

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 present in 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 through the merging of two groups, the Fairfax Free Library and the Bellows Free Academy Library. Equal consideration was given to governing by the Fairfax Free Library Trustees and the Bellows Free Academy Board of School Directors who form the Fairfax Community Library Working Committee. The Working Committee shall consist of two Fairfax Free Library Trustees, two Bellows Free Academy School Directors and a Fairfax Selectboard member.

Decisions made by the Community Library Working Committee are based on a majority vote. A quorum is defined as three voting members. Areas for decision making encompass:

1. Acceptance and implementation of library policies
2. Purchase of furniture
3. Setting of library hours
4. Requests by groups for display of their material in the library
5. Dispersal of any grant or monies received as a community library project
6. Placement of material within the library
7. Budget approval

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

1. Development of library staffing for other than school hours
2. Purchase of materials with town monies

3. Annual written evaluation of town library staff

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

1. Development of school hours library staffing
2. Purchase of materials with school monies
3. Restoration and maintenance of library's physical plant
4. Development of student use of library during the school day
5. Annual written evaluation of school library staff

The Working Committee meets at least once every three months. The members of the Working Committee report to their parent groups. If a voting member misses two consecutive meetings, the parent group shall be notified of the need for representation. The school principal and community librarians are non-voting members of the Working Committee during non-executive sessions. All library committee and board meetings are held in a public building and are open to the public.

Quarterly financial and activity reports shall be prepared for regular Working Committee meetings by the librarians.

The Boards are responsible for making policy and the librarians implement that policy. The operation of the library is the sole responsibility of the librarians.

The officers of the Working Committee shall be elected at the meeting following Town Meeting. Officers shall be Chairman, Treasurer, and Secretary. The Secretary need not be a member of the Working Committee.

Personnel

Librarians--One Librarian is hired by the school board for school hours. The librarian hired by the School Board shall oversee annual operation of the library. The librarian shall have authority to delegate responsibility as necessary. The town librarian and staff for the other hours that the library is open, including school vacations, are hired by the Public Library Trustees.

Custodian--Custodial services are provided by the Board of School Directors.

Staff Functions

book selection	weeding
acquisition	mending
cataloging	accounting
processing	supervision
shelving	continuing education
circulation	public relations
guidance to users	

Substitutes replace the absent librarian.

Aides:
processing circulation
shelving public relations
cleaning typing

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 non-print.

The following criteria are considered in building the collection:

1. The community--

The diverse interests of 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 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. The approval of the Working Committee will be required if gifts are refused. Disbursement of memorial gifts will be decided upon by the librarians and the Working Committee 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 as adopted by the Fairfax Community Library Board.

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.

The citizen of the community may register his/her opinions to the librarian in a written and signed statement which includes specific information as to author, publisher and page number of each item to which objection is being made. (Form attached).

Upon receipt of such statement the librarian shall (1) review the material in question, (2) notify the Working Committee of the receipt of the statement and (3) within one week post a notice in the library that the material is in question. The notice should indicate that anyone who disagrees with the complaint may submit a statement indicating his/her opinion, within one month. (Form attached).

During this period all members of the Working Committee will read the material in question and fill out similar forms. The Working Committee will meet as soon as possible following the five week period to re-evaluate the material being questioned and render a decision.

Technology

The Fairfax Community Library is committed to providing patrons with the best resources possible for seeking information. The library supports the Bellows Free Academy Communications Systems Policy and expects users to abide by the Acceptable Use Policy which is part of the document(see attached). 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. Rule for use of the computers and for Internet access are developed by the librarians in conjunction with the BFA Acceptable Use Policy.

Cataloging

Cataloging or bibliographic records should be obtained through the Department of Libraries whenever possible. Paperbound fiction and material of an ephemeral nature in the Vertical File are not cataloged.

Shelving

The collection is shelved in at least the following sections:

- adult fiction
- young adult fiction
- juvenile fiction
- large print books
- easy and picture books
- periodicals
- reference
- adult story collection
- juvenile story collection
- historical society
- non-fiction

Circulation

Use--Any person wishing to use the library is welcome to do so. Any person wishing to borrow books may do so upon signing a registration card. Any non-resident or non-BFA Fairfax student or employee wishing to borrow books or any other material will be charged an annual membership fee set by the Library Working Committee. This amount cannot exceed the per capita support by the Town. Non-residents over the age of 65 will be exempt from the

annual membership fee. (A resident is to be 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.

Confidentiality of borrowers' records is supported by the library board and staff in compliance with state law. 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 Library.
2. The Library staff is not empowered to make such information available until such time as it has 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. If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (USA Patriot Act amendment):
 1. Request legal counsel to be available.
 2. Respect "gag order", ie. the library staff cannot disclose that a warrant has been served or that records have been produced.
 3. The library and its staff must comply with this order.

All materials are circulated with the following exceptions:
current issues of periodicals
Fairfax Historical Society collection, unless designated as circulating
irreplaceable items designated as non-circulating

Returned materials

1. Overdue-When an item is overdue by two weeks the borrower is notified. When the item is one month overdue, a bill is sent for the cost of replacing the item.
2. Lost-The replacement cost for lost items shall be the full cost of the item. If item is out of print the charge shall be set by the librarian.

Damaged materials

A nominal repair fee shall be charged for an item in repairable condition. Replacement cost shall be charged for material beyond repair.

Weeding

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

Mending

A judgement shall be made between the merits of replacing or mending each specific volume in uncirculatable condition.

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.

The librarians shall prepare an annual budget for review and approval by the Working Committee.

Supervision

An atmosphere conducive to reading and study shall be maintained. A specific area may be set aside in which silence is to be maintained. Patrons are responsible for conducting themselves in accord with the library atmosphere.

School regulations are followed for students during the school hours.
The librarians shall supervise the library aide.

Continuing education

The librarians shall be allowed professional time for attendance at workshops. The School Board employee shall be covered by the negotiated teachers' contract.

Public relations

Students shall be encouraged to use the library as a facility to display their work to the community. The librarians cooperate and use the opportunity to work library materials into such a display.

The library staff shall inform the public of the library services through the news media. Brochures giving information about the library shall be prepared.

The library shall sponsor programs both in and out of the library to encourage its use.

Community groups shall be encouraged to use the library facilities at hours which do not conflict with regular library services.

Fairfax Historical Society

The School 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 the Society disbands, and has agreed to hold them until the Society reactivates or makes some disposition of the property.

Fairfax Room:

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. Adult readers who requests a quiet reading location during the school day.
 2. Meetings of community organizations.
 3. Patrons using Fairfax Historical Society materials.
 4. Small groups of students accompanied by a classroom teacher.
- (Rec. maximum 10)
5. Small group staff meetings.

In all instances, advance sign up to use the room must be done with the library staff.

Guidance to users

Everything else is to no avail if the patron's need is unmet. Meeting needs involves a broad spectrum of activities described above and may involve teaching use of the library or getting materials and handing them to the borrower.

Hours

Hours are approved by the Working Committee and posted. The library is closed on national holidays or for emergency purposes. Summer hours will be arranged and announced.

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.