

## FAIRFAX COMMUNITY LIBRARY POLICY

### General Library Purpose

1. Promote enlightened citizenship
2. Enrich personal lives
3. Encourage continuous self-education
4. Seek to identify community needs
5. Support the curriculum of Bellows Free Academy
6. Assemble and administer books and related materials
7. Serve the community as a center for reliable information
8. Provide free service to every resident in the community without discrimination
9. Provide access to and assist with technology currently available through the library

### Standards

The goal of the Fairfax Community Library is to meet the Minimum Standards for Vermont Public Libraries developed by the Vermont Department of Libraries and follow the guidelines of the Vermont Library Association, the Vermont Library Trustees Association, and the Vermont Department of Education. The library endorses the Library Bill of Rights of the American Library Association.

### Organization

The Fairfax Community Library was created by merging two groups, the Fairfax Public Library and the Bellows Free Academy Library. It is governed by the Fairfax Community Library Joint Board which consists of two Fairfax Library Trustees, two Bellows Free Academy School Board Directors, one Fairfax Selectboard member.

Decisions made by the Joint Board are based on a majority vote. A quorum is defined as three voting members. These decisions encompass:

1. Acceptance and implementation of library policies
2. Dispersal of any grants or monies received as a community library project

Decisions made by the Library Trustees separate from, but with consideration of the School Board Directors encompass:

1. Development of town library staff
2. Purchase of materials and furniture with town monies
3. Evaluation of town library staff
4. Town library budget approval
5. Setting town library hours

Decisions made by the School Board Directors separate from, but with consideration of the Library Trustees encompass:

1. Development of school library staff
2. Purchase of materials and furniture with school monies
3. Restoration and maintenance of library's physical plant
4. Evaluation of school library staff
5. School library budget approval

The Joint Board meets at least twice a year. All meetings are held in a public building and are open to the public in accordance with Vermont's Open Meeting law. The Chairperson and Secretary of the Joint Board shall be elected at the meeting following Town Meeting. The Secretary need not be a member of the Joint Board. The members of the Joint Board report to their parent groups. If a voting member misses two consecutive meetings, the parent group shall be notified of the need for representation.

Quarterly financial and activity reports shall be prepared for regular Joint Board meetings by the librarians. The Joint Board is responsible for making policy and the librarians implement that policy. The operation of the library is the sole responsibility of the librarians.

### Personnel

The town librarian and the town library staff are hired by the Library Trustees. The school librarian and the school library staff are hired by the School Board Directors for school hours. Each librarian shall supervise and delegate responsibility to their respective staff. Staff responsibilities will be outlined in their individual job descriptions.

Staff will follow school policies in effect as of 11/19/15 for all students and patrons during school library hours. Policy conflicts will be reviewed and resolved by the Joint Board.

Substitutes are used as needed to replace an absent librarian. The custodian and custodial services are provided by the Fairfax Town School District.

### Safety and Respect

Students shall follow school regulations while in the library during the school hours. Patrons are expected to abide by the Unattended Child Policy (Appendix A) and the Fairfax Community Library Patron Code of Conduct (Appendix B).

### Book Selection

The Fairfax Community Library endorses the Library Bill of Rights of the American Library Association and the School Library Bill of Rights of the American Association of School Librarians. This selection statement covers the selection of all library materials, both print and nonprint.

The following criteria are considered in building the collection:

1. The community --- The diverse interests of all users, present and potential, should be considered. Through the resources of the Department of Libraries and the Interlibrary Loan system access can be provided to works of very specific interest. Through the Fairfax Historical Society collection users have access to works of local historical interest.
2. Individual merit of the work --- The library staff makes skilled use of selection aids such as general lists, special bibliographies, book reviewing journals and, whenever possible, firsthand knowledge of the works under consideration. The library acknowledges its right and duty to keep on its shelves a representative selection of materials on all subjects of interest to its readers and not prohibited by law, including materials on all sides of controversial issues.
3. The library --- Budget, space and the content of the present collection are additional

considerations in the selection process. Gifts are accepted with the understanding that final disposition of the material will be determined by the librarians in accordance with the above criteria. Gifts for memorial purposes are encouraged. Disbursement of memorial gifts will be decided upon by the librarians and the Joint Board after conferring with the donor or their representative whenever possible.

Final responsibility for the selection of materials rests with the librarians who operate within the framework of this policy.

### Interlibrary Loan

Materials not available in our collection will be borrowed from other libraries for patrons whenever possible through the interlibrary loan system. The library will provide interlibrary loans to other libraries when a request is submitted. Written procedures for interlibrary loan will be kept in the procedures manual.

### Reconsideration

Since opinions may differ in a democracy, the following procedures are observed in recognizing those differences in a factual manner.

A patron may register his/her opinions with the librarian in a written and signed statement which includes specific information as to author, publisher and page number of each item to which an objection is being made. Patrons may use the Reconsideration of Library Resources form which is available upon request.

Upon receipt of such statement the librarian shall (1) review the material in question, then (2) notify the Joint Board and the Superintendent of the receipt of the statement. All members of the Joint Board and the Superintendent will read the material in question and will fill out similar forms if appropriate. The Joint Board will then call a meeting and a public warning will be posted. The Joint Board and the Superintendent will render a decision in a timely manner.

### Technology

The Fairfax Community Library is committed to providing patrons with the best resources possible. Users are expected to abide by the Fairfax Community Library Public Computer Use Policy (Appendix C) which references and supports the Responsible Use of Information Technology Resources in School's Policy. While the library upholds basic principles governing information freedom and access, the library expects staff and patrons to observe all applicable local, state and federal law governing information access. Rules for use of the computers and for Internet access are developed by the librarians in conjunction with the Responsible Use of Information Technology Resources in School's Policy.

### Circulation

Any person who wishes to use the library is welcome. Any person who wishes to borrow books may do so upon signing a registration card. Any non-resident or non-BFA Fairfax student or employee who wishes to borrow books or any other material will be charged an annual membership fee set by the Joint Board. This amount cannot exceed the per capita support by the Town. Non-residents over 65 will be exempt from the annual membership fee. A resident is defined as a property owner or tenant. Minors

must have a countersignature by parent or guardian. Non-payment of charges for lost or damaged books will result in revocation of borrowing privileges. Cards from libraries belonging to the Homecard system will be honored according to Homecard system policies.

All materials are circulated with the following exceptions:

1. Fairfax Historical Society collection, unless designated as circulating
2. irreplaceable items designated as non-circulating

### Confidentiality

Confidentiality of borrowers' records is supported by the Joint Board and staff in compliance with state law (22 VSA section 172) and federal law (Family Educational Rights and Privacy Act). A number code shall be assigned when a borrower registers, which shall be used to sign out books. The names, addresses and telephone numbers of library users shall be strictly confidential. Circulation records and other records identifying the names of library users and the library materials they use are confidential in nature. Such records are not normally available to any agency or individual. Those who make inquiries for such information, including police, FBI, CIA, or similar law enforcement agency or personnel should be informed that:

1. The inquiry for such information should be directed to the Town Attorney, who will rule on the legal necessity for disclosure, based upon the showing of good cause, and so inform the librarian.
2. The Library staff is not empowered to make such information available until such time as they have received direct authorization from the Town Attorney or a Court Order.
3. If there is a Court Order or a subpoena, legal advice should be sought from the Town Attorney or from the ALA Office for Intellectual Freedom.
4. If the court order is in the form of a search warrant, it is executable immediately. Ask for legal counsel to be available to assure the search conforms to the terms of the search warrant.
5. If the court order is in the form of a search warrant issued under the Foreign Intelligence Surveillance Act (USA Patriot Act amendment):
  - a. Request legal counsel to be available.
  - b. Respect "gag order", i.e. the library staff cannot disclose that a warrant has been served or that records have been produced.
  - c. The library and its staff must comply with this order.

### Returned Materials

The borrower is notified when an item is two weeks overdue. When the item is one month overdue, a bill is sent for the cost of replacing the item.

### Lost and Damaged Materials

Compensation for lost or damaged items will be determined by the librarians.

### Weeding

The collection shall be weeded to cull outdated, unsuitable, worn and unused materials. Disposition shall be at the discretion of the librarians.

### Accounting and Budgeting

The librarians shall keep an accurate account of monies encumbered by purchase order, the account to which these are charged, the receipt of these materials, etc. A record of the petty cash account shall be provided for incidental expenses.

### Continuing Education

The town librarians shall be allowed professional time to attend workshops. The school employees shall be covered by the negotiated teachers' contract.

### Fairfax Historical Society

The Joint Board has agreed to allow the Society to place its collection of printed materials in the Community Library. It has also agreed to assume storage for the effects of the Society in the event that the Society disbands, and has agreed to hold them until the Society reactivates or makes some disposition of the property.

### Library Space Use

Community groups shall be encouraged to use the library facilities, following the Library Space Use Policy (Appendix D).

The Fairfax Room of the Fairfax Community Library was planned as a conference room with space allowed for the Fairfax Historical Society library and was furnished with funds from the McNall Fund. The Fairfax Room may be available for the following uses:

1. Patrons who request a quiet reading location during the school day
2. Patrons using Fairfax Historical Society materials
3. Small groups of students accompanied by a classroom teacher (Recommended max. of 10)
4. Small group meetings

In all instances, advance sign up with the library staff is encouraged to use the room.

### Customer Service

All library staff will strive to provide excellent customer service to all patrons. This includes face to face, online and phone interactions. The library staff will make efforts to personalize service and create a friendly helpful environment in the library. All changes to the regular library hours will be posted.

### Revision

This policy is reviewed annually at the first meeting following Town Meeting.  
This policy is revised as conditions warrant.

Adopted by the Fairfax Community Library Board on August, 1973

Revised April, 1976.

Revised July, 1981.

Revised February, 1988.

Revised January, 1991.

Revised October , 1995.

Revised January, 1998.

Revised April, 2001.

Revised January, 2005.

Revised and adopted by the Fairfax Community Library Joint Board on November 19 , 2015