

# Policies of the Langdon Public Library

TABLE OF CONTENTS

About the Langdon Library Policies	page 3
ADA Policy	page 4
Anonymous Correspondence Policy	page 5
Art Display Policy	page 6
Child Safety Policy	page 7
Circulation Policy	page 9
Confidentiality of Patron Records	page 10
DVD/Bluray Policy	page 12
Facility Usage Policy	page 13
Fax/Copy Policy	page 16
Financial Policy	page 17
Interlibrary Loan Policy	page 20
Internet Acceptable Use Policy	page 21
Investment Policy	page 22
Material Selection Policy	page 23
Memorial Fund Policy	page 25
Museum Reimbursement Policy	page 26
Patron Behavior Policy	page 27
Patron Use Policy	page 28
Reference Policy	page 29
Response to Law Enforcement Policy	page 30
Volunteer Policy	page 33
Wireless Internet Usage Policy	page 34
Policy Approval	page 35
Policy Review Timeline	page 36
Appendices	page 38-47

## About the Langdon Public Library Policies

These policies are established by the Library Board of Trustees for the regulation of the Library. The Board may, from time to time as it deems necessary, revise and/or amend these policies.

## **ADA Policy**

Langdon Public Library affirms its support of equal access for persons with disabilities and the American Disabilities Act. The library will provide access to services for people with disabilities in a way that respects their rights to dignity, independence, and integration.

### **1. Library Services**

- a. Extended loan periods
  - b. Library cards or privileges for proxies
  - c. Home delivery service
  - d. Remote access to the Online Public Access Catalogue (OPAC) and electronic library resources
  - e. American Sign Language (ASSL) interpreter at library programs
- Requests must meet the ADA readily achievable standard (i.e. easily accomplished and able to be carried out without much difficulty or expense. Some requests may require advanced notice of a week or more.)

### **2. Library Facilities**

- a. Accessible parking
- b. Clear paths of travel to and from the facility
- c. An entrance with automatic doors
- d. Accessible public service desk
- e. Accessible restrooms

### **3. Library Collections**

The library will make materials available to individuals with disabilities in a variety of formats and with accommodations within reason, do not alter library services, and do not place an undue burden on the library.

Examples of accommodations may include:

- a. Assistive technologies such as a text enlarger
- b. Access to interlibrary loan for items in a variety of formats, such as Braille, sound

### **4. Service Animals**

The library welcomes service animals that are needed to assist people with disabilities.

Reviewed and approved by the board of trustees May 4, 2023

## **Anonymous Communications Policy**

The Library Board of Trustees is genuinely interested in communication from the public and the Newington community with respect to the library and its function. However, information that is received anonymously lacks basis for verification, and honoring such correspondence may only serve to encourage irresponsible claims, accusations, and unsubstantiated gossip. Accordingly, anonymous correspondence will not be entered into any record and may be destroyed upon receipt by the director or the Library Board of Trustees, with the single exception as follows:

In the event that the communication raises a question of the immediate safety of any person, persons or property, such information should be shared immediately with the director and/ or the Library Board of Trustees, who will make a determination whether to relay the information to law enforcement for investigation. Examples of such information include bomb or fire threats, threats of bodily harm against a person or persons, information regarding child abuse or molestation, etc. In the event that investigation is undertaken, any persons directly related will be advised of the nature of the anonymous information, as permitted by law.

Reviewed and approved by the board of trustees June 7, 2023

## **Art Display Policy**

1. The Langdon Library offers numerous opportunities to display all types of art in and outside the facility.
2. The Board of Trustees and Director encourage the display of various forms of art in the many available areas of the library. The acceptance and determination of placement of articles will be at the discretion of the Director and Board of Trustees.
3. Art may be labeled with the artist's name and, if being offered for sale, a purchase price.
4. Art may be donated to the Library as governed by the Library policy of accepting gifts.
5. Not all donated or loaned material will be displayed at all times. This will be determined by display management and Library programming.
6. The library may remove individual items from public display at the sole discretion of the Library Board of Trustees.

Reviewed and approved by the board of trustees May 2024

## Child Safety Policy

The Library Trustees and staff are dedicated to providing a safe environment that encourages children of all ages to visit the library, attend programs, and use the library resources and computers. The trustees and staff request that parents/guardians/caregivers consider the safety and wellbeing of their children and the needs of other library users by cooperating with the following:

### Basic Safety Considerations:

The parent/guardian/caregiver is responsible for the safety, behavior, and supervision of their children.

The library staff does not act in place of parents (in loco parentis).

The library is not designed or licensed to provide child care. The library is not a closed environment and staff members cannot monitor everyone who enters or leaves the library premises.

The library staff members are available to help and support children. Though staff will always respond with care and concern, they cannot assume responsibility for the child's safety and comfort.

### Behavior/Conduct:

Like all library users, children are expected to comply with the Patron Use Policy.

Behaviors that could potentially result in injury, or be disruptive to library patrons, are not permitted. Such behaviors include, but are not limited to, running, jumping, climbing, shouting, pushing, hitting, throwing objects, or disrupting/damaging displays or on-going activities.

The library staff reserves the right to speak to the child and parent/guardian/caregiver about disruptive/unsafe behavior and request that it stop.

### Unattended Children:

For the purpose of this policy, an unattended child refers to a child who is in the library alone without parent/guardian/caregiver supervision.

Children age 9 years old and younger must be accompanied by a responsible adult or caregiver aged 16 or older. Children aged 9 or younger may not be left unattended in the library for any amount of time. The responsible caregiver must have contact information for an adult who is legally responsible for the child.

Children 5 years old and younger must be directly supervised by a responsible adult or caregiver age 16 or older in all rooms of the library, including the children's room.

The parent/guardian/caregiver should be aware of the library closing hours. Children left unattended at closing time will have the opportunity to contact an adult. If no contact can be made, the library staff reserves the right to determine how long to stay with the child in the library past closing. If no contact can be made after a reasonable amount of time has lapsed the staff member will notify the Newington Police Department to take custody of the child.

#### Computer Use:

The library has public internet computers and open wireless internet access, which are not filtered or password protected.

Children increasingly use the internet as a source of both fun and education. While it is a wonderful resource, there can be inherent dangers attached to using the internet. The library staff do not monitor what a child is accessing on the computer.

#### Missing Child:

If it is suspected or reported that a child is missing, the staff members will do an immediate and rapid search of the building while calling out to the child.

If the child is not located after completing the search, a staff member will immediately call 911.

Reviewed and approved by the board of trustees April 18, 2024



## **Circulation Policy**

1. Print materials and Television Series DVD sets can be checked out for two weeks. DVDs and Blu-Rays can be checked out for one week. Materials can be renewed, as long as the material has not been reserved by another individual. Renewals may be placed by speaking to library staff in person or via the telephone, e-mail, or through the website.
2. Non circulating collections include reference materials, portions of the New Hampshire Books Collection, and the local history collection. The use of other library materials may be limited when excessive demands of groups or individuals curtail service to the general public.
3. Patrons can reserve library materials in person, via telephone or e-mail. Patrons are notified by phone or e-mail, and the materials are held for one weekday. If reserved materials are not claimed within 3 library business days, the next person on the reserve list will be contacted, or the material will be re-shelved.
4. The Langdon Library fosters an environment that is for free use by its patrons. Therefore, there are no imposed fees for overdue items returned. Lost or damaged materials are to be paid for in full by the patron. Once the library receives the replacement cost of the materials(s), the damaged material(s) becomes the property of the patron.
5. Patrons are notified of overdue library materials. If the patron fails to return the materials after receipt of two notices (one of which was sent by certified mail and contains a copy of N.H. RSA 202-A:25), the matter will be addressed by the Board. In extreme cases, local law enforcement may be contacted to retrieve the library materials. The library may use small claims court, and in this event, will seek from the patron payment of small claims court filing fees in addition to the cost of the library materials.

Reviewed and approved by the board of trustees May 4, 2023

## Confidentiality of Patron Records Policy

1. The Langdon Library is committed to preserving the confidentiality of all personally identifiable information about library use in accordance with N.H. RSA 201-D:11, which states:

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

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

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

2. The Library strives to create a library environment that is:

- Crime free
- Welcoming
- A place for learning and pursuit of information on any topic
- A place where library users can ask any question and discuss any topic

2. In support of these goals, the Library will do its utmost to uphold the privacy and confidentiality of library users' free access to information in accordance with NH state law and the American Library Association's Code of Ethics which states that "librarians shall protect each library user's right to privacy

and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted.”

3. The records of children who have their own library card are subject to the same privacy restrictions as the records of adult borrowers, and the library is not able to share those records with others, including parents. (In 2001 and 2003 bills were introduced in the State House to specifically allow the release of minors' records to their parents. Both bills failed.)

Parents who want their children to have their own library cards need to know that the library won't be able to share with them information about their child's records, including titles of checkouts, holds, renewals, overdues and fines, and other library services.

The Langdon library recognizes that there may be situations when records regarding library use by individual users will be requested with the consent of the user or pursuant to subpoena, court order, or where otherwise required by statute. Refer to our Response to Law Enforcement Policy.

Reviewed and amended by the Board of Trustees June 7, 2023

## **DVD/Blu-Ray Policy**

1. There is no limit on the number of DVDs and Blu-Rays a patron, age 10 and above, may borrow. Patrons below the age of 10 may borrow DVD/Blue Rays without a parent/guardian present as long as he/she has presented library staff with a letter giving the child permission to borrow the materials. Library staff does not censor or monitor the video materials borrowed by minor patrons, and does not restrict the borrowing of such materials according Motion Picture Association of America (MPAA) ratings or any other criteria
2. DVDs/Blu Rays may be borrowed for a period of seven library days.
3. DVDs/Blu Rays may be returned in the book drop.
4. It is the responsibility of the patron to pay the replacement cost of the lost or damaged DVDs/Blu Rays. Failure to do so may result in prosecution according to N.H. RSA 202-A:24. As with other library materials, damaged or lost DVDs/Blu-Rays become the property of the patron once the library receives the replacement cost of the video.

Reviewed June 2023

## Facility Usage Policy

1. To achieve the goal of good library service, the Board of Trustees accepts the responsibility of ensuring that the public library building facilities will meet the physical requirements so that high quality services can be provided.
2. The Board of Trustees accepts the responsibility of securing funds needed for the facility and its operation.
3. The community bulletin board at the Library is used to provide the general public with information about programs, cultural events and resources available in the immediate area and throughout the state (space permitting). Any commercial use will be limited to a posting of 30 days. The Director will attempt to display this material in an equitable manner. The Director may refuse to post any information if, in his/her discretion, is deemed to be inappropriate, including but not limited to postings containing profanity or obscenity of any kind. Any group or individual whose materials have been refused by the Director may appeal the decision to the Library Board, which will address the issue at its next, regular Board meeting.
4. Meeting space in the library may be available during library hours and may be reserved for use by educational, civic, cultural, and governmental groups at no cost.
5. The Langdon Library offers a number of rooms and spaces which are available to support Library Programming and for other uses. The facilities include:
  - Two small *Quiet Rooms* (table, chairs, digital display and connectivity – maximum capacity 8)
  - *Heritage Room* (table, chairs, digital display and connectivity – maximum capacity 12)
  - *Adult Program Area/room* (digital projector, presentation facilities, flexible seating and setup – maximum capacity 25)
  - *Children's Program Area/room* (digital display, flexible space for seating and programs, connectivity – maximum capacity 22)
  - Informal areas (comfortable seating, tables and chairs)
  - *Outside Patio* (no restroom facilities)
  - The Library as a whole (maximum capacity 128)
6. Please note that the naming of the different areas does not restrict their usage. Adults may use the Children's area and Children may use Adult areas depending on the requirements of users.
7. The public is encouraged to utilize the facilities rooms/areas within the guidelines, rules and policies of the Langdon Library, as adopted by the Langdon Library Board of Trustees and interpreted by trustees, the Library director and Library staff.
8. In the case of scheduling conflicts, the following order of preference will determine the use of facilities:

- Langdon Library programming
  - Official Newington Town business
  - Langdon Library patron use
  - Newington business and resident use
  - Other uses
9. Reservations are not required but are suggested for different rooms and areas. Reservations may be requested at the Library Circulation desk, the Library Website and by telephone (603-436-5154) or email to [info@LangdonLibrary.org](mailto:info@LangdonLibrary.org).
10. Reservations are on a first come, first served basis within the constraints of the preference and usage policies.
11. Recurring reservations will be accepted. Non-use of a reservation may be considered as a factor in determining or altering current usage or future reservations.
12. A responsible representative (Single Point of Contact) will be specified for the reservation. All communications concerning a reservation or use will be channeled through the Single Point of Contact.
13. The Board of Trustees or Director may change or alter a reservation to support:
- Facility availability (i.e. Library closure, weather, construction, conflicts with other programs)
  - A use which is higher on the precedence list
  - Other – as needed
14. Every effort will be made to reschedule and/or provide alternate arrangements and to avoid last minute changes.
15. The interior facilities (everything but the patio and external grounds) are to be used during the normal open hours of the Library. Usage at other times will be considered on a case-by-case basis. A Trustee, staff member, or other authorized person will be responsible for opening and closing of the facility.
16. A fee may be required to off-set facility and other costs as determined by the Library Board of Trustees. A schedule of fees will be available at the Circulation desk. Any fee will be made payable to the “Langdon Library”.
17. Additional insurance for use of the facilities is generally not required. If deemed necessary by the Director or Board of Trustees, this it will be specified during the reservation process with proof provided to the Director prior to use.
18. The Single Point of Contact will be held responsible for any damages to the facility.
19. If a fee for attendance or participation in an event is charged by an organizer, a percentage of the fee will be provided to the Library. Fees will not be determined by the

Library Board of Trustees. Any and all fees or other requirements may be waived by the Library Board of Trustees at their discretion. Donations may be made in lieu of a fee percentage.

20. Set up and take down of the facilities is the responsibility of the user. The user is expected to leave the area in at least as good and hopefully better condition than they found it.
21. The library will not normally provide personnel or equipment and supplies to groups using the meeting room to assist in handling exhibits.
22. Schools requesting the services of a Library librarian - either on Library premises or off - shall be responsible for the librarian's compensation at his or her regular hourly wage.
23. Any damages to the Library's meeting space will be the responsibility of the organization using the building.
24. Anyone wishing to use the library or its facilities at any time outside of the hours that the library is open for business may make such a request, in writing, for consideration by the director and the board of trustees.
  - Requests will be considered on a case-by-case basis
  - Requests will be considered at the next scheduled meeting of trustees
  - Use of the facility after hours requires that the library director or a trustee take responsibility for opening and closing the building and remaining on-site for the entire time of use.
  - The library director may, at her sole discretion, assign these responsibilities (opening, closing, monitoring) to a staff member.

Reviewed and approved by the Board of Trustees June 6, 2023

### **Fax/Copy Policy**

1. The library has a fax machine and a copier available for reasonable use by the public. There is no cost for using the fax machine or copier. However, donations are always accepted.
2. Library Staff will provide assistance in using the fax machine. The fax number is 603-570-2024.
3. If the Director deems that a patron is abusing the privilege of using the fax machine or copier, the Director may, in her/his discretion, restrict or prohibit that patron's use of the fax machine or copier.
4. The use of the fax machine or copier for illegal purposes is prohibited. The Library does not monitor the use of the fax machine and copier. If, however, the library staff becomes aware of illegal conduct with respect to the use of this equipment, they will contact the appropriate authorities.

Reviewed and approved by the Board of Trustees June 6, 2023



## Financial Policy

### 1. Budget

- The budget for the ensuing fiscal year shall be prepared by the Langdon Library Board of Trustees (LBOT) and the Director when requested by the Board of Selectmen. The budget shall be presented to the Board of Selectmen for their submittal to the Budget Committee. Trustees and the Director are expected to attend public budget hearing and the Town Meeting at which the library appropriation is discussed.

### 2. Accounts

- The library will maintain a minimum of two separate spending accounts:
  - An operating account for funds paid over by the Town; and
  - A non-lapsing account for funds from income generating equipment, fees, gifts, and other revenue.
  - All accounts will be used to fund the operation of the library and be debited by the LBOT following the spending guidelines outlined below and RSA 202-A:11 and RSA 202-A:11-a.

### 3. Cash Receipts

- All monies collected by the Library, including but not limited to that from materials replacement, fees and income generating equipment, will be made to the cash drawer. A record of each receipt will be made on a tally/ledger sheet.

### 4. Petty Cash

- The cash drawer will be monitored and secured by the Director, who will enforce procedures for other staff to achieve this purpose. Payments made from cash (i.e., museum reimbursements, incidental expenses, etc.) will include receipts as applicable, and will be recorded on a tally/ledger sheet with necessary explanatory information.
- The cash drawer will be audited by the LBOT Treasurer on at least a biweekly basis
- The total amount of cash will be maintained by the LBOT Treasurer to as close to \$200 as possible. On a weekly basis, the amount will be checked by library staff with the excess being collected for deposit by the LBOT Treasurer (or designee). The amount removed or added will be recorded in the tally/ledger sheet.

- All cash will be securely locked when the Library is not open.
5. Non-Appropriated Revenues Account
- Non-appropriated revenues from fees, materials replacement, book sales, copier revenue, and other sources shall be deposited in a separate, non-lapsing, interest bearing account.
6. Income and Expenditure Report
- The Director will submit a separate monthly report to the Trustees detailing income and expenditures. Non-appropriated revenues and expenditures shall be noted separately in accordance with RSA 202-A:11a.
7. Efficient Use of Funds
- The Langdon Library will endeavor to utilize its funds in the most efficient manner possible.
8. Expenditures
- All library expenditures will be reviewed and approved by the LBOT Treasurer. The range specified does not include the endpoint of the maximum. So instead of \$0.00 to \$500 the range is really \$0.00 to \$499.99.
  - The board may, in its discretion and by a majority vote, waive the requirement of bidding out any expenditure.
  - Expenditures below - \$1000
    - The board will be kept apprised of all such expenditures by regular monthly reports by the Treasurer.
  - Expenditures between \$1000 - \$2000
    - Require at least three written or verbal quotations. All quotations will be documented and provided as support material for the purchase. The board will be kept apprised of all such expenditures.
  - Expenditures between \$2000 - \$3000
    - Require at least three written quotations. All quotations will be included in the documentation for the purchase.
    - Approval of the purchase must be made by a minimum of three board members prior to the purchase. Approval may be obtained electronically.

- Expenditures in excess of \$3000
  - Shall be made using a competitive bidding process, unless the item or service is sole source, in which case proof of the sole source needs to be documented.
  - All expenditures above \$3000 require board approval at a LBOT meeting.
- Discretionary exclusion
  - The Director may make emergency repairs as required without obtaining quotes when building functionality or safety is impaired. The trustees are to be notified as soon as possible. Trustees are to be notified prior to repairs being made if feasible.
- Non Planned Expenditures
  - All expenditures not included in the approved Library budget require prior authorization by the board, except under emergency circumstances, as described above.

Amended November 2024 by the Board of Trustees

## Interlibrary Loan (ILL) Policy

1. The Langdon Public Library is a small library with limited financial means in a rapidly expanding community. In an effort to accommodate the diverse needs of all registered patrons, the Library will make full use of the Interlibrary Loan (ILL) System and all resources from the New Hampshire State Library.
2. The Library shall cooperate in reciprocal lending of materials to other libraries through the ILL. The Library will lend any of its regularly circulating collection to libraries in-state or out-of-state. The library will lend new books and/or bestsellers after a period six months or after such time that there is no longer a waiting list consisting of its regular patrons. In-state ILL requests will be honored by:
  - Electronic reserves through the New Hampshire Automated Information System (NHAIS)
  - E-mail through NHAIS
  - ALA ILL form
  - Telephone
3. Out-of-state ILL requests will be honored through the use of the standard ALA ILL form. If a delivery charge will be assessed, the Library will notify the patron.
4. Materials will not be loaned directly to a patron from another library.
5. If a patron loses or damages materials borrowed from another library, he/she is responsible for the cost of the material (costs to be determined by the lending library).
6. If another library loses/damages materials that have been loaned from the Library, the Library will assess the library for the replacement costs of these materials plus the staff time involved.
7. Library staff will make every effort to locate materials requested by patrons through ILL.
8. ILL requests may be faxed to an in-state requesting library at no charge. When possible, the State Library van service will be used.

Reviewed and approved by the Board of Trustees September 2023

## Internet Acceptable Use Policy

1. The Library defines a computer as any device that is either connected to or is capable of connecting to the Library network or internet.
2. The internet usage policy applies to all such devices, either patron or library owned.
3. The Library will not control or censor any of the information that Library patrons can access from the Internet. However, users displaying objectionable materials within the public view will be asked to desist. Users are reminded to use good judgment regarding their use of the Library's networks, wired or wireless, and to be considerate of other library patrons, including minor library patrons.
4. Parent(s)/Guardian(s) are responsible for their children's access to computers, including Internet use.
5. The Library cannot guarantee the privacy of and is not responsible for materials accessed, stored, or transmitted via devices on the Library network by patrons of any age, including minors.
6. The Library does not guarantee the security of its wired or wireless networks.
7. Users are prohibited from loading their own software or downloading software from the Internet onto or into Library owned devices.
8. Users are expected to treat Library materials/equipment and devices in a responsible manner, obeying all local, state, and federal laws.
9. Internet workstations are available on a first come, first served basis during library hours. Please respect other patrons who may be waiting to use them. Library staff may intervene if a patron is not showing due consideration to the needs of other patrons regarding access to Internet workstations.
10. Public use of Library devices by non-residents is subject to availability and discretion of the Library staff.
11. The Library staff, in its discretion, has the right to discontinue computer privileges for anyone not following these guidelines.

Amended and approved December 18, 2024

## Investment Policy

1. This investment policy applies to all monies and other financial resources available to the Langdon Library Board of Trustees (LBOT) for investment on behalf of the Library or on behalf of any other entity or individual.
2. The overall portfolio shall be managed in accordance with RSA 31:25.
  - The Investment Policy will be reviewed at least annually as required by RSA 31:25 and a copy of the policy shall be filed with the state Attorney General.
  - The trustees of the Trust Fund for the Town of Newington administer the Library Trust Fund, provide quarterly statements to the library, and file the annual copies of the investment policy with the state attorney general.
3. The primary objective of the library's investment activity are:
  - To conform to all applicable federal, state and other legal requirements
  - To adequately safeguard principal
  - To provide sufficient liquidity to meet operating requirements
  - To obtain a reasonable rate of return.
4. Investments will be diversified by:
  - Financial institution
  - Investment instrument
  - Maturity scheduling
5. Authorized types of investments are:
  - Special time Deposits
  - Certificates of deposit
  - Obligations of the United States of America
  - Obligations guaranteed by agencies of the United States where payment of principal and interest are guaranteed by the United States of America
  - Such stocks and bonds as are legal for investment by New Hampshire banks or associations chartered by the state to engage in a banking business
  - Other investments as may be permitted by N.H. State Law

Reviewed and approved by the Board of Trustees April 2024

## Material Selection Policy

1. Ultimate responsibility for selection of library materials lies with the Board; however the Board shall delegate to the Director the authority and the responsibility for selection of library materials and for the development of the collection. Examples of methods that the Director will use to select materials for the library are reading professional review materials, e.g., *Booklist* and *Library Journal*, evaluating patron requests, and recommendations from colleagues.
2. The Trustees endorse those sections of the American Library Association's **Library Bill of Rights** and **Freedom to Read Statements** which concerns themselves with the material selection. Copies of these documents are included in the Library's policies, and they are available for those who wish to study them (see appendices).
3. Each material chosen for the Langdon Public Library shall be judged individually on the basis of its merit, subject matter, reader interest, and the need for such a material in a balanced library. Materials shall be evaluated in total, as a complete work and in the context of all its parts. The merit of the whole material shall be the basis for choosing the material.
4. The Library collection covers a general range of subjects; however, there may be moderate emphasis placed on the local history collection (NH books) to support patron interest. If funds are available, there may be emphasis on certain curriculum-related materials.
5. In areas considered controversial, more than one point of view shall be represented by materials in the Library. These materials may represent points of view sometimes considered unorthodox or unpopular by the majority.
6. While collections for adults and children are housed in separate areas, the library staff **will not:**
  - Act in loco parentis
  - Censor or label materials in a manner that promotes bias
  - Restrict access to library materials because of race, religion, gender, or socioeconomic status
7. Parents are the appropriate judges for their own children's library materials, and staff members encourage those who wish to supervise their children's borrowing to accompany them on library visits.
8. In the event that a patron objects to an item or items in the collection, he/she shall be asked to fill out a "**Request for Reconsideration of Materials**" form (see appendix). This form will be reviewed by the Library Board of Trustees and the Library Director at the next monthly meeting of the Board of Trustees. Consideration shall be made by the Library Director and the Library Board of Trustees who shall present a written decision to the complainant within six (6) weeks. The decision may be appealed before the Board of Trustees within thirty (30) days. The Board of Trustees ultimately decides on whether or

not controversial materials should be kept, re-cataloged, or withdrawn from circulation.

9. Gifts and unsolicited materials may be added to the Library collection. If the materials are not added to the collection, donors are informed that these materials may be sold or given to another institution. Upon request, the Library will provide written notice acknowledging receipt of these materials, but **under no circumstances** will the Library provide a value statement, for any purpose, to the donor.
10. The Director shall use the **Continuous Review Evaluation Weeding (CREW)** method of weeding (determining which materials, if any, should be removed from the Library collection at any given time). Materials may be discarded if such materials do not meet stated goals and are in one or more of the following categories:
  - Materials in which there is no longer an interest
  - Materials that are more than ten years old and have not circulated for five consecutive years
  - Duplicate materials
  - Materials that are torn or are in irreparable condition
  - Materials not listed in the Standard Catalog Series
  - Books that may or may not be classics
11. In choosing to weed any particular materials, the Library Director must take all of these factors into consideration and must decide the status of each material on an individual basis. The Director may consult with the State Library on questionable materials. All discarded materials shall be sold, donated to appropriate institutions, or destroyed.

Reviewed and approved by the Board of Trustees, May, 2024



## **Memorial Fund Policy**

The Library Trustees are establishing Memorial Funds for the purpose of honoring individuals' remarkable contributions to the Langdon Library. Donations in any amount may be provided via check made out to Langdon Public Library, specifying the name of the memorial fund for which it is designated. Anyone wishing to propose a name to be honored with a permanent fund should present a request in writing with the name and contribution for review and final determination of the Library Board of Trustees. The Library Board of Trustees has sole deciding authority to add future permanent, restricted memorial funds.

On this date of September 26, 2024 the Langdon Library Trustees vote to establish permanent, restricted memorial funds in honor of former Library Trustees Steven Bush and Granville "Gup" Knox. Funds donated in memory of Steven Bush will be used to purchase physical or digital audiobooks for the Langdon Public Library. Funds donated in memory of Granville "Gup" Knox will be used to purchase books, movies or other resources relating to United States Veterans, and/or for Memorial Day or Veterans Day programs.

Adopted by Langdon Library Trustees September, 2024

## **Museum Reimbursement Policy**

1. The Library will reimburse half of the cost of admission to approved museums as posted on the Langdon Library website; museums not listed on the website may be approved at the discretion of the Director.
2. Reimbursement is available for Newington Residents only (not accompanying friends or family).
3. A valid receipt is required for reimbursement.
4. The Library reserves the right to deny reimbursement if budgeted funds are exceeded or requirements have not been met.

Reviewed and approved November 20, 2024

## Patron Behavior Policy

1. The following activities are not allowed in the library:
  - The use of tobacco in any form, alcohol, or any illegal substance is prohibited
  - Creating a disturbance by making noise, talking loudly, or engaging in other disruptive conduct
  - Interfering with another person's rights to use the library or with the library staff's performance of their duties
  - Threatening behavior, including, but not limited to violence, threats of violence, and possession of weapons to the extent such possession is not authorized by law
  - Bringing animals into the library except for bona fide service animals
  - Playing audio equipment so that others can hear it
  - Misusing the rest rooms (i.e. using them as a laundry or washing facility)
  - Soliciting or canvassing of any kind
  - Running
  - Sleeping
  - The use of profanity
2. Alcohol is not allowed in the library, except at designated times or in designated rooms.
3. Those who damage or deface library materials or property will be prosecuted (N.H. RSA 202-A:24).
4. Theft of library materials, or use of false identification to obtain library privileges, will be prosecuted under (N.H. RSA 202-A:24).
5. Parents / caregivers are responsible for the behavior and supervision of their children.
6. All bicycles must be left in the rack in parking area.
7. The use of roller blades, or skateboards is not allowed in the library or on library grounds.
8. Shirts and shoes are required to enter the library.

Reviewed and approved by the Board of Trustees October 2024

## Patron Use Policy

1. Within the library building, the use of the collection of the Langdon Public Library is free to all, regardless of place of residency. Borrowing privileges of the library collection are free to all residents of Newington.
2. Town of Newington employees are granted full library privileges at no cost.
3. Non-residents of the Town of Newington may apply for a library card with borrowing privileges at a cost of \$25 per year, issuance of such cards is at the discretion of the library director and designated staff.
4. Patrons of any age must appear in person to get a card. A parent/guardian must be present to register a child's card. Any patrons wishing to use another patron's card must be given permission by that patron, which will be noted in the card's record and updated annually when the card is renewed, or earlier by request of the patron.
5. The Library complies with RSA 201-D:11 regarding the Confidentiality of Library User Records. Library user records, including but not limited to circulation of materials and identity of library users, may only be disclosed upon request by or consent of the user, or pursuant to subpoena, court order or where otherwise required by statute. Parents authorizing children to have a library card should be aware that this RSA applies to every card.
6. A copy of this policy shall be handed out to every new patron.

Revised and approved Langdon Library Trustees, October 2024

## Reference Policy

1. Reference questions will be answered for all library users, even those who are not registered patrons. Requests for in-depth research may be referred to larger facilities.
2. Brief reference questions (five minutes or less to answer) may be handled over the telephone.
3. Questions that cannot be answered by the library staff will be referred to the reference desk at the New Hampshire State Library.
4. During busy times, the library staff may conduct a reference interview and inform the patron that he/she may have to wait until the next library day for an answer until the library staff is able to provide the answer(s).
5. If finding the answer to a reference question requires a fee for an electronic database search, the library user will be notified of this fee prior to its occurrence, and will be responsible for paying the fee, should the patron wish to proceed with his or her inquiry.

Reviewed and approved September 2023

## **Response to Law Enforcement and Requests for Library User Information policy**

The Langdon Library recognizes that there may be situations when records regarding library use by individual users will be requested with the consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

### **When Release of information is required by Law:**

**A.** New Hampshire Law, Section 210-D:11 of the New Hampshire Revised Statutes describes the circumstances in which a New Hampshire Public Library must disclose information to a third party. Those circumstances are (1) when requested or authorized by the user, (2) pursuant to a subpoena, (3) pursuant to a court order (including a search warrant) or (4) when otherwise required by statute. It is the policy of the Langdon Library to comply under these circumstances.

**B.** Federal Law: Title 6 Chapter 1 Section 122 (**USA PATRIOT Act of 2001**) stipulates that Federal authorities may obtain the records of a public library pursuant to investigation of terrorist activities. If the Library were served with such an order, the Library would be required to disclose patron records and would be prohibited from revealing their disclosure.

Access to library user information may include but not be limited to:

- Database Search Records
- Circulation Records
- Computer Use Records
- Inter-Library Loan Records
- Reference Interviews

To respond appropriately to requests for such information, the Langdon Library adopts the following policies:

### **Responding to Subpoenas and Search Warrants**

All requests for library use information should be forwarded immediately to the Library Director. If the Library Director is not available, a staff member should refer the inquiry to the Chair of the Library Trustees or, if unavailable to another member of the board of Trustees. If a law enforcement agent or officer or other person has presented a court order, the Library Director, Chair of the Library Board of Trustees or Library Trustee will evaluate the request and arrange for an appropriate response consistent with this policy.

Valid court orders can come in two forms, a subpoena or a search warrant.  
**Subpoenas do not have to be acted on immediately. Search warrants are immediately executable.**

### **Procedures for Complying with Legal Court Orders Presented by Law Enforcement Agents or Officers**

The Library staff will comply with law enforcement when supplied with legal subpoena or warrant.

#### **Staff Procedures:**

- If anyone approaches you alleging to be law enforcement official requesting information, do not disclose to that individual any information. Immediately contact the Director or Chair of the Library Board of Trustees or a Library Trustee.
- The Director will ask to see official identification and will photocopy the ID.
- If law enforcement presents a subpoena, library staff should direct that person to the Director who will in turn direct the subpoena to legal counsel.
- If library staff is presented with a warrant, do not interfere with their search and seizure. Immediately refer the party serving the warrant to the Director or an available Trustee.
- Keep a record of all legal requests.
- Keep a record of all cost incurred by any search and/or seizures.
- If the subpoena or search warrant is not confidential, the Director will notify the American Library Association.
- Once the law enforcement agency's search is concluded, the Director and/or the Board will confer with Library legal counsel to ensure that the Library complies with any remaining requirements, including restrictions on sharing information with other parties. The Library will also review its policies and staff response and make any necessary revisions to this policy.
- The Library Director in consultation with the Library Board of Trustees shall seek the advise of counsel prior to complying with any court order or subpoena requiring the release of user information. If possible the Library Legal counsel should also be consulted prior to allowing a search to allow counsel to examine the warrant and to ensure that the search conforms to its terms.

## **Other Policy Issues: Emergency Disclosures of Information**

If, in the normal course of business, the library staff observes what can be reasonably construed to be a threat of imminent danger to life and limb they are to contact law enforcement immediately. They should then contact their supervisor or the Library Director or a Trustee and fill out an Incident Report form (see appendix for form).

## **Procedures Regarding Information Access and Confidentiality**

- Database Search Records: These records refer to the searches of the collection a patron may conduct on the Online Public Access Terminals (OPAC). These searches are conducted using the library's automated circulation system, Atrium (a product of BookSystems Technologies). Once a search is conducted, the software does not retain a copy of the search. No records of the search will exist.
- Circulation Records: Library materials are circulated via the Atrium system. The circulation software tracks materials currently checked out, automatically erasing a reader's borrowing record once a book is returned and all fines are paid.
- Computer Use Records: The Library has several computers available for use by the public. Library users sign up using first name only to use a computer for a particular period of time. The library tabulates computer use statistics once per month after which all paper records generated during computer sign-ups are destroyed.
- Inter-Library Loan Records: Library users may borrow items not owned by the Langdon Public Library from other libraries statewide via Inter-Library Loan (ILL). The Langdon Public Library tracks items currently being borrowed and generates a paper record with library user information. Once the materials are returned, all appropriate fines and/or fees are paid, and statistics have been recorded, the paper record is destroyed.
- Reference Interviews: A reference interview occurs when a library user looking for information approaches a member of the library staff and the staff person questions or "interviews" the library user in order to determine the specific information needed. No paper record is kept during the interview that has any library user information on it. If a library user's name and number is taken for future research, and library user information is written down, as soon as the requested information is delivered, the paper record is destroyed.

Reviewed and approved by Board of Trustees, June 6, 2023



## Volunteer Policy

1. Langdon Public Library welcomes the skills and talents of volunteers to support and extend the services of the Library. Volunteers do not replace paid staff, but do assist with library events and facility needs. The number and type of volunteers accepted will be based on the amount of work and supervisory time available. The Langdon Public Library will abide by all Federal law, New Hampshire (NH) state law, and NH Department of Labor (DOL) guidelines concerning volunteers at not-for-profit agencies.

2. Volunteers will be informed of the mission, policies and procedures of the Library. Volunteers are expected to operate within the policies and procedures of the Library and in accordance with the letter and spirit of the Library's mission.

3. Some programs, such as the Summer Reading Program and Teen/Tween Advisory Group, may involve teens and children in enrichment tasks such as creating item displays, planning programs, or teaching skills. In these capacities, teens and children participate for their own enjoyment and education. These activities are considered "casual" as detailed in RSA 276-A:3 VII: "The term "casual work" shall mean employment which is infrequent or of brief duration or productive of little or sporadic income or not commonly held to establish an employer-employee relationship." and RSA 276-A:4 II (b) and "No youth under 16 years of age shall be employed or permitted to work without a certificate except... (b) At work defined in this chapter as casual." In the event that teens or children enter an arrangement with the library to perform formal work, such as becoming a "sub," or responsibilities other than those defined as casual, they will be asked to procure a signed youth employment certificate in compliance with RSAs 276-A:3 and 276-A:4.

Amended and approved by Library Trustees, December 18, 2024

## Wireless Internet Usage Policy

1. The Library remains a public building and use of patron's own equipment does not exempt users from the provisions in the Internet Acceptable Use Policy.
2. All patrons use the Internet and Wireless Internet at their own risk and are cautioned to use good judgment in doing so. Because of the open nature of the Internet, there are areas that may be deemed inappropriate for viewing in the Library's public setting. Patrons are expected to be respectful of their fellow patrons, including minor library patrons, when using the Library's networks, wired or wireless.
3. The Library offers an OPEN, UNSECURED wireless network for public use. The content on this network is not filtered or otherwise blocked.
4. **By using the Library's wireless network, the user agrees that the Library has no responsibility for any personal information that is compromised, or for any damage caused to users' hardware or software due to security issues or consequences caused by viruses or hacking.**
5. Users are responsible for ensuring that their computer has adequate protection against computer viruses, spyware, and any and all other malware that their computer may be exposed to on the Internet or from email attachments, so that it does not infect other devices on the Library network.
6. The Library does not monitor the content accessed by users of the Internet terminals or the online actions of Internet terminal users. If, however, Library staff becomes aware that a user is using the Internet terminal for illegal purposes, Library staff will contact the police.
7. Library staff may verify whether the Library's wireless connection is up and running, but will not be required to assist in making changes to the user's network settings or perform any troubleshooting on the user's computer.
8. The Library cannot guarantee uninterrupted wireless service.

Reviewed and approved by the board of trustees June 6, 2023



## **POLICY ADOPTION/APPROVAL**

The first review of the policies had been reviewed and approved by the Trustees on April 4, 2012. The policies will be reviewed according to the Policy Review Timeline (on the next page of this document) and may be intermittently amended as needed.

\*Added ADA Policy & Museum Policy

Approved by Trustees, June 26, 2012

\*Added Financial Policy & Investment Policy

Approved by Trustees, November 29, 2012

\*Added Art Display Policy

Approved by Trustees, September 9, 2014

\*Added Anonymous Communications Policy

Approved by Trustees, June 13, 2016

Retroactive to April 1, 2016

\*Added Confidentiality of Patron Records Policy

Approved by Trustees, April 2019

\*Added Memorial Fund Policy

Approved by Trustees, September 2024

**Policy Review Timeline**

<b>POLICY</b>	<b>LAST REVIEWED</b>	<b>DATE TO BE REVIEWED</b>	<b>NEXT DATE TO BE REVIEWED</b>
ADA Policy	May 2023	May 2026	May 2029
Anonymous Communications	June 2023	June 2026	June 2029
Art Display Policy	May 2024	May 2027	May 2030
Child Safety Policy	April 2024	April 2027	April 2030
Circulation Policy	May 2023	May 2026	May 2029
Confidentiality of Patron Records Policy	June 2023	April 2026	April 2029
DVD/Blu-ray Policy	June 2023	April 2026	April 2029
Facility Usage Policy	June 2023	May 2026	May 2029
Fax/ Copy Policy	June 2023	June 2026	June 2029
Financial Policy	November 2024	September 2027	September 2030
Interlibrary Loan Policy	September 2023	September 2026	September 2029
Internet Acceptable Use Policy	December 2024	November 2027	November 2030
Investment Policy <i>*To be reviewed annually</i>	April 2024	<b>March 2025</b>	<b>March 2026</b>
Material Selection Policy	May 2024	May 2027	May 2030
Memorial Fund Policy	September 2024	September 2027	September 2030
Museum Reimbursement	November 2024	November 2027	November 2030

Policy			
Patron Behavior Policy	October 2024	October 2027	October 2030
Patron Use Policy	October 2024	October 2027	October 2030
Reference Policy	September 2023	September 2026	September 2029
Response to Law Enforcement & Requests for Library User Information	June 2023	April 2026	April 2029
Volunteer Policy	December 2024	November 2027	November 2030
Wireless Internet Policy	June 2023	June 2026	June 2029

**\*Each policy must be reviewed at least every 3 years**

## APPENDICES

**ADA Library Accessibility Concerns Form** page 39

**American Library Association – The Freedom to Read Statement** page 40

**Request for Reconsideration of Materials** page 44

**Incident Report** page 45

**Accessibility Concerns Form**

**PLEASE DESCRIBE THE NATURE OF THE PROBLEM YOU HAVE ENCOUNTERED:**

**PLEASE DESCRIBE WHAT WE COULD DO TO PROVIDE BETTER ACCESS:**

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ DATE \_\_\_\_\_

**\*Please refer to the Library's "ADA Policy" to review the grievance procedure(s).**

**Send completed form to:  
Library Director  
Langdon Public Library  
328 Nimble Hill Road  
Newington, NH 03801**



## **American Library Association**

### **The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that

publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

\*Available at

<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>. Date last accessed: 2/29/2012

**Request for Reconsideration of Materials**

**CHALLENGED WORK**

**Title:**

**Author/Performer(s):**

(last, first name)

**Copyright/Issue Date:** \_\_\_\_\_ **Publisher/Producer:** \_\_\_\_\_

**TYPE OF WORK**

**Print:** \_\_\_ Book \_\_\_ Textbk \_\_\_ Mag. \_\_\_ Nwsppr. \_\_\_ Pamph. \_\_\_ Play \_\_\_ Student Publ.

**Non-Print:** \_\_\_ Artwork \_\_\_ Film \_\_\_ Photo \_\_\_ Sound Recording \_\_\_ Video \_\_\_ CD-ROM

**Other:** \_\_\_ Collection \_\_\_ Exhibit \_\_\_ Performance \_\_\_ Speech \_\_\_ On-Line Resources

\_\_\_ Other:

**GROUND FOR CHALLENGE: (check all applicable)**

**Cultural Sexual Values Social Issues**

\_\_\_ Anti-Ethnic \_\_\_ Homosexuality \_\_\_ Anti-Family \_\_\_ Abortion

\_\_\_ Insensitivity \_\_\_ Nudity \_\_\_ Offensive Language \_\_\_ Drugs

\_\_\_ Racism \_\_\_ Sex Education \_\_\_ Political Viewpoint \_\_\_ Occult/Satanism

\_\_\_ Sexism \_\_\_ Sexually Explicit \_\_\_ Religious Viewpoint \_\_\_ Suicide

\_\_\_ Inaccurate \_\_\_ Unsited to Age Group \_\_\_ Violence

\_\_\_ OTHER:

**INITIATOR OF CHALLENGE:**

Name: \_\_\_\_\_

Contact Information:

**REVIEWED BY DIRECTOR AND BOARD OF TRUSTEES:**

**Date:**

**Initials:**

**STATUS OF MATERIAL**

\_\_\_ Material Retained \_\_\_ Materials Removed \_\_\_ Materials Stolen/Defaced

**PATRON NOTIFIED:**

**Date:**

**INCIDENT REPORT FORM**

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Name of person(s) involved in incident \_\_\_\_\_

Nickname of person(s) involved in incident \_\_\_\_\_

Street address \_\_\_\_\_

City and zip code \_\_\_\_\_

Telephone number \_\_\_\_\_

Physical description of person:

Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair color: \_\_\_\_\_

Race: \_\_\_\_\_ Eye color: \_\_\_\_\_ Build: \_\_\_\_\_

Eyeglasses: \_\_\_\_\_ Mustache: \_\_\_\_\_ Beard: \_\_\_\_\_

Other distinguishing marks:

Description of clothing:

Names, telephone numbers, addresses of witness(es):

\_\_\_\_\_

Location of incident:

Description of incident (provide as much detail as possible):

Action taken by staff:

Were police called: Yes \_\_\_\_\_ No \_\_\_\_\_

Name of reporting officer: \_\_\_\_\_

Police incident report number: \_\_\_\_\_

What action did the police take?

Did library staff file a formal complaint with the police? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who filed the complaint? \_\_\_\_\_

Name of staff member completing this report: \_\_\_\_\_

Staff member's position or title: \_\_\_\_\_

Date report filed: \_\_\_\_\_

Date forwarded to Director: \_\_\_\_\_

Action taken by Director: \_\_\_\_\_

Any Board action required: