to take such factors as durability, timeliness, vendor past performance and environmental impact into consideration of purchases.

-Purchases not identified in the working budget but under \$1,000 may be approved by the Director.

-Budgeted purchases under \$5,000K from established service providers may be approval by the Director. Examples of such work include: HVAC, elevator, or mechanical door service beyond annual maintenance, electrical work, non-emergency plumbing or roofing repairs. An established service provider has either:

- Successfully won a bid and performed their work well and in a timely, cost-effective manner
- Provided routine service to the satisfaction of the Director

## **LANE LIBRARY**

Established service providers will be reevaluated on a five-year basis to ensure that their work and pricing are still competitive.

-Budgeted purchases between \$1,001-\$49,999 will require at least three written quotations. All quotations should be documented and placed on file. The Department Head will consult with the Director before making the purchase.

-Purchases in excess of \$50,000 require the use of a competitive bid process, following the policy outlined by the Town of Hampton in their “Purchasing Policy and Procedures” as closely as possible. In the application of that policy the Board of Trustees will replace the Board of Selectman and the Library Director will replace the Town Manager. The awarding of bids is under the authority of the Trustees. Exception: If an item or a service has a sole source, then proof of the sole source should be shown to be exempt from the spending limit process. Examples would be service contracts or sole source of a specific machine.

The Director has the discretion to make emergency repairs without obtaining quotes and without Trustee approval when building functionality is impaired or public safety is in question. Example - a sewer ejector pump failure or a broken window.

### **EXTRA BUDGETARY SPENDING**

Any staff member with purchasing authority can create an extra budgetary spending request.

- The first step in the review process will be submission to the Director, who will determine appropriateness of the request and the source of funding.
- If funding is deemed appropriate, the Director can approve spending from library funds (under \$500), lobby the Trustees directly for funding, or advance the request to the Friends of the Lane Memorial Library for consideration at their next meeting.
- Should the Friends approve the request, the contribution will be placed on the agenda of the Trustees for consideration at their next meeting.

As a 501-c agency, the Friends of the Lane Memorial Library endeavors to support the Library as part of its mission. This support comes in many forms including financial contributions. These contributions, by their nature, are extra budgetary and require review and approval. Only after approval of the Trustees can purchases be made.

Friends-approved invoices will be forwarded to the Friends and will include the date of the Trustee’s meeting when approval was granted.

On-the-spot contributions under \$100 can be expended after review of the Director, and then approved at the next regularly scheduled Trustees meeting.



## **LANE LIBRARY**

Adopted 4/11

### **POLICY WAIVERS**

The Trustees may, by vote, grant a waiver from the provisions of this policy if they find that the waiver that is to be granted is in the best interest of the Library and is in the spirit of this policy.

Adopted July 2018

### **CREDIT CARD**

The purpose of the credit card policy is to facilitate purchases for the Library in those circumstances where using a credit card is the expedient, practical means for making a purchase. This policy does not apply to procurement cards. The Library will not obtain or maintain any debit cards. The Director will procure credit cards for the Library from the financial institution offering the most favorable terms for the Library. The Director may obtain a card that has an annual fee if the totality of the terms applicable to that particular credit card makes it the best choice for the Library.

#### **LINE OF CREDIT**

The line of credit extended to the Library by means of the credit card shall not exceed 25% of the Operating Expenses of the Library.

#### **ACCOUNT HOLDER**

The Library Director is the primary account holder for the credit card account; supervisors with spending authority can be issued dependent credit card accounts under the Director. The Director must ensure that the card is used in conformance with the Library's Financial Policy (Chapter 3 of the Lane Memorial Library General Policies) and this policy.

#### **AUTHORIZED PURCHASES**

The Board authorizes the use of library credit cards for use in connection with Board-approved or library-related activities. Only those types of expenses that are for the benefit of the Library and that serve a valid and proper public purpose shall be paid for by credit card. Credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

All credit cards are Lane Memorial Library property. Should an individual with a credit card leave their library position, the credit card is to be returned immediately to the Library Director for destruction.

## **LANE LIBRARY**

Each employee will be expected to keep the credit card issued to them in a secure location. If it is kept within the building, it must be kept in a location that can be locked.

### **PROHIBITED PURCHASES**

Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any library staff engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

Cash advances for any reason are prohibited.

### **PAID IN FULL**

The balance due on the credit card will be paid in full each month by or before the payment due date.

### **PAYMENT**

Payments should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other library invoice. All receipts for purchases made with the card(s) must be itemized, signed or stamped, and turned in to the Library Director. The Director is responsible for balancing the receipts with the monthly statement and rectifying any discrepancies. Any interest or penalty incurred due to late filing or furnishing of documentation by an employee will be the responsibility of that employee.

### **BENEFITS**

Any benefits derived from the use of the credit card are the property of the Library.

### **LOST/STOLEN**

If the card is lost or stolen, the card issuer must be notified immediately. This loss must also be reported to the Library Director. If any library staff become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Library Director.

Adopted December 2020

## COLLECTION DEVELOPMENT

### Introduction

In a perfect world, the library would be able to acquire and house whatever it needed to fulfill its stated Mission and goals. In reality, there could never be enough funds in the budget to fulfill every present and anticipated need of the community. Decisions are made on a daily basis on what to acquire, and this policy will be the guideline to the best allocation of financial resources to reach a balanced collection.

### - Mission of the Library -

Our library will be vital to life and learning. We will connect our community by offering a place to assemble, collaborate, and engage in insightful study.

To fulfill this mission, the library provides free access to and loans print and digital resources which assures a variety of points of view. The library's collection will continue to develop in response to changing culture and technology.

The library uses other avenues such as interlibrary loan, and appropriate referral or redirection to serve the individual whose needs are either outside the scope of the library's collection or are remote from the acknowledged collective needs of the community the library primarily serves.

The library recognizes that each individual has educational, informational, recreational, and/or professional needs and interests important to that individual. The library also recognizes that it has finite financial resources and a responsibility to serve the entire community. Consequently, the library's collection reflects the collective educational, informational, recreational and professional needs of the community as opposed to any one individual's needs. The library does not use its collection to promote particular beliefs or views. Through its collection the library provides material which patrons can examine freely and draw their own conclusions.

### **Principles**

Drawing on the concepts and ideas advanced by the American Library Association (see the beginning chapters of these policies) we are dedicated to providing materials for the community as a whole while protecting individuals' rights to decide for themselves and for their own children what library materials to use. Materials will not be added or removed from the collection, based upon sheltering individual users from the contents of the materials. We strongly encourage all parents who wish to restrict their own children's use of the library to establish and individually enforce guidelines for their families. The library cannot and will not act in loco parentis.

### **The Collection**

The library's collection of print and digital materials consists of a circulating collection and a reference collection for in-building use as well as online content.

The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met, and service given to individuals of all ages, within current budget parameters and constraints. The collection scope is intended to provide supplemental materials only for individuals pursuing educational programs and a beginning point for those seeking more advanced information or materials. The Lane Memorial Library cannot replace the school libraries.

The local history collection is a unique and valuable source of local history available for both residents and non-residents of Hampton who are interested in the town, its people, and heritage. The collection focuses on information about the town of Hampton and the state of New Hampshire, with an emphasis on genealogy. School yearbooks are a recognized source of valuable Town and genealogical history. As such, the Lane Memorial Library acquires and maintains a collection of yearbooks related to schools within Hampton. To protect the privacy of Hampton children, no yearbook will be shared with the public until the youngest group of children included can be estimated to have reached the age of majority.

### **Collection Management Goals**

1. To ensure that the Lane Memorial Library collection fulfills the educational, informational, recreational and professional needs of the community.
2. To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users.

## **LANE LIBRARY**

3. To ensure that all parts of the circulating collection are up-to-date, attractive, and well-maintained.
4. To utilize collection usage statistics to insure optimal allocation of the materials budget.
5. To continually evaluate present formats, and to identify new formats that will make the collection more valuable to the community.

Adopted 11/13/2012

### **PROCEDURES**

#### **Responsibilities for Collection Development**

The ultimate responsibility for collection development of all materials: print, non-print, and on-line, as with all library activities, rests with the Library Director who operates within the framework of policies determined by the Library Board. The Director delegates authority and responsibility for collection development and management to the librarians.

Materials are selected after members of the library staff consult a variety of print and online media reviews. Staff consider individual patron requests for materials. Responsibility for the variety of collections is shared equally across the credential librarians based on experience and interest. Additional staff may work on the weeding, ordering, and collection management of the library collections. Criteria for selections include value of material to the library regardless of personal taste of the selector.

#### **Selection of Library Material: Criteria for Evaluation**

Since it is impossible to physically examine and evaluate each item available for selection, librarians make use of a number of criteria in their selection process. Materials are judged on the basis of the work as a whole, not on a part taken out of context. Suggestions from staff and patrons are welcomed.

## **LANE LIBRARY**

1. Reviews. Librarians use several professional review sources. The lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.
2. Author's qualifications and/or previous publications. A performer's expertise.
3. Scope and authority of subject matter/accuracy of information
4. Quality of writing/Style
5. Demand
6. Series
7. Editions
8. Date of publication
9. Reputation of publisher
10. Organization of the contents (Table of contents, Index)
11. Illustrations
12. Relationship to existing collection
13. Local authors (Retained for posterity)
14. Physical format
15. Price

### **Third-Party Content Provider Selection Policy Disclaimer**

The scope of modern public library service includes the provision of electronic content through third-party sources. Much of this content is collected by the providers and not subject to the materials selection policy parameters set forth by the Lane Memorial Library. In recognition of this reality, Lane Memorial Library relies on third-party vendor collection development statements or outside content commentary (e.g.: synopses, reviews, descriptions) to evaluate these electronic resources for selection.

Objections to individual items provided by third-party electronic content providers will be weighed against the value of the products as a whole.

### **Gifts or Donations**

Gift material is accepted with the understanding that any gift item is evaluated according to the Collection Development policy. Factors influencing acceptance of gifts are cost of processing, availability of space, suitability of format, community interest, and physical condition of the item. No gift may be accepted with restrictive conditions unless the conditions are specifically approved by the Director in writing. All gifts are accepted with the stipulation that the library may do with them what it wills.

The library does not evaluate gifts or donations for tax or estate purposes.

The library does not accept donations of textbooks, dictionaries, or encyclopedias.

### **Interlibrary Loan**

Interlibrary Loan (ILL) is not a substitute for collection development but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries. The ILL process interacts with the collection development process in two ways:

Titles not owned by the library that a user wants to obtain through ILL are ordered when available. Items not available through ILL or those deemed appropriate for the library's collection are distributed to librarians for consideration for purchase.

All ILL requests published within the last six months are considered for purchase as they are generally unavailable through ILL. In addition, all titles that have been requested through ILL more than once in a year are given high selection priority.

### **Consortia Materials**

Material is supplemented by NH downloadable eBooks and audiobooks made available via the State through the library's website.

### **Standing Orders**

Titles on standing order have two characteristics in common: they are seldom reviewed in the professional reviewing journals, and/or they are important enough to the collection that receiving them automatically without evaluating individual volumes is better than missing them. The majority of these are works by popular authors or are continuation titles placed with Baker and Taylor.

The standing orders are reevaluated annually by the appropriate librarian. Titles may be cancelled, new titles added, or the number of copies adjusted to accommodate patron interest and demand.

## **Bindery**

When a book is returned damaged or in poor condition, circulation staff will put on the "Repair" shelves. A librarian will review the titles needing repair/rebinding regularly and decide which books should be repaired, rebound, replaced, or withdrawn from the collection.

Care should be exercised, and very selective decisions made in sending books to the bindery. In many cases, it is more cost efficient to buy a replacement or to buy a newer title. This also helps keep the collection looking new.

Binding should be reserved for titles which cannot be replaced or would be too costly to replace. In judging which books should be sent to the bindery, the following guidelines are followed:

- out-of-print books which are of high value to the library collection
- one volume of a set which is still in good condition and important to the collection
- expensive books which are important to the collection
- local interest periodical

Books which should not go to the bindery include the following:

- mass market paperbacks
- older books that have yellowed or brittle paper
- books which have an inside gutter of less than 1/2" and/or outside margins less than 3/8"
- ephemeral materials; time-dated (medical books, tax books) which are close to being out-of-date; - materials which are automatically withdrawn after a set number of years (travel books such as Fodor's, Frommer's, etc.)
- books for which there are duplicate copies
- any book presently in-print, unless very expensive

Out-of-print books should be judged by the general weeding guidelines; if there are newer titles on the same subject and the book is not a classic, withdraw it rather than rebind books with substantial damages or flaws.

Books which cannot be repaired or rebound according to the above guidelines should be withdrawn from the library collection.



### **Withdrawal of Resources (Weeding)**

Collection management involves more than adding to a collection. It also involves withdrawal of resources, more commonly known as weeding. Weeding is necessary to maintain a vital, useful, and up-to-date collection and helps a selector evaluate the collection by identifying areas or titles where additional materials are needed. Resources are regularly withdrawn from the collection for the following reasons:

1. Outdated, inaccurate material
2. Worn or damaged beyond reasonable repair
3. Replacement is cheaper than repair or rebinding
4. Use is too infrequent to justify space or staff time in maintenance
5. Too many copies of formerly popular title
6. Other materials have superseded its usefulness

Weeded materials may be given to another library, given to non-profits with a literacy objective, or sold in the library's book sales. The library will not accept requests from the public to weed specific material that they personally want and cannot maintain a waiting list. Weeded materials that are worn, defaced, or of minimal value may be destroyed.

Lost or missing materials will be evaluated at least every three months, and replacements ordered as appropriate. All lost or missing materials that are not replaced will be deleted from the catalog in a timely manner.

### **Reconsideration of Library Materials**

The library cannot please everyone all the time. Some items may be controversial and offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval. Library materials will not be marked or identified to show approval or disapproval, and no library materials will be sequestered for reasons other than protection from injury or theft. Objections to individual items provided by third-party electronic content providers will be weighed against the value of the products as a whole.

Responsibility for children's selections and the use of the library rests with their parents or legal guardians. At no time will the library act in loco parentis. Selection of library materials will not be inhibited by the possibility they might come into the possession of children.

## **LANE LIBRARY**

Any patron having a strong objection to an item may fill out a Request for Reconsideration form, citing the specific objections to the work and giving suggestions for replacement. The Director will respond to the Request for Reconsideration within ten working days. If the patron is not satisfied, the request may go to the Board of Trustees who will address it at their next regularly scheduled meeting. They will respond to the complainant within ten working days of that meeting.

LANE MEMORIAL LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_

A group? \_\_\_\_\_ The group's name \_\_\_\_\_

Title of Work to be Reconsidered:

\_\_\_\_\_

Author/Performer \_\_\_\_\_ Format \_\_\_\_\_

1. To what in the work do you object? Be specific with pages numbers or sections in printed materials, or segments in audio or visual materials.

\_\_\_\_\_

\_\_\_\_\_

2. Did you read, view, or listen to the entire work? Yes \_\_\_\_ No \_\_\_\_

If not the total, what parts?

\_\_\_\_\_

3. What harm do you feel might be the result of reading, viewing, or listening to this work?

\_\_\_\_\_

4. Are you aware of reviews of this work by literary, music, or film critics? Yes \_\_\_\_ No \_\_\_\_

5. What work would you recommend that would convey an unbiased perspective of the subject treated?

-----

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROGRAMS AND EXHIBITS

The Lane Memorial Library seeks to provide programs which are intellectually stimulating and create opportunities for community residents to broaden the scope of their interests. Though programs of a controversial nature may be represented on occasion, the Library in no way endorses the viewpoints or opinions of any lecturers or presenters. The Library is not affiliated with any political, financial, ethnic, religious, or special interest group.

The Library Director shall be in charge of displays and exhibits in the library, based on availability of space. The Head of Adult Services will oversee the display case near the Circulation Desk. The Head of Children's Services will oversee the display case in the lower foyer. The posting of public information on the library bulletin boards will be prioritized based on the current policy and available space. Once approved, the public information will be posted two weeks prior to the event and removed the day after.

In the spirit of supporting local authors, the Library will sponsor book talks and signings at the Library. Authors may sell their materials, if a copy is donated to the library's collection.

The Trustees welcome and encourage participation by townspeople and organizations in these activities. The Lane Memorial Library, its officers, and staff are not responsible for any loss of, or damage to, any displayed materials.

Amended 10/97, 2/99, 1/02, 10/07

The Lane Memorial Library offers the Weston Theater & Gallery for displaying original art from community members. Artists from outside of Hampton are welcome to apply for a display period; preference will be given as indicated below.

Hampton resident artists or artworks directly related to Hampton  
North Hampton, South Hampton, or Hampton Falls affiliation  
Seacoast, NH affiliation  
New Hampshire affiliation  
New England affiliation

## LANE LIBRARY

Artists and artworks that come from outside of New England  
Repeat artists

As an exhibit in a public library there can be no admission fee and all shows will be open to all members of the public. The Library requires that all artists complete the Artist Agreement and Release/Indemnification Form (attached). If an artist can not do so for any reason the Library will not grant an opportunity for an exhibit.

The Gallery is equipped with picture frame molding and theft deterrent display cables. No additional hooks, nails etc. may be added to the Gallery and the exhibit must conform to the space restrictions indicated by the Library. Artists are responsible for transporting all artwork to and from the Gallery – a Library staff member will assist within the Gallery as to the hanging and dismantling artwork from the display cables. Dates for installation and removal, generally one month in duration, will be set with the artist when the exhibit is approved, and adherence to those dates is required. The exhibit must not interfere with the general operation of regular Library activities.

Artists are asked to provide a brief biography and photo of themselves in electronic format before their exhibit so that the Library can create an “About the Artist” sign for inclusion in the Gallery. This information may also be used in Library publicity or promotional materials – in print and online - related to the Weston Theater & Gallery. Additionally, photographs taken by the Library of the exhibit and individual artworks may be used in the same manner. A title list/price list may be provided by the artist as well as other support print material such as business cards, brochures, etc. These will be left for distribution within the Gallery only. Prices may not be on or near the artworks themselves, the Library will not broker sales of art, and all pieces even if sold must remain in the exhibit for the duration of the show.

The Library may solicit artists to participate in a “Meet the Artist” educational program for the public during the exhibition period as funds allow and based on perceived public interest. If an artist would personally like to host a public reception, they may do so following the guidelines of the Meeting Room use policy. If a private reception is preferred the usage fee would be applicable.

The use of the Weston Theater & Gallery for exhibition does not imply advocacy or endorsement by the Lane Memorial Library or the Town of Hampton. The Library reserves the right to refuse any exhibit proposal. The Library further reserves the right to rescind an exhibit for violation of this policy.

Adopted September 2011

## MEETING ROOM USE

### General

The Lane Memorial Library has a community meeting room and a small quiet study room available for public use. These rooms are provided to further the mission of the Lane Memorial Library as adopted by the Library Board of Trustees; priority use will be granted to Lane Memorial Library sponsored events. All activity in the meeting rooms shall comply with established Library policies. All agreements to use the rooms are temporary, revocable and conditional. The Lane Memorial Library reserves the authority to revoke agreements in its sole discretion at any time for any lawful reason prior to expiration without penalty or liability, and to impose conditions upon the agreement in the public interest.

### Who can use our rooms?

Meeting rooms may be used by:

- Town of Hampton departments
- Public agencies serving the Town of Hampton including Rockingham County, and SAUs 21 and 90
- The Hampton Area Chamber of Commerce
- Hampton-based charitable and social welfare organizations
- Hampton homeowner's associations
- Hampton sports leagues
- Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Hampton community
- Residents (Individuals must reside or own property within the Town of Hampton)
- Common interest groups (Groups must have membership made up of at least 51% Hampton residents)
- Area businesses (Business facility must be located within the Town of Hampton. If there is no business facility, person responsible for event must reside or own property within the Town of Hampton)

## LANE LIBRARY

Personal or family parties such as birthday parties, play dates, baby showers, etc. cannot be hosted at the Library.

### Reservation of rooms

The meeting rooms are available for use during the library's normal operating hours. Reservation times include setup and breakdown time. Meeting rooms are not available on Sundays, holidays or for times starting before the library opens or after the library closes. The Library reserves the right to limit attendance in conjunction with an approved use as may be necessary to comply with occupancy limits for the room(s) which are as follows:

Wheaton J. Lane Room: 100 seated adults  
Quiet Study Room: 12 seated adults

All requests for use shall be processed in order of receipt. In order to serve the needs of the many individuals, organizations and groups in Hampton, limits are placed on the use of the meeting rooms. No user may reserve a room more than 6 months in advance or more than 26 times in that 6-month period. To avoid any group booking a room in perpetuity, additional bookings can be made only after the first 6 months is completed. Further restrictions on repeat bookings are in place by the hours listed below:

	9 a.m. – 2 p.m.	2 – 5 p.m.	5 – 8 p.m.
Lane Room	Allowed	Allowed	Not Allowed
Study Room	Allowed	Not Allowed	Allowed

The Library reserves the right to:

- Reclaim the use of the meeting room for library programming with advance notice to the user whenever possible; and
- Relocate a user to the room most suited for its size and function.

The Library recognizes and respects the rights of free speech and assembly and will implement this policy in a consistent and viewpoint neutral manner. Permission to use the Library space does not constitute an endorsement by the Library of the user's philosophy, viewpoint or objectives.

To the extent permitted by law, the Library may deny an application for use if:

1. The requested date and time is unavailable;
2. The applicant or the person/group/organization on whose behalf the application for use is made contains a material falsehood or misrepresentation;



## **LANE LIBRARY**

3. The applicant or the person/group/organization on whose behalf the application for use is made has damaged Library property on prior occasions and not paid for the damage;
4. The applicant or the person/group/organization on whose behalf the use is made is legally incompetent to contract or to sue and be sued;
5. The applicant or the person/group/organization on whose behalf the application for use is made has violated the terms of a prior temporary agreement for use of the Library;
6. The proposed use would present an unreasonable danger to the health and/or safety of Library patrons, visitors, employees, agents, volunteers, and/or other members of the public;
7. The proposed use is prohibited by law.

Rooms may be booked by verbal agreement over the phone or in person. If a room is approved for use, a written agreement must be signed by a representative of the group no later than the date reserved. Meetings may not proceed until the written agreement has been received.

Any applicant denied an agreement to use a room may appeal the decision to The Board of Trustees within 10 days, stating in writing the reasons why the denial of the use is erroneous. A decision will be rendered within 30 days following receipt of the written appeal.

The Library reserves the right to impose reasonable and actual administrative costs on the user, including, but not limited to, necessary security, clean-up and traffic management costs so that same are not borne by the Library and taxpayers.

Failure to abide by the rules of the Library or other misuse of a meeting room as well as any misrepresentations in any materials submitted in connection with the application for use of a meeting/quiet study room may result in cancellation or termination of the agreement and may further limit the user's ability to obtain use of the Library meeting and quiet study rooms in the future.

### **Prohibited activities**

The user shall not use the premises in violation of federal, state, or local law, or any policy, procedure, or lawful requirement of the Lane Memorial Library.

The user shall not imply in its advertising or during the meeting/use of the premises that the Library has sponsored or supports its meeting/use or group/organization.

Neither the name nor the address of the Library may be used as the official address or headquarters of a user.

No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed unless the use is by or sponsored by the Library.

## **LANE LIBRARY**

Alcohol and smoking (as well as other tobacco products) are not permitted on the premises.

No amendment, alteration or addition shall be made to the Library's system components (electrical, lighting, network wiring, heating, doors, physical structure or layout) by any user.

Fire hazardous materials such as candles, matches, or incense are not permitted on the premises.

At no time may fire lanes and emergency exits or handicapped parking spaces and entrances/ramps be blocked by vehicles or other objects. Illegal parking may result in offenders receiving warnings, tickets, or having the vehicle towed at the owner's own expense.

Parents or guardians attending an event/approved use of the premises may not leave children under the 2nd grade level unattended in the main library or Children's Room. Any older children left there who are in any way disruptive or uncooperative will be asked to rejoin their parent or guardian.

### **Responsibilities**

The user is responsible at all times for the observance of fire and safety requirements including but not limited to maintaining all aisles, doorways, and exits free and clear of all obstructions to permit unimpeded emergency access. If applicable, the user must secure any required permits from local or state governing agencies/bodies.

The user is required to have an on-site supervisor who is at least 18 years of age be present at all times during the event/use of the room(s). Youth meetings require at least a 1:10 adult to child ratio.

If commercial activity (e.g. caterers/vendors/businesses selling/distributing food, beverages, merchandise, and/or services) will occur at/during the event, the caterer/ vendor/business must be licensed (if applicable) and is required to submit proof of licensure and insurance, to include general liability, automobile liability, and/or property and workers' compensation, that names the Lane Memorial Library and the Town of Hampton as additional insureds.

Fliers, brochures or other printed information brought into the library should remain in the meeting room and be removed from the meeting room at end of event/use.

The user is responsible for the behavior of and damage caused by anyone attending the event/use of the room(s).

The user is at all times responsible for keeping noise levels consistent with the proper atmosphere of the Library.

## **LANE LIBRARY**

The user is responsible for set-up and break-down for its event/use in the meeting room and is required to leave the space in a neat and orderly condition.

The user must remove all trash from the Library immediately following the event/use and properly dispose of same.

The user must provide written notice of any accident resulting in bodily injury or property damage occurring on Library property or in any way connected with the use of Library property within 24 hours of the accident. The notice must include details of the time, place, circumstances of the accident, and names, addresses and phone numbers of any persons involved and/or witnessing the accident. The notice should be submitted to:

Kristina Ostman  
Hampton Town Hall  
100 Winnacunnet Road  
Hampton, NH 03842

(603) 929-5908 phone  
(603) 926-6853 fax  
kostman@hampton.town.nh.us

The Library and Town assume no responsibility for the safety of any private property brought onto the premises, nor for injury to/death of any persons attending the event/approved use. Any damage to Library property resulting from an event/approved use shall be the responsibility of the user.

## SOCIAL MEDIA POLICY AND PROCEDURES

Lane Memorial Library offers Social Media tools for educational, cultural, civic and recreational purposes. Social Media tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. The Library's Social Media is intended to create a welcoming and inviting online space where members will find useful and entertaining information and can interact with Library staff and other Library users. Comments are moderated by Library staff and the Library reserves the right to remove comments that are unlawful or off topic. Staff who contribute or moderate social websites on behalf of the library must follow specific rules to maintain the reputation of the library as well as to protect the First Amendment rights of citizens.

### Definition of Social Media for the Library

Social Media is defined as any web application, site or account that facilitates various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups can create, organize, edit or comment on, combine, and share content. Social media uses many technologies and forms, including social-networking, blogs, wikis, photo-sharing, video-sharing, podcast, social bookmarking, mash-ups, widgets, virtual worlds, microblogs, Really Simple Syndication (RSS) and more. It includes such formats as blogs, listservs, websites, social network pages, posts (e.g. Facebook, Flickr, Twitter, Live Journal, etc.), or virtual meeting platforms (ZOOM, Skype, etc.).

### Library Staff Responsibilities

It is expected that all content on Library sponsored Social Media (or done by Library staff on Library work time on community software) will be professionally presented. Writers and content contributors should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check spelling and grammar before making a post live.

Writers are expected to put a "best foot forward" on the Library activities they discuss online. When Library staff members speak or write on the job, online or elsewhere, they are speaking for the Library, and the content they provide should present the Library positively.

Library administration reserves the right to review content before it is posted and to modify, remove or prohibit any messages or postings that it deems to be inappropriate. The following content shall be avoided by library staff writers:

## **LANE LIBRARY**

Personal attacks, insults or threatening language  
Libelous and/or defamatory statements  
Plagiarized materials  
Private and personal information  
Comments unrelated to the content of the forum, and/or hyperlinks to material not directly related to the discussion  
Commercial promotions or spam  
Information shared with library staff and stakeholders that is in draft form or is pending publication

Staff members with questions about the appropriateness of content they are considering posting will review their work with their supervisors before making the content live. Supervisors will make decisions based on this policy.

### **Personal Social Media Activity**

Links from Library Social Media to employees' personal tools are not allowed •□ Views expressed are those of the individual alone and do not represent the views of the employer. Library personnel expressing such views must not identify themselves as associated with the Library.

No posting of information that has been shared with staff but is still in draft form and pending publication is allowed.

Any personal posting will be respectful of the library, its employees, volunteers, partners, competitors and critics.

### **Moderating Public Comment**

Social Media library web applications that allow users to comment are limited public forums. Public comments and other contributions moderated by staff responsible for Library Social Media must ensure that public contributions comply with Library rules.

### **Social Media Guidelines for Moderators**

The Library uses Social Media to form connections with the public by encouraging conversations online.

As a limited public forum, the Lane Memorial Library's website and social media accounts and its departments have the discretion to limit access to and the use of social media by members of the public. The Lane Memorial Library may restrict users from posting comments, images, or links to

## **LANE LIBRARY**

other sites and may remove any posts or comments that are in violation of this policy. Examples of violations of this policy include (but are not limited to):

- Advertisements or spam
- Obscene, libelous or defamatory postings
- Disparaging, harassing, abusive, profane or offensive postings
- Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence
- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library or Library partners
- Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws
- Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry
- Postings which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes
- Postings which promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity
- Postings which support or opposes the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy or bond issue

Staff should remove inappropriate posts from comments or from virtual meeting.

Comment authors have the right to ask Library Administration to review postings denied under these guidelines.

Adopted by Library Board of Trustees August 2020

## TRUSTEE BY-LAWS

### ARTICLE I - NAME

This organization shall be called "The Board of Trustees of the Lane Memorial Library," existing by virtue of the provisions of the enabling Statutes of the State of New Hampshire, and exercising the powers and authority and assuming the responsibilities delegated to it under said Statutes, RSA 202-A.

### ARTICLE II - OBJECT

The object of these bylaws is to provide for the management and administration of the Lane Memorial Library as a supplement to the formal system of free public education.

### ARTICLE III - MEMBERSHIP

Section 1. Pursuant to the New Hampshire Revised Statutes Annotated, Chapter 202-A:6, the Board of Trustees of the Lane Memorial Library shall consist of five members and up to three alternates allowed by NH RSA 202-A:10.

Section 2. A vacancy in the town elected trustee's term shall be filled by the Board of Selectmen within two months of the notice given by the remaining board members. The board of library trustees may recommend to the appointing authority names of persons for appointment to the vacancy according to RSA 202-A:10 and RSA 669:75.

### ARTICLE IV - OFFICERS

Section 1. The officers of the board shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer, elected from among the board of trustees at the next regularly scheduled meeting after Town elections.

Section 2. Officers shall serve a term of one year beginning at the meeting of their election or until their successors are duly elected.

## **LANE LIBRARY**

Section 3. The Chairman shall preside at all meetings of the board, call special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The Vice-Chairman, in the event of the absence of the Chairman, or of a vacancy in that office, shall assume and perform the duties and functions of the Chairman.

Section 5. The Secretary shall keep a true and accurate record of all meetings of the board, shall see that the minutes are on permanent file at the library and open for public inspection as required under New Hampshire's right to know law (RSA 91-A), and shall perform such other duties as are generally associated with that office.

Section 6. The Treasurer shall be the disbursing officer of the board, shall sign all checks, provide financial reports, and shall perform such duties as generally devolve upon that office. In the absence or inability of the Treasurer, such duties shall be performed by the Chairman. As such, the afore named Officers shall perform the necessary processes to be added to all banks accounts that bear the library's name.

## **ARTICLE V - MEETINGS**

Section 1. Regular meetings shall be held monthly at the library, or such other time and place as the board may determine and post notice. A regular monthly meeting may, if circumstances dictate, be omitted by mutual consent, but there will be at least ten meetings during the year. An agenda shall be available to the Trustees, whenever possible, preceding a regular meeting but no later than 24 hours before a regular meeting per RSA 91-A:2 II.

Section 2. Special meetings may be called by the Chairman, or by two other members of the board. The notice shall set forth the purpose(s) for which the meeting is called, time, and place where it is to be held to conform to New Hampshire's right to know law.

Section 3. In accordance with RSA 91-A:2, all trustee meetings shall be open to the public. Non-Public sessions shall conform to RSA 91-A:3 on executive sessions.

Section 4. A quorum for the transaction of business at any meeting shall consist of a majority of the full board, or the equivalent number with duly appointed alternate Trustees. All trustees are to be notified of all meeting times, dates, and locations. When 5 trustees or trustees and alternates are present, 3 votes constitute an adopting majority. When 4 trustees or trustees and alternates are present, 3 votes constitute an adopting majority. When 3 trustees or trustees and alternates are present, 2 votes constitute an adopting majority.



## **LANE LIBRARY**

Section 5. Any member with three or more consecutive unexplained absences from scheduled meetings will be asked to resign.

Section 6. The order of business at all regular meetings of the board shall be in the form of the agenda prepared by the Chairman.

Section 7. Robert's Rules of Order shall govern in the parliamentary procedures of the board.

Section 8. Votes shall be by a show of hands. The vote for each member present shall be recorded. No action shall be reconsidered at a subsequent meeting for the next 12-month period except by majority vote of the members present and voting.

Section 9. Meetings in which staff compensation may be discussed shall have a non-public session posted following the guidance of RSA 91-A:3 on the public agenda

### **ARTICLE VI - COMMITTEES**

Section 1. Special Committees. The Chairman shall appoint committees of one or more trustees for such specific purposes as the business of the board may require. The committees shall be considered to be discharged upon the completion of the purpose for which they were appointed and after a final report is made to the board.

Section 2. On-going Committees. The Chairman shall appoint on-going committees of two or more trustees for specific purposes as the business of the board may require. Appointments shall be made in April and trustees shall serve on such appointed committees for a term of one year.

Section 3. Powers. No committee shall have other than advisory powers.

### **ARTICLE VII - DIRECTOR AND STAFF**

Section 1. The board shall appoint a qualified library director with a minimum of an MLS, who shall be the administrative officer of the library under the review and direction of the board of trustees.

Section 2. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books and other media in keeping with the stated policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

### **ARTICLE VIII - FISCAL YEAR**

**LANE LIBRARY**

The fiscal year shall be the calendar year.

**ARTICLE IX - AMENDMENT**

Amendments or revisions to these bylaws may be proposed at any regular or special meeting and notice thereof shall be included on the agenda of the next regular meeting. A majority vote of the trustees is required for the adoption of such amendments.

Revised April 9, 1992, October 2003, October 2006, May 2011

## 11 GOLDEN RULES

1. **Leave the actual management of the library to the library director.** It is the library director's responsibility to select books and other library materials, employ the staff and supervise the day-to-day operations.
2. **After a policy or rule is adopted by the majority vote of the library board, do not criticize or revoice your opposition publicly.**
3. **Respect confidential information.** Do not divulge information regarding future board actions or plans until such action is officially taken.
4. **Observe publicity and information policies of the board and library.** Do not give information individually but refer requests to the director or appropriate representative to interpret policies.
5. **Treat staff members and director in an objective manner.** Under no circumstances listen to grievances of a staff member or treat individual problems on your own. The library director is in charge of the staff and has administrative control up to the point where a grievance is presented to the library board as a whole.
6. **Do not suggest hiring a relative as a library employee, or two members of the same family.**
7. **All rules and policies directed to the library director must be approved by a quorum of the board at a regular meeting.** Even the Chairman should abide by this rule.
8. **Do not hold board meetings without the library director.**

## LANE LIBRARY

9. **Complaints from the public are the director's responsibility.** Continued dissatisfaction and problems should be taken up at a board meeting only if policy revision is necessary or legal ramifications are involved.

10. **Assume your full responsibility as a board member.** If you are unable to attend meetings regularly and complete work delegated to you, resign so that an active member can be appointed.

11. **A trustee knows that all powers are always vested in the library board and none at all in the individual board member.** The individual has no power to act for the library in any way, unless authorized by the board itself. It is always the board as a unit that holds the responsibility and the powers.

(Adapted from the MA Library Trustee Handbook. Adopted 1/9/92)

## **Appendix A Interlibrary Loan**

### **Lane Memorial Library, Hampton, NH Interlibrary Loan Policy**

#### **I. Principles**

Interlibrary loan is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library and to provide material from the collection to other libraries.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust its own resources first before requesting items on interlibrary loan. Items in frequent or recurring demand will be considered for purchase. The library will not seek loans of materials that have been published within the last six (6) months.

The library will keep its interlibrary loan policy up to date and make it available to users and other libraries upon request.

#### **II. Definition**

Interlibrary loan is a transaction in which the Lane Memorial Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Lane Memorial Library on behalf of its patron.

#### **III. Conditions of Service**

The Lane Memorial Library endorses the principles relating to interlibrary loan included in the New Hampshire Interlibrary Loan Protocol Manual, the ALA Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

The Lane Memorial Library follows the current CONTU copyright guidelines when requesting reproduction of materials. If the copyright law applies, not more than six (6) articles may be requested in a calendar year from a given journal title from the most recent five-year period. If a library has exceeded this limit, requests may be made through an article delivery service or royalties paid to the publisher or Copyright Clearance Center. All supplied copies include a notice of copyright.

#### **IV. Interlibrary Borrowing**

## **LANE LIBRARY**

### **A. Users**

This service is offered to all patrons holding a valid library card from the Lane Memorial Library. The interlibrary loan borrowing privileges of patrons who are not in good standing are suspended. Failure to return interlibrary loan items on time or to pick up items ordered in a timely manner may result in the suspension of interlibrary loan services.

### **B. Types of Materials Borrowed**

Interlibrary loan is an integral element in collection development. The interlibrary loan staff will request materials not owned by the library or missing from the library's collection, or materials owned by the library that are in the process of being repaired and are temporarily unavailable. We will attempt to borrow any type of material needed by our users. Materials that will not be requested include items owned by the library and temporarily in use or on reserve in the library, and electronic full-text information available to the library via the magazine or newspaper databases, the Internet, or other means. In addition, we will not attempt to borrow items less than six months old. To support the library's monthly book club, the library staff may request multiple copies of a book club selection, even if the library already owns a copy.

### **C. How to Submit a Request**

Requests may be placed at any library desk, via email, or over the telephone. Forms are available for placing a request. Each transaction requires a separate form. Reference staff determine a source for the requested materials and acquire the materials. Patrons are limited to 3 ILL requests per week, with exceptions made for extraordinary circumstances.

### **D. Turnaround Time**

Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library and the materials requested. Patrons will be notified by telephone or by mail or email if the patron does not have a telephone available.

### **E. Conditions of Use**

The library will strictly observe any conditions for use of loaned materials that are imposed by a lending library.

### **F. Charges**

The library will not charge its patrons a fee for ordinary borrowing via interlibrary loan. If the lending library specifies that it requires costs for photocopies or mailing a particular requested material, patrons will be consulted about their willingness to pay before materials are borrowed.

### **G. Responsibility**

## **LANE LIBRARY**

The library will be responsible for materials borrowed on behalf of its patrons, from the time the material leaves the lending library until it is returned there. The library agrees to pay for overdue charges, damage, or loss of materials borrowed on interlibrary loan. The library will endeavor to collect any charges for overdue materials, loss, or damage from the patron who received the materials and lost or damaged them.

### **H. Statistics**

The library will maintain records of transactions in order to inform patrons of the status of their requests and will annually report activity as required to the New Hampshire State Library.

## **V. Interlibrary Lending**

### **A. Users**

This service is offered to other libraries that abide by the conditions set forth in section III of this policy.

### **B. Materials Available**

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions:

1. Materials limited by licensing agreements
2. Materials designated as non-circulating (reference)
3. Equipment, including but not limited to, folding chairs, typewriters, VCRs, and projectors
4. Two-day DVDs
5. Most items less than six months old
6. Items with holds

The library also reserves the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent.

### **C. Format for Requests**

Requests to borrow materials from the library are accepted via the New Hampshire State Library's ILL system, fax, email, telephone, or mail. Rush requests are accommodated as time and staffing permit.

### **D. Turnaround**

## **LANE LIBRARY**

The library will provide speedy turnaround on most requests, usually responding within two (2) days if the materials are readily available.

### **E. Circulation Period**

The loan period is six weeks for most materials from Lane Memorial Library. Libraries can renew for an additional four-week period if the material is not needed at Lane Memorial Library. Items are due at the borrowing library on that date and will not be considered overdue at this library for two (2) weeks after the due date.

### **F. Charges**

The library will not charge for lending materials, except for insurance, photocopy, fax, or mailing costs, if any. The library will charge the borrowing library for materials that are overdue, damaged, or lost on interlibrary loan.

Adopted May 2004



## **Appendix B Emergency Closures Policy**

When severe weather, mechanical failures within the building, or any other emergencies occur, the Director, in conjunction with the Chair/Vice Chair or designated trustee, has the responsibility for deciding whether or not to close the library. In the event that a decision was reached to close Town Hall for external reasons, the Library will also close without further deliberation.

In the event of inclement weather, the need to close (tier 1 weather conditions) or open with a limited staff of 3 (tier 2 weather conditions) will be based on advice from local emergency officials and the weather forecast. The decision will be made by the Director in consultation with the Chair/Vice Chair or designated trustee. There will be a phone tree for staff and a message will be placed on the answering machine at the library and on the local television station.

If the Director or supervisor on duty is unable to contact the Chair/Vice Chair or designated trustee within 1 hour of the advent of an emergency situation, s/he shall be authorized to determine the closing. Attempts to notify the trustees shall be appropriately documented.

Mechanical problems causing a lack of bathrooms will necessitate a closure without deliberation since there will be no bathrooms available for public or staff. Loss of power, when there is no estimate for return of power, may also necessitate an automatic closure.

If the library heating or cooling systems fail, causing the temperatures in the library to go below 55 or above 90 degrees Fahrenheit for an extended length of time, the library may opt to close.

Approved 1/07; Revised 1/08, 1/09, 11/09, 3/13

## Appendix C Artist Agreement and Release/Indemnification Form

1. In consideration for being permitted to use the Weston Theater & Gallery of the Lane Memorial Library, Hampton, \_\_\_\_\_ (hereinafter “Artist”) agrees to indemnify and hold harmless, the Lane Memorial Library, its Board of Trustees, employees, insurers, and New Hampshire Local Government Center Insurance Programs, from and against any and all property loss, theft or damage, to the Works of the Artist which arise out of or are in any manner connected with the use of the facilities, whether any such claims, and demands result from the act, omission, negligence, or other fault on the part of the Lane Memorial Library, its Board of Trustees, or its employees, or from any other cause whatsoever.
2. Artist acknowledges that the Artist’s works will be on display to the viewing public in the Weston Theater & Gallery, and that the Lane Memorial Library cannot be responsible to police those persons who may come into contact with the Artist’s works.
3. In addition, in consideration for being permitted to use the facilities, the Artist, expressly exempts and releases the Lane Memorial Library, its Board of Trustees, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of theft, loss, or damage to the Work.
4. The Artist acknowledges that the display of the Artist’s Work in the Weston Theater & Gallery will result in those Works being accessible to persons of all ages and agrees that works that are not suitable for viewing by all ages will not be offered for display.

Artist’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D Deed of Gift

### 1 — DONOR INFORMATION

Name of Donor: \_\_\_\_\_ ("Donor")

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### 2 — DESCRIPTION OF ITEMS DONATED

*Attach additional pages if needed*

#### ITEM 1

Artist: \_\_\_\_\_

Title (or description if unnamed): \_\_\_\_\_

Date created (as much as is known): \_\_\_\_\_

Size: \_\_\_\_\_ Media: \_\_\_\_\_

#### ITEM 2

Artist: \_\_\_\_\_

Title (or description if unnamed): \_\_\_\_\_

Date created (as much as is known): \_\_\_\_\_

Size: \_\_\_\_\_ Media: \_\_\_\_\_

### 3 — DONOR'S DEED AND AFFIRMATION OF TITLE

*Please check the applicable box*

☐ Donor hereby transfers and assigns without condition or restriction the right, title, and interest free of restrictions or encumbrances in the tangible personal property listed above (the "Work"), and copyrights (for the specific image/s in the Work only) associated with it (the "Rights") to the Lane Memorial Library.

☐ Donor hereby grants to the Lane Memorial Library a free, nonexclusive irrevocable license on the image in the photograph/s listed above (the "Work"). Donor agrees to transfer to the Lane Memorial Library an original certificate of authenticity for the Work in a form reasonably satisfactory to the Lane Memorial Library, signed by the Artist.

☐ Donor hereby certifies that he/she (i) is the sole owner of the Work; (ii) has good and complete right, title and interest in and to the Work; (iii) has fully authority to give, transfer and assign his/her right, title and interest in and to the Work; (iv) the subject of this gift is free and clear of all encumbrances and restrictions; and (v) to the best of his/her knowledge the Work has not been imported or exported into or from any country contrary to its laws.

### 4 — REPRESENTATION OF AUTHORITY

*Please check the applicable box*

☐ Donor hereby represents to the Lane Memorial Library that Donor is able to grant nonexclusive permission, as requested herein, because Donor is the Artist and has never transferred exclusive rights to the tangible personal property listed above (the "Work") to any other person or entity.

☐ Donor hereby represents to the Lane Memorial Library that Donor is able to grant nonexclusive permission, as requested herein, because Donor is an heir of the Artist or a subsequent copyright owner and has, in turn, inherited ownership of the copyright, or a portion thereof, in and to the Work and (mark one of the following):

## LANE LIBRARY

☐ Donor is the sole copyright owner

☐ Donor is a joint copyright owner

### 5 — COPYRIGHT & COPYRIGHT NOTICE

Donor acknowledges that the Lane Memorial Library requests permission to reproduce the Work for purposes consistent with its mission. Donor understands that the Lane Memorial Library is a part of the municipal government of the Town of Hampton, NH. In light of the Lane Memorial Library's mission and in recognition of the Lane Memorial Library's lawful possession of the Work, Donor hereby grants to the Lane Memorial Library, as of the date below, a non-exclusive license to reproduce the Work (and in the case of an audiovisual work, any portion thereon) for the life of its copyright and any renewals or ex-tensions thereof (the "License"), in any media known or not yet invented (all reproductions, the "Copies"), and to display, transmit, publish and otherwise use the Copies throughout the world, as follows:

in educational materials related to the Lane Memorial Library's collection, exhibits, programs and events including, but not limited to, posters, postcards, teaching materials, website information, catalogues and similar publications, some of which may be offered for sale; and in publicity and informational materials about the Lane Memorial Library's collection, exhibition, programs and events including, but not limited to, press releases, invitations, annual reports, promotional flyers, posters, films and website information.

Donor agrees that the License expressly authorizes the Lane Memorial Library to sublicense the specific rights granted herein to third parties, as necessary (in the Lane Memorial Library's discretion) to fulfill its mission. For all other rights not specified herein, Donor understands that the Lane Memorial Library shall seek additional permission from Donor or his/her representative and that it will direct inquiring third parties to do the same.

## LANE LIBRARY

Whenever feasible, the Lane Memorial Library shall include and cause others to include, the following copyright notice, or one similar to it, in connection with the Copies

(please initial one):

\_\_\_\_\_ © [Artist's name].

\_\_\_\_\_ © [Artist's name]. Courtesy of the [Artist's Estate].

\_\_\_\_\_ © [Artist's name]. Used by permission.

Other (please

specify): \_\_\_\_\_

## 6 — OTHER TERMS AND CONDITIONS

This Deed of Gift represents an agreement between the Lane Memorial Library and Donor. Any variation in the terms noted must be in writing on the face of this form and approved in writing by both Parties.

Lane Memorial Library employees cannot, in their official capacity, give appraisals for the purpose of establishing the tax-deductible value of donated items. Evaluations must be secured by Donor at his/her/their expense.

Nothing in this Deed of Gift constitutes an express or implied waiver of the privileges and immunities of the Town of Hampton, NH or the State of New Hampshire, its personnel and its assets, in accordance with the Town ordinances, relevant agreements and pursuant to general principles and practices of international law.

Any dispute or complaint that may arise in conjunction with the application or interpretation of this Deed of Gift shall be settled by direct negotiations between the Parties. If a solution satisfactory to both Parties cannot be reached, then the Parties shall submit their differences to arbitration pursuant to an arbitral procedure mutually agreed by the Parties. The arbitral award shall be final and binding to the Parties. This Deed of Gift shall be governed by the laws of the State of New Hampshire.

**LANE LIBRARY**

Limited gallery space and the policy of changing exhibitions do not the Lane Memorial Library to promise the permanent exhibition of the Work.

**IN WITNESS WHEREOF, Donor, intending to be legally bound hereby, executes this Deed of Gift,**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Donor's signature: \_\_\_\_\_ Date: \_\_ \_\_/ \_\_ \_\_/ \_\_ \_\_

Donor's name printed: \_\_\_\_\_

Witness's signature: \_\_\_\_\_ Date: \_\_ \_\_/ \_\_ \_\_/ \_\_ \_\_

Witness's name printed: \_\_\_\_\_

Lane Memorial Library hereby certifies that no goods or services were provided by the Lane Memorial Library in consideration for this Gift. Accepted on behalf of Lane Memorial Library by:

\_\_\_\_\_ Date: \_\_ \_\_/ \_\_ \_\_/ \_\_ \_\_

Director

Lane Memorial Library

Town of Hampton, NH