


# Policies of the Langdon Public Library

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## 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

1. The Library affirms its support of equal access for persons with disabilities and the Americans with Disabilities Act (see <http://www.ada.gov/smbusgd.pdf>, section titled “Existing Facilities”). Our library building, built in 1892, is currently not completely handicapped accessible. The Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. To accommodate those with disabilities, the following services are offered:
  - a. We act as facilitator between the patron and Services to the Blind and Physically Disabled
  - b. We offer home delivery to patrons with disabilities which prevent them from coming to the library
  - c. We welcome service animals in the library
  
2. People who wish to request accommodation or make a complaint about accessibility at the Library have access to a three step procedure. The following procedures have been developed in order to assist the Library in addressing concerns about accessibility:
  - a. **Step One:** Requests for accommodation and/or complaints about accessibility can be presented in person, by mail, email, or over the phone. These should be addressed to the Director who then makes every attempt to provide accommodation and/or resolve the issue without further recourse to this procedure.
  - b. **Step Two:** If resolution is not achieved by Step One, a complaint can be presented in writing on an Accessibility Concerns Form (**see appendix**). Assistance in completing this form is provided as needed. Completed forms are reviewed by the Director; a formal response is made to the library user within ten working days of the date of original submission of the form. The formal response can be a telephone call, followed by a letter confirming the telephone discussion, or directly by letter. The Director will make every attempt to resolve the issue through this means.
  - c. **Step Three:** If resolution is not achieved by Step Two, the concerned individual can request that the complaint be presented to the Board. The Director will place the matter on the agenda so that the concerned individual can present his or her concern at the next regularly scheduled Library Board meeting. The decision of the Board is final for the Library. If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the American with Disabilities Act and related regulations.

## **Circulation Policy**

1. Print materials are to be circulated for two weeks. Videos are circulated 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 or e-mail.
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 patrons can not be reached within 24 hours, 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 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.
6. Failure to use the library in a responsible way may result in temporary or permanent suspension of library privileges.

## **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. 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.
4. 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.
5. The library will not normally provide personnel or equipment and supplies to groups using the meeting room to assist in handling exhibits.
6. 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.
7. Any damages to the Library's meeting space will be the responsibility of the organization using the building.

### **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 603-436-5154.
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.

## 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 \$150 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 - \$500
  - The board will be kept apprised of all such expenditures by regular monthly reports by the Treasurer.
- Expenditures between \$500 - \$1000
  - 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 \$1000 - \$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.

## 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.

## 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 (see appendix "**Access to Information, Services, and Networks: an Interpretation of the Library Bill of Rights**"). 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. Parent(s)/Guardian(s) are expected to supervise their children's computer and 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.
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.
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.

## 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.

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

## 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.

## **Museum Reimbursement Policy**

1. The Library will reimburse half of the admission cost of 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.



## Patron Behavior Policy

1. Food and/or beverages are not allowed in the library, except at designated times or in designated rooms.
2. 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
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 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, ski boots, or skateboards is not allowed in the library.
8. Shirts and shoes are required to enter the library.

## **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. The home-use privileges of the library collection are free to all residents of Newington.
2. Personnel at the Newington Public School are granted full library privileges at no cost.
3. All patrons of the library must be registered on a card which will include their name, current address and names of immediate family members under the age of 18 who will be using the library.

## 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.

## Response to Law Enforcement Policy

1. The Library is committed to preserving the confidentiality of all personally identifiable information about library use in accordance with N.H. RSA 201-D:11. 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. However, the library also 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. In the above circumstances, pursuant to N.H. RSA 201-D:11(II), the Library will disclose confidential library records to the extent required by law. 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
4. To respond appropriately to requests for such information, the Langdon Public Library adopts the following policies and procedures:
  - **Responding to Subpoenas and Search Warrants**
    - All requests for library use information should be forwarded immediately to the Library Director, a Supervisor or a Library Trustee. If a law enforcement agent or officer or other person has presented a court order, the Library Director, Supervisor 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.

- **Subpoenas**

- The Library and its employees are subject to the subpoena powers of state and federal courts in both criminal and civil matters. Through the issuance of subpoenas, law enforcement agencies and other third persons involved in legal matters to which the Library is not a party may seek to compel production of library records that they consider relevant to such matters. Subpoenas may present issues of confidentiality and may also be subject to other valid objections in some cases.
- To protect the interests of the Library and library users, any library employee who is served with a subpoena relating in any way to library operations will immediately forward the subpoena to the Library Director or Library Trustee for review. In no event shall the employee receiving the subpoena undertake actions to comply with or respond in any way to the subpoena before review by the Library Director or a Library Trustee.
- The Library Director or Trustee will identify and review any records that are the subject of the subpoena. The Library Director or Trustee may consult with Library legal counsel as to any legal issues involved, including determining whether the subpoena is valid and what procedures are to be followed in complying with the subpoena.
- The Library Director or Trustee will give written notice to the user whose records have been subpoenaed and the user's legal counsel, if known, that a subpoena has been served. If the subpoena appears to be valid, the notice will further inform the user that the records will be produced subject to further order by the court. However, users and/or their attorneys will not be contacted in those circumstances when the Library is notified that the court has ruled that the issuance of the subpoena is to be kept confidential.
- The Library Director or Trustee will arrange for an appropriate response to be made to the subpoena within required time constraints.

- **Search Warrants**

- If the court order is in the form of a search warrant, it is executable immediately. The law enforcement agent or officer may begin a search of library records as soon as the Library Director or Supervisor or Library Trustee is served with the court's order. However, as deemed appropriate,

the Library Director, Supervisor or Library Trustee may insist that Library legal counsel be present, if possible, before the search begins to examine the warrant and to ensure that the search conforms to its terms. If a valid warrant has been presented, the Library Director, Supervisor or Library Trustee will cooperate with the search to limit production to the records identified in the warrant, and to protect against the production, viewing or scanning of other users' records. However, if the warrant appears to be defective, the Library Director, Supervisor or Library Trustee will consult with Library legal counsel on whether there is a defect, and if so, the best method to address it.

- **USA PATRIOT Act Search Warrants**

- About the USA Patriot Act of 2001: HR-3162 became Public Law 107-56 in response to the events of 9/11/01. The full title of the law is: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001.
- The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by library users with regards to national security concerns. The Act allows law enforcement agents or officers to obtain a search warrant for "any tangible thing," which can include books, records, papers, storage media (floppy disks, CD-ROMs, DVDs), data tapes, and computers with hard drives. Law enforcement agents can also obtain a court order allowing the monitoring of Internet and e-mail use, or requiring that the Library provide the information about such use to law enforcement from the Library's records. The Library is prohibited from disclosing to the Library user or any other party that a search warrant issued under the USA PATRIOT Act has been delivered and executed.
- All search warrants issued pursuant to the USA PATRIOT Act for library user information shall be forwarded immediately to the Library Director or a Library Trustee. If possible, 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.
- After service of a search warrant issued under the USA PATRIOT Act, no library employee may disclose the existence of the warrant or the fact that records were produced as a result of the warrant other than to the Director or a Trustee, who will notify Library legal counsel. If the warrant is served on a Library employee other than the Director, the employee shall immediately refer the party serving the warrant to the Director, or an

available Trustee. Notification of the warrant given to the Director or Trustee is a disclosure necessary to produce the tangible things sought by the warrant. However, the library user whose records were produced may not be informed that his or her records were given to law enforcement authorities or that he or she is the subject of a law enforcement investigation.

- **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 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.
    - 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.

- **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 by utilizing 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. Any records of the search will not 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.

\*Response to Law Enforcement Policy reviewed and approved by Chief Tretter, Newington Police Department, 11/03/11



## **Unattended Children Policy**

1. The Langdon Public Library welcomes children to visit the library and encourages them to read, to explore various electronic formats, to attend programs and to make full use of the library resources. Although staff members are committed to the well-being and safety of children using the library, our facilities are not designed or licensed to provide childcare. Any public place may be dangerous for a child who is unattended by a responsible adult or caregiver.
2. The library reminds parents to consider the safety and well-being of their children and the needs of other library users. Children should be supervised at all times and taught and reminded that the materials in the library must be respected and treated with care. With these considerations in mind, the following rules apply:
3. Children 10 years old and younger in the library must be accompanied by a responsible adult or caregiver aged 16 or older. Children aged 10 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.
4. Children 5 years old and younger must be directly supervised by a responsible adult or caregiver aged 16 or older in all rooms of the library, including the Children's Room.
5. Parents/guardians are responsible for the behavior of their children in the library, whether or not the parent or guardian is present.
6. At the discretion of the parent/guardian, a child older than age 10 may be left unattended in the library for a reasonable period of time needed to select materials, work on a homework assignment or attend a library program. The child must know how to reach the parent/guardian or responsible caregiver (aged 16 or older) should a need arise. Children should not be left for excessively long (more than 2 hours) periods of time.
7. When older children are visiting the library by themselves, the adult responsible for the child will be contacted if the child's behavior is inappropriate for the library and guidance from the staff has been ignored. If the adult cannot be reached and the behavior is deemed dangerous or unacceptably disruptive, the police will be notified.
8. Children must be picked up no later than five minutes before closing time. Children left unattended at closing time will have the opportunity to contact an adult. If no contact can be made, or if a ride has not arrived within 10 minutes of closing, the police will be called to supervise the child until the adult arrives. Library employees are not permitted to transport children to another location.

## Video/DVD Policy

1. There is no limit on the number of videos/DVDs a patron, age 10 and above, may borrow. Patrons below the age of 10 may borrow videos without a parent/guardian present as long as he/she has presented library staff with a letter giving the child permission to borrow the video(s). 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. Videos may be borrowed for a period of seven library days.
3. Videos 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 videos. Failure to do so may result in prosecution according to N.H. RSA 202-A:24. As with other library materials, damaged or lost videos become the property of the patron once the library receives the replacement cost of the video.

## 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 special projects and supplement existing services. 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 including:
  - All volunteers must fill out the “Library Volunteer Service Agreement” which will be kept on file at the Library. Minor volunteers must have their parent’s signature on the Library Volunteer Service Agreement. These agreements must be renewed annually on June 1 before volunteer service can continue (see appendix for form).
  - All volunteers must be 14 years of age or older
  - Volunteers aged 14 or 15 must provide proof of age to the library and complete and submit the NH DOL’s “Parental Permission” form and provide proof of age to the library. Volunteer service cannot begin until a photocopy of proof of age is on file at the library.
  - Volunteers aged 16 or 17 must also complete and submit the NH DOL’s “Parental Permission” form and provide proof of age to the library. Volunteer service cannot begin until the parental permission form and a photocopy of proof of age are on file at the library
  - All minor volunteers must maintain a “Volunteer Hours Time Sheet” to record all time spent volunteering. This form will be kept on file at the library
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.

## 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.

## POLICY ADOPTION/APPROVAL

The first review of the policies had been reviewed approved by the Trustees on April 4, 2012 (see previous signature sheet). 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

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Steve Bush, Chairperson

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Lee Lamson, Treasurer

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Melissa Prefontaine, Secretary

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Gup Knox

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Nathan Fredette

### Policy Review Timeline

<b><i>POLICY</i></b>	<b><i>LAST REVIEWED</i></b>	<b><i>DATE TO BE REVIEWED</i></b>	<b><i>NEXT DATE TO BE REVIEWED</i></b>
ADA Policy	04/04/2012	October 2013	October 2015
Circulation Policy	04/04/2012	October 2013	October 2015
Facility Usage Policy	06/26/2012	October 2013	October 2015
Fax Policy	04/04/2012	October 2013	October 2015
Financial Policy	11/13/2012	October 2013	October 2015
Interlibrary Loan Policy	04/04/2012	October 2013	October 2015
Internet Acceptable Use Policy & Wireless Internet Use Policy	04/04/2012	October 2013	October 2015
Investment Policy <i>*To be reviewed annually</i>	11/29/2012	<b>October 2013</b>	<b>October 2014</b>
Material Selection Policy	04/04/2012	October 2014	October 2016
Museum Policy	04/04/2012	October 2014	October 2016
Patron Behavior Policy	06/26/2012	October 2014	October 2016
Patron Policy	04/04/2012	October 2014	October 2016
Reference Policy	04/04/2012	October 2014	October 2016
Response to Law Enforcement Policy	04/04/2012	October 2014	October 2016
Unattended Children Policy	04/04/2012	October 2014	October 2016
Video/DVD Policy	04/04/2012	October 2014	October 2016
Volunteer Policy	04/04/2012	October 2014	October 2016

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

**APPENDICES**

**ADA Library Accessibility Concerns Form ..... page 32**

**American Library Association – Library Bill of Rights ..... page 33**

**American Library Association – The Freedom to Read Statement ..... page 34**

**Request for Reconsideration of Materials ..... page 38**

**Incident Report ..... page 39**

**Volunteer Application Form ..... page 40**

**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**



## **Library Bill of Rights**

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

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

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

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

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

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

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

\*Available at <http://www.ala.org/advocacy/intfreedom/librarybill>. Date last accessed:

2/29/2012

**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/ftrstatement/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:

### GROUNDINGS 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  Unsuitable 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:

**Langdon Public Library Volunteer Application Form**

Please print clearly and complete each section. Under 18 requires parent's signature.

Name \_\_\_\_\_ Date \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (H) \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Birth Month/Day \_\_\_\_\_ Age (if under 18) \_\_\_\_\_

Person to contact in the event of any emergency:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ Cell \_\_\_\_\_

Physician \_\_\_\_\_ Phone \_\_\_\_\_

Previous Work, Volunteer, or Computer Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Library Volunteer Availability**

How many hours do you wish to work each week \_\_\_\_\_

I will be available to volunteer beginning date: \_\_\_\_\_

Which branch location do you prefer \_\_\_\_\_



I am available for Volunteer Service: (Please check all days/times that apply.)

DAY/Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Volunteer Interests - Please check all that apply. Activities may not be available at all times.

- Audio/Visual Repairs and Cleaning
- Processing of Materials
- Book Mending
- Check-In Materials
- Patron Check-Outs
- Shelf Reading
- Shelving of Materials
- Telephoning Patrons for Materials on Hold

**References** - Please list two references with phone numbers and e-mail.

Use "Relationship" to indicate how you know each reference. (Employment, school, previous volunteer references preferred.)

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

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you ever been convicted, pleaded guilty or nolo contendere (no contest) to a

misdemeanor or felony?

Yes \_\_\_\_\_ No \_\_\_\_\_

(The applicant does not have to disclose information regarding a misdemeanor arrest, detention or disposition where a conviction did not result.)

If yes, describe the crime \_\_\_\_\_

Date and Location \_\_\_\_\_

Please be aware of the following ADA Requirements.

**Physical Demands:** Light to medium work. Ability to see, hear, talk, finger dexterity.

Ability to lift (10 lbs.), carry, bend, reach, and kneel.

**Mental Demands:** Ability to read and comprehend professional procedures, memos, policies, and safety instructions. Ability to speak clearly, concisely relate information, details and procedures to laymen. Ability to perform basic mathematical functions and to understand basic currency transactions.

**Environment Demands:** Inside work.

**Please sign below when you have read and understood all statements on all pages.**

- I certify that the statements made in this volunteer application are true and correct, and have been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest, and I release the County of Volusia from any liability for supplying such information.
- I understand that the Langdon Library reserves the right to screen volunteers, to accept or reject any applications, and to place applicants in specific locations and positions based on the needs of the Library.
- I understand that I will not be paid for my services as a volunteer and I am giving my time freely to the Library.
- I understand that my volunteer service may end at any time for any reason with or without cause and with or without notice.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Required if the applicant is under age 18.)

*Library Use Only: Interviewed: Briefed: Placement:*