

**Madison Library
Policies and Supporting Documents
April 2016**

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Resources for Library Trustees

[New Hampshire Library Trustees Association](http://www.nhlta.com/): <http://www.nhlta.com/>
[NHLTA Manual: A Guide for Trustees, 2011](#):
<http://www.nhlta.com/nhlta/documents/nhlta%20trustee%20manual%20for%20web.pdf>
(Printed copy of Trustees Manual is held at desk in library.)
[Handbook for Trustees of Trust Funds, Cemetery Trustees, Library Trustees](#) (2012), New Hampshire Department of Justice: <http://doj.nh.gov/charitable-trusts/documents/trustees-handbook-2012.pdf>
[New Hampshire Library Association](http://nhlibrarians.org/): <http://nhlibrarians.org/>
[NHLA Intellectual Freedom Manual](http://nhlibrarians.org/if1.htm): <http://nhlibrarians.org/if1.htm>
[New Hampshire State Library](http://nh.gov/nhsl/): <http://nh.gov/nhsl/>
[New Hampshire Library Laws](http://www.nh.gov/nhsl/services/librarians/library_laws.html): http://www.nh.gov/nhsl/services/librarians/library_laws.html
[New Hampshire Department of Labor](http://www.nh.gov/labor/): <http://www.nh.gov/labor/>
[WebJunction Guide to Library Board Resources](http://www.webjunction.org/trustees): <http://www.webjunction.org/trustees>
[United for Libraries](http://www.ala.org/united/): <http://www.ala.org/united/>
[American Library Association](http://www.ala.org/): <http://www.ala.org/>

Check the Madison Library’s [Trustee Resources](#) webpage for latest additions to resources and issues for Trustees: <http://madisonlibrary-nh.org/WP/about/people/trustees/trustee-resources/>

**Madison Library
Mission Statement**

Revised mission statement, adopted as part of the Madison Library Strategic Plan 2015-2017:

The mission of the Madison Library is to connect the people of Madison with materials, programs, and services that educate, inform, entertain, and inspire.

Adopted by the Board of Trustees, October 15, 2014

**Madison Library
Vision Statement**

New vision statement, adopted as part of the Madison Library Strategic Plan 2015-2017:

The Madison Library will be a community hub and our town's link to a larger world.

Adopted by the Board of Trustees, October 15, 2014

**Madison Library
Board of Trustees
BYLAWS**

The Board of Trustees will consist of seven members with an addition of up to three alternates. Trustees will be elected at the annual Town meeting, to serve for a period of three years, pursuant to RSA 202: A6. Any vacancy occurring during the year will be filled by appointment by the Board of Selectmen upon recommendation of the Trustees.

It is recommended that Trustees voluntarily limit themselves to no more than two consecutive terms of three years each.

The Trustees will meet monthly at the library at a time designated by the Trustees. All meetings are open to the public with notices posted as required by law, except for non-public sessions for the reason authorized under RSA Chapter 91-A (see the "Right to Know" policy).

Officers will be elected each year at the first meeting following the annual town meeting. The officers will be chairperson, vice chairperson, secretary, and treasurer who will perform duties of said offices for a 1-year term. Additional committee heads will be appointed by the chairperson as needed.

A minimum of four Trustees must be present at a meeting in order for any business to be transacted. A majority of those present will decide the issues being voted on, except those issues requiring two-thirds vote according to Robert's Rules of Order as it relates to a small board. Motions needing two-thirds vote are the following:

1. Limiting or closing debate
2. Suspending or modifying a rule of order previously adopted
3. Taking away membership or office
4. Anything that limits nominating or voting (close nominations)
5. Preventing the introduction of a motion (limit or extended debate)
6. Suspend the rules.

At times a majority vote is sufficient when previous notice is given for the following:

1. Rescind
2. Amend something previously adopted
3. Discharge a committee

Standing committees are the Personnel Committee and Building & Grounds.

The Trustees shall be the governing body of the Madison Library. Upon recommendation by the Personnel Committee the Trustees will hire the librarian. The Personnel Committee, in

consultation with the librarian will interview candidates for additional staff and will make recommendations to the Board of Trustees. Termination of staff will be made by the Trustees upon recommendation by the Personnel Committee. The librarian may recommend to the Personnel Committee the termination of additional staff.

The Trustees, with the cooperation of the Library Director, will prepare the annual budget to be presented for approval to the town Board of Selectman and the Budget Committee, and will be available for discussion at the Town Meeting. The Library Director and the Trustees will work together to prepare and submit any reports required by state or local laws.

The chairperson shall prepare and distribute to each Trustee a copy of the agenda for the next meeting and any relevant material at least five days before the meeting. Draft minutes will be available 5 days after the meeting and final minutes upon approval at the next meeting.

The Trustees shall comply with all federal, state and local laws relevant to the operations of the Library.

The bylaws shall be reviewed biannually and may be amended by a majority vote of the Trustees. Written notice must be provided to all members ten days prior to the meeting reviewing bylaw amendments.

Changes circulated 12/28/06

Adopted: January 17, 2007

Revised: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees

Reviewed: December 18, 2013

Madison Library Trustee Assessment

Rate the performance of the Board of Trustees on a scale of 1 to 5 with 5 the highest rating.

I. Trustee Assessment as a Group

Service to the Community

1. Assures that the library is open at appropriate times.
2. Sets and annually reviews long-term goals for the library.
3. Annually reviews progress of the library in fulfilling the mission statement.
4. Assists in setting goals and objectives for the librarian.
5. Performs fact-finding of community needs and community perception of library effectiveness at least every three years (survey town committees, school staff, selectmen, local businessmen, users of the library and others).
6. Promotes the library locally by drawing patrons to the library and making sure information about the library is available to residents of Madison.

Comments:

II. Individual Trustee Assessment

1. Looks at the larger issues of how the library is serving the community rather than day to day management.
2. Is informed of State Library initiatives and relevant laws.
3. Follows By-Laws for Trustees.
4. Supports the librarian in managing the library.
5. Attends scheduled meetings regularly.

Comments:

Revised 11/1997

Madison Library Personnel Policy

This Personnel Policy shall apply to all employees of the Madison Library. In addition, all employees shall comply with the employment laws of the State of New Hampshire as well as the Personnel Policy for the Town of Madison for any areas not specifically addressed in this Policy.

QUALIFICATIONS: The Trustees of the Madison Library, per RSA 202-A:11, “appoint a librarian who shall not be a trustee and, in consultation with the librarian, all other employees of the library and determine their compensation and other terms of employment.” Specific qualifications are established in job descriptions for each position. Selection of all staff members shall be based solely upon merit, including personal and educational qualifications, training, and aptitude for the position involved.

The Librarian will make recommendations for hiring and firing of employees whom he/she supervises. The Board will make hiring and firing decisions.

JOB PERFORMANCE: Employees are expected to know and to follow the Library Mission Statement and all policies of the Library.

CONFIDENTIALITY: As specified in RSA 201-D:11, requires that the library’s circulation records and other records identifying the names of the library users with specific materials are confidential. The trustees or staff shall not make these records available to any agency of the state, federal or local government without consent or by subpoena or court order. This information shall not be communicated to others by casual conversation or careless treatment of records. Please refer to The Madison Library Policy on Use and Confidentiality of Information for specifics.

RATE AND MANNER OF PAY: The Board of Trustees will take into consideration education, experience, and duties for each position in establishing an hourly rate. Part-time employment is currently adequate to meet the library’s needs. Pay raises will be considered on the schedule used by the Town.

- Worked hours will be recorded on time sheets by the employee at the end of the day worked. The Librarian’s time sheet must be approved by the Treasurer (or substituting board member) for each pay period before being submitted to the Town for payment. Other employees shall submit time sheets to the Librarian for approval before they are forwarded to the Town for payment. The library follows the Town pay periods.

STAFFING OF LIBRARY: The Board of Trustees will determine the hours that the library will be open and will preapprove hours worked by the Librarian and Assistants during time the library is closed. Two people will be scheduled at times when the library is open. To accomplish this

volunteers will be requested to serve as the second person on duty during open hours. The Librarian and Assistants will be paid for closed or reduced hours due to inclement weather.

PROBATIONARY PERIOD AND PERFORMANCE ASSESSMENT: A six month probationary period will be worked by each new employee. The employee may be discharged during the probationary period at any time if performance is unsatisfactory.

- Three to five months into the probationary period the employee will have a job performance assessment completed by the Board. If the probationary period is allowed to lapse, the employee will be given a job performance assessment annually; to be completed in August in order to be available for Board planning for the next fiscal year.
- If the Board has reason to believe an employee’s job performance is no longer effective or that violation of library policies is hindering the accomplishment of the library goals, the Board will make an effort to work with the employee to improve performance. If the effort fails the Chairman of the Trustees shall notify the employee of the problem in writing. Additional notices may lead to dismissal procedure.

WORKING CONDITIONS: If a problem arises with the working conditions in the library, employees are urged to make a good faith effort to resolve the problem informally and on a personal basis. If this is not possible, the employee will follow the Grievance Policy attached.

VACATION POLICY: The employee is eligible for one weeks paid vacation during the first year of employment and after six months of service. Following the first year of employment vacation will be provided annually according to the following table. The employee must give no less than two weeks notice prior to the time vacation is requested.

<u>LENGTH OF EMPLOYMENT</u>	<u>VACATION TIME</u>
1 Year through 3 Years.....	10 Days
4 Years through 7 Years	15 Days
8 Years through 12 years	18 Days
13 Years through 19 years	20 Days
20+ Years.....	25 Days

Vacation eligibility is dependent upon continuous service. Annual vacation may be taken at one time or several days at a time with the consent of the Librarian Director/Trustees. No employee may carry over more than fifteen (15) days/120 hours of vacation time from one year to the next. For the purpose of this policy, one week shall be the equivalent of five (5) days.

SICK LEAVE: Employees will be allowed five paid days sick leave per year, non- accumulative, and applying only to personal illness or illness of child, spouse, or parent. Day refers to the hours scheduled for any given day. A “day” may be four hours or eight, depending on the scheduled hours for that calendar day. The Librarian will notify the Chairman of the Trustees of

the illness, and the Chairman will find a substitute. Other employees will notify the Librarian of illness, and the Librarian will find a substitute.

HOLIDAYS: When one of the following holidays falls on a scheduled work day the employee will be paid for hours scheduled: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Eve after five o'clock, Thanksgiving Day, Christmas Day, and Christmas Eve and New Year's Eve after four o'clock.

MISCELLANEOUS:

- Wages paid bi-weekly by the Town
- Federal income tax deducted from each paycheck
- F.I.C.A. deducted from each paycheck
- Workers Compensation provided by the Town
- Unemployment provided by the Town
- Retirement is not available to part-time employees
- Health and Life insurance is not available to part-time employees
- Pension Plan is not available

CONFERENCES, TRAVEL, ETC: Employees will be reimbursed for time (not to include travel time), mileage, and expenses incurred to attend relevant library conferences with the approval of the Trustees. An estimate of expenses must be provided before approval will be given. Receipts of incurred expenses must be provided before reimbursement will be given. The Trustees will pay the Librarian's dues to the New Hampshire Library Association

COURSE REIMBURSEMENT: The Board of Trustees will reimburse 50% of the cost of approved courses upon successful completion with a final grade of B for the course. Employees are required to apply for available scholarships prior to reimbursement. Trustees will continue to pay 50% of the balance if a partial scholarship is received.

- If the Trustees require the employee take a course in order to continue employment, the Trustees will reimburse fully (time and expenses) for successful completion of the course.

JURY DUTY: If an employee is called for jury duty, he/she will be paid the difference between his/her pay and jury pay.

RESIGNATION: Employees shall provide thirty day written notice to Board of Trustees.

DISMISSAL: Procedure will follow RSA 220-A:17

DEATH IN THE FAMILY: Employees will have three consecutive days available for a death in the immediate family. "Immediate family" will include spouse, children, parents, siblings,

grandparents, or grandchildren. Additional leave must be approved by the Trustees. Employee will be paid for the day of the funeral if it falls on the employee's regular work day.

Approved by the Board of Trustees: February 20, 1998

Amended: July 21, 2004

Amended: October 15, 2008

Amended: October 27, 2010

Amended: December 18, 2013

Amended: January 21, 2015

Chairman_____

Copy received by employee_____

**Madison Library
Library Director
Job Description**

Summary of Responsibilities

This is a professional position concerned with the general administration and management in accordance with the policies and direction of the Board of Trustees and accepted library practices and procedures including the needs of the Town, as far as resources will permit.

1. General Administration and Management
 - Prepares annual budget and assists the Board of Trustees in presenting the budget to the Advisory Budget Committee and the Town Meeting.
 - Administers the budget once it is approved.
 - Prepares an annual report for the New Hampshire State Library, and for the Town of Madison Annual Report.
 - Keeps statistical records of the library with the help of library staff and volunteers (circulation, patron counts, use of services, additions and withdrawals of materials, etc.)
 - Compiles and prepares statistical reports.
 - Prepares bills and reviews all data before requests for payment are submitted to Treasurer or to Town Office.
 - Submits biweekly payroll information to Town Office.
 - Prepares, assists in or oversees the preparation of grants for the benefit of the library.
 - Attends monthly Board of Trustees meetings and makes various reports to that body. , including a detailed Director's report.
2. Personnel Management
 - Trains and supervises employees and volunteers. This includes scheduling, day-to-day supervision, staff and volunteer selection, evaluation, promotion, termination, etc.
 - Ensures that library staff members attend professional development workshops/conferences, and are adequately trained to keep current with new and updated library services and technology.
 - Assesses performance of and makes recommendations for hiring or termination of employees under Library Director's supervision.
 - Fills in when necessary for employees on vacation, absent because of illness, etc., or makes sure that gaps are filled by other employees.
3. Building and Grounds
 - Oversees that the library property is maintained and suggests improvements to the Board of Trustees.
 - Oversees the use of the John F. Chick Meeting Room, following the policy set forth by the Trustees.
 - Supervises the use of the library bulletin boards.

- Oversees maintenance of and plans and implements upgrades of library equipment, computers, and furnishings.
4. Collections and Acquisitions
- Oversees the selection and purchase of materials for the library, including books, periodicals, audio-visuals, software, electronic resources, computers and technology, supplies and equipment, etc.
 - Resists censorship at all stages of the selection and disposal of materials and the use of the collection and the library itself, according to the American Library Association's Library Bill of Rights and its interpretations.
 - Oversees cataloging, classifying, processing, and shelving of library books and other materials. Maintains accurate catalog and computer records with help of Assistant Librarian.
 - Oversees the collection, organization, preservation and archiving of local history content in all formats, including audiovisual, paper, and digital. Establishes measures to provide access and also maintain security of local collections.
 - Evaluates and deselects (weeding) library materials, delegating this to Assistant Librarian as appropriate.
 - Makes or directs staff to make simple repairs on damaged items; disposing of worn, obsolete or unsuitable materials according to generally accepted library principles.
5. Public Services
- Ensures circulation processes run smoothly.
 - Keeps updated registration information for library members.
 - Assists members with reference questions using available resources in the library, in the community, online, and through library networks.
 - Assists public with use of library computers and equipment.
 - Develops and offers training to the public on use of computer programs and other library-related technology.
 - Borrows materials from the State Library or other libraries as needed; loans materials to other libraries when requested.
 - Prepares displays and exhibits likely to interest the community.
 - Plans library programs, including special events, workshops, lectures, book discussions for children, teens, and adults according to community interest and need.
 - Conducts and/or assists library staff with story time and summer reading programs.
 - Initiates outreach efforts to bring library services to resident populations that have limited access due to location, schedule, or physical reasons.
6. Growth and Development/Planning of Library Services

- Plans and /or oversees changes in the services provided by the library, including new services or downsizing, including helping the Board of Trustees with long-range planning.
 - Plans and/or oversees outreach programs to various groups in the community, including elementary school age children, young adults, adult new readers, senior citizens, etc.
 - Fosters community programs with the help of library staff members, such as children's story hours, discussion groups, lectures, etc., providing time, meeting space and funding as available.
7. Policy and Procedure
- Helps Board of Trustees make sure library policies relating to personnel are up-to-date, submitting changes and revisions to the Board annually or when required. This includes personnel policies, job descriptions, evaluation forms, etc.
 - Prepares and updates and / or oversees the preparation of library policies relating to the circulation of materials, non-discrimination, book selection, new technologies, drug- free workplace, etc. and submits these to the Board of Trustees when necessary for approval.
 - Monitors the library's compliance with laws and regulations.
8. Public Relations and Communications
- Conducts a full range of public relations for the library, including press releases, speeches, official correspondence, brochures, participation in local service clubs, etc.
 - Publicizes library services, programs, and events through local media, including newspapers, radio, posters, the library's website and social networks.
 - Performs an active role as a communication link between the Board of Trustees, the Friends of Madison Library, and library staff, as well as the general public and library patrons.
 - Maintains library website with the assistance of other library staff.
9. Interlibrary Cooperation
- Fosters interlibrary cooperation and coordination on the local, regional and state level by active participation in activities and professional organizations.
 - Explores, initiates, and /or enters into cooperative sharing agreements with other libraries for programming, purchasing, and licensing of online resources when in the best interest of the community.
10. Professional Development
- Attends professional development educational sessions, workshops and conferences, as staffing patterns, financing and work load permit.
 - Attends meetings of and takes an active role in regional library association(s).

- Keeps informed of the latest developments in librarianship through professional reading and communication with peers.

11. Performs other related duties as assigned.

Supervisory Relationships

- Reports to the Board of Trustees
- Supervises Assistant Librarian, Library Associate(s), Staff Substitute(s), and Volunteers

Job Qualifications

- Masters degree in Library Science from an institution accredited by the American Library Association
- Previous library experience
- Supervisory ability and experience
- Ability or experience in budget preparation
- Knowledge of and ability to follow accepted professional library practice
- Ability to interact successfully with staff, the public and the Board of Trustees, i.e. possesses public relations skills.
- Ability to lift up to 40 pounds, and agility to reach both the highest and lowest shelves in the library.

Technology Skills

- Understands computer networks and has ability to install software and hardware, and/or is able to provide technology support contractor with specifications for doing so.
- Possesses advanced internet searching skills, and is an experienced user of office software (word processing, spreadsheets, etc.)
- Is able to configure, use, and maintain Integrated Library System and online catalog, databases, and online subscriptions.
- Has experience with website design, content management systems, and social networking applications.

Physical Requirements

- Standing for moderate periods of time.
- Sitting, walking, twisting, bending, crawling, squatting, kneeling, crouching, and climbing.
- Hand manipulation including grasping, handling, and fingering.
- Cognitive and sensory requirements include talking (necessary for communicating with others), hearing (necessary for communicating and receiving information) and sight (necessary to perform all requirements of position).

Approved: January 18, 2012 by the Board of Trustees

Revised: December 17, 2014 by the Board of Trustees

**Madison Library
LIBRARIAN
Job Performance Evaluation**

Rate the performance of the Librarian on a scale of 1 to 5 with 5 being excellent, 4 being above average, 3 being satisfactory, 2 needing improvement, and 1 being unsatisfactory. Comments may be added after each item.

I. COLLECTIONS AND ACQUISITIONS

1. Selects according to community needs and desires.

1 2 3 4 5 _____

2. Balances collection content within budgetary constraints.

1 2 3 4 5 _____

3. Keeps collection current by weeding and acquisition.

1 2 3 4 5 _____

4. Arranges library materials in a pleasing fashion, convenient for the use of library patrons.

1 2 3 4 5 _____

II. REFERENCE / ILL

1. Assists library patrons in finding material and information that they request.

1 2 3 4 5 _____

III. PROGRAMS

1. Initiates programs for adults and children.

1 2 3 4 5 _____

IV. COMMUNITY RELATIONS

1. Assures that the library is open at times set by the Trustees.

1 2 3 4 5 _____

2. Cooperates with community boards, organizations, and libraries.

1 2 3 4 5 _____

3. Cooperates with school administrators, teachers, and librarians.

1 2 3 4 5 _____

V. STAFF

1. Clearly and effectively communicates with staff and volunteers.

1 2 3 4 5 _____

2. Evaluates staff performance annually.

1 2 3 4 5 _____

3. Accepts and encourages staff/volunteer input.

1 2 3 4 5 _____

VI. TRUSTEE RELATIONS

1. Works with the Trustees to see that the needs of the community are met.

1 2 3 4 5 _____

2. Follows policies set forth by the Trustees.

1 2 3 4 5 _____

3. Is receptive to new ideas and/or procedures.

1 2 3 4 5 _____

4. Keeps Trustees informed of issues relevant to the library mission and policies.

1 2 3 4 5 _____

VII. PROFESSIONAL DEVELOPMENT

1. Is willing to update personal library skills and knowledge.

1 2 3 4 5 _____

GENERAL COMMENTS:

A meeting to discuss this performance assessment was held with the Librarian on _____.

Trustee Chair: _____ Trustee: _____

Trustee: _____ Trustee: _____

Librarian's Signature: _____ Date: _____

Signature indicates that assessment has been read and discussed with me. Signature does not indicate agreement or disagreement with the contents of the assessment.

6.21.00

**Madison Library
Staff/Volunteer Review of Librarian**

Please comment on the following issues objectively and specifically. Your insights can help the Board of trustees understand the level of success we are having serving the community and meeting the needs of other staff and volunteers in the library.

1. Do you feel that the library has made progress in fulfilling its mission during the past year? Why or why not?

2. Have you received adequate training for the requirements of your role within the library? How has the librarian met your needs in this respect?

3. In your everyday service in the library, do you feel comfortable making suggestions and contributing to the way in which we serve the public?

4. Does the librarian communicate clearly and adequately what you need to know so that you can work effectively in your role?

5. Do you feel that you are a valuable member of the team that runs the library? How could this be improved?

Please sign your name

Date

6.19.00

**Madison Library
Assistant Librarian
Job Description**

Summary of responsibilities:

Under the supervision of the Library Director, performs professional and technical work in operating and maintaining the public library.

Immediate Supervisor: Library Director

Supervises: Staff Substitute and Volunteers in conjunction with the Director

Job Qualifications:

Knowledge of public library principals, methods, techniques, procedures and reader interests, and the ability to translate these into everyday operations. Knowledge of current library technologies and applications. Ability to give friendly, expert service to patrons of all ages and walks of life. Possesses initiative, sound judgment, tact, courtesy, and can communicate effectively with patrons and staff. Has the ability to prioritize and focus to give the best possible service to patrons and meet the needs of the institution.

Ability to lift up to 40 pounds, and agility to reach both the highest and lowest shelves in the library.

College education required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be able to work evenings and Saturdays.

Characteristic duties and responsibilities:

1. Maintains good relations with public, staff, and volunteers
2. Assists Director in formulation of library goals, policies and procedures
3. Assists Director in developing and reviewing procedures
4. Has working knowledge of the varied and complex systems used for the operation of the circulation desk. Manages overdue materials and interlibrary loan requests, delegating when appropriate
5. Is familiar with the library collections and with online and community resources in order to assist public
6. Greets and assists patrons, and handles all aspects of the library operation
 - o Is responsible for opening and closing the library
 - o Contributes expertise to collection development by reading and evaluating reviews, patrons' requests, and popular trends and selecting books for the collections
 - o Weeds, withdraws and repairs books as needed
 - o Shelves materials neatly and precisely

7. Assists public with the operation of the library's public access devices. Troubleshoots basic computer problems, and advises Director on library's technological needs
8. Seeks ongoing training and professional reading to keep technological competencies up-to-date
9. Makes recommendations for improvements in services and collection
10. Manages library operations and facility in the absence of the Director, handling daily monies, opening and closing procedures, and staff and patron questions
11. Plans and sets up displays and maintains the physical facility
12. Attends workshops, meetings and conferences as appropriate
13. Performs additional duties as assigned and as needed

Background check: Since Assistant Librarian will be working with children, a background check will be made for candidates being considered for this position.

Approved: January 18, 2012 by the Board of Trustees

ASSISTANT LIBRARIAN
JOB PERFORMANCE EVALUATION

Rate the performance of the Assistant Librarian on a scale of 1 to 5 with 5 being excellent, 4 being above average, 3 being satisfactory, 2 needing improvement, and 1 being unsatisfactory. Comments may be added after each item.

1. Assistant Librarian is responsible in showing up for work regularly and on time.
1 2 3 4 5

2. Assistant Librarian is accurate in keeping attendance records, circulation transactions, ILL transactions and other library records.
1 2 3 4 5

3. Assistant Librarian is attentive and helpful to the needs of the patrons.
1 2 3 4 5

4. Assistant Librarian is familiar with the materials within the library and with materials available by ILL, the internet, and other information sources.
1 2 3 4 5

5. The Assistant Librarian follows library procedures, policies, and adheres to the library confidentiality policy.
1 2 3 4 5

COMMENTS:

Areas of Ass't Lib. Strength include:

Areas of growth Ass't Lib. May develop are:

A meeting to discuss this assessment was held with the Assistant Librarian on:

Librarian's signature: _____

Signature indicates that assessment has been read and discussed with me. Signature does not indicate agreement or disagreement with the contents of the assessment.

Assistant Librarian signature: _____

**Madison Library
Library Associate
Job Description**

Summary of Responsibilities

Library Associate is a public service position.

Immediate Supervisor: Library Director

Supervises: Volunteers in conjunction with the Director and Assistant Librarian

Job Qualifications:

1. Work well with children and adults, enjoy reading a variety of genres/topics, have good computer and internet skills, and be willing to attend training classes.
2. Be organized and pay close attention to detail as many library tasks require careful record keeping.
3. Ideal candidate will have some library and database experience. Also desirable is experience working with children in an education or child care setting, and experience working with the public in a customer service role.
4. College education required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be able to work evenings and Saturdays.
5. Physical requirements: Ability to lift up to 40 pounds, and agility to reach both the highest and lowest shelves in the library.

Characteristic Duties and Responsibilities: Open and close the library, assist the public at the circulation desk, check materials in/out, shelve books, prepare books for circulation, help library users find information and materials in the library and online, make interlibrary loan requests and answer or refer special reference requests. Additional duties may include children's programming. Performs additional duties as assigned and as needed.

Training will be provided on use of library's automation software, record keeping, library's online services to the public, and basic functions of public computers.

Background check: Since library associate will be working with children, a background check will be made for candidates being considered for this position.

Approved: January 18, 2012 by the Board of Trustees

**Madison Library
Staff Substitute
Job Description**

Summary of Responsibilities

Staff Substitute is a public service position that provides occasional coverage for staffing the library when regular staff members are not available.

Immediate Supervisors: Library Director and Assistant Librarian

Job Qualifications

Education: College education required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Staff Substitute must work well with children and adults, be able to communicate clearly in person and over the telephone, enjoy reading, have good computer and internet skills. Candidate must be organized and pay close attention to detail as most library tasks require careful record keeping. Candidate must be willing to accept a flexible schedule to include possibility of evening and Saturday shifts.

Physical requirements: Ability to lift up to 40 pounds, and agility to reach both the highest and lowest shelves in the library.

Characteristic Duties and Responsibilities:

1. opening and closing the library
2. helping the public at the circulation desk
3. using library's computer and software for circulation functions
4. shelving books and straightening public areas so they are safe and neat
5. helping library users find materials and with simple reference questions
6. helping public computer users with simple computer tasks (e.g., printing documents, opening programs, etc.)
7. answering basic requests for help using public computers
8. taking information for interlibrary loan requests and special reference requests

Training will be provided on use of library's automation software, record keeping, library's online services to the public, and basic functions of public computers.

Benefits

There is no vacation or sick time associated with this position. Staff substitute will be covered under Town's Worker's Compensation Insurance.

Background check

Since staff substitute will be working with children, a background check will be made for candidates being considered for this position.

Approved: January 18, 2012 by the Board of Trustees

Madison Library Grievance Policy

1. When to use the Grievance Policy: If the employee is unable to resolve the issue causing distress by informal negotiation or discussion, the grievance process is available as the next step of resolution.
2. What to do: If the librarian feels she/he has a significant cause to bring a grievance concerning working conditions or an issue of fairness, she/he will put the complaint in writing and submit to the Trustees of the Library.
3. The Role of the Personnel Committee: The Personnel Committee (or other group of Trustees, excluding the Chair) will meet within five working days to review and investigate the grievance. Within ten working days of receiving the complaint, the committee will prepare recommendations in writing and meet with the librarian to discuss the proposed resolution. If the librarian accepts the resolution, she/he will be asked to sign off on the grievance and the matter will be considered closed except for necessary follow-up regarding the recommendations.
4. Appeal of the Decision: If the librarian does not accept the recommendations, she/he may appeal in writing to the chair of the Board of Trustees. The chair will form an appeal review committee composed of the chair and two community members not presently associated with the library. Within ten working days the appeal committee will prepare written recommendations on their findings and meet with the librarian to determine if the recommendations are accepted. If so, the librarian will sign off on the complaint and it will be considered closed except for recommended follow-up.

If the Library Director is still not satisfied but has taken no further action within three months, the Board chair will judge the issue closed and will note this on the report.

5. Other Employees and the Grievance Process: Other employees who feel they have a significant cause to bring a grievance after their best efforts to resolve the issues informally shall submit their complaint in writing to the librarian. She/he will respond in writing in ten working days and review the proposed resolution with the employee. If it is accepted, the employee will sign off on the complaint.

If the employee appeals the decision, the above process as outlined will be used.

6. Exceptions and Guidelines: Timelines may be lengthened for valid reasons. No retaliation will be taken against an employee bringing a grievance. There is no limit to the number of complaints an employee may bring.

Approved: February 20, 1998

Reviewed: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees

Madison Library Volunteers Policy

The Madison Library Board of Trustees welcomes volunteers in the Library as an enhancement for the Library's programs and services. Volunteers are valued for their dedication, enthusiasm and for the work they perform in support of the Library.

The same good management principles used in general library administration shall be applied to volunteers. Volunteers will be shown the same respect as any paid staff member.

Volunteers who work regularly with children must have background checks done. These will be paid for by the Trustees.

Volunteers will be advised of library policies, particularly those dealing with patron privacy issues. Volunteers should refer all inquiries from law enforcement or other agencies regarding patron activity to the Library Director and the Board of Trustees.

Volunteers should be assigned tasks equivalent to their ability.

A volunteer will be trained and supervised by an appropriate staff person and will not be asked to do duties for which s/he is not trained. Volunteers may be asked to attend training workshops for specific tasks.

The library staff is not required to find tasks for everyone who wishes to volunteer. All volunteer assignments will be made at the discretion of the library staff.

Volunteers may feel free to apply for paid positions in the Library, but they should be aware that being a volunteer does not make them automatically eligible. Other candidates must be considered as well.

The hours a volunteer works are to be recorded each time s/he comes in.

If the Director has due cause to terminate a volunteer's service, s/he may do so at any time, making sure to inform the Board of Trustees of such a decision. Volunteers who wish to end their service should give ample notice.

The Board encourages review of the volunteer program by the Library Director, with a report made to the Board of Trustees periodically.

Approved: September 15, 2005

Reviewed: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees

(Note: Much of the text of this document came from the Hampstead Public Library's Volunteers Policy.)

Best Practices for New Hampshire Libraries VOLUNTEERS

Volunteers are an integral part of many New Hampshire libraries. Besides undertaking tasks to assist librarians with ongoing library activities, volunteers are a major source of community support for libraries at annual Town Meetings and during the budget process. This guide is intended to generate a greater awareness of the laws that exist on the state and federal level regarding volunteers so that New Hampshire libraries can make informed choices about how, when, and why they use volunteers in their libraries. The Best Practices highlighted in each section are what every library should strive towards as they review and revise their policies and procedures. All libraries are encouraged to communicate with their legal counsel, the New Hampshire Department of Labor, and the United States Department of Labor as volunteer policies and procedures are reviewed and revised to ensure compliance with current state and federal laws.

New Hampshire Department of Labor (NH DOL)

(603) 271-3119

Web site: www.labor.state.nh.us

E-mail: inspectiondiv@labor.state.nh.us

U.S. Department of Labor (US DOL)

(603) 666-7716 (Manchester, NH office)

Web site: www.dol.gov

YOUTH VOLUNTEERS

While NH RSA 276-A specifies age 12 as the minimum age for employment, US DOL Child Labor Bulletin 101 WH-1330 specifies age 14. Federal law takes precedence over state law, so New Hampshire libraries should not have volunteers under the age of 14. If a US Department of Labor inspector visited your library and found volunteers under the age of 14, the fine is a minimum of \$600 per underage volunteer per instance of volunteering.

Youth volunteers have specific hours/days that they can work/volunteer. For 14 and 15 year olds, see US DOL Child Labor Bulletin 101 WH-1330. For 16 and 17 year olds, see NH RSA 276-A.

A Youth Employment Certificate, required by NH RSA 276-A:5 for youths age 12 to 17, is not required of a youth if the work is "casual." "Casual" is defined in NH RSA 276-A:3-VII as "...employment which is infrequent or of brief duration or productive of little or sporadic income or not commonly held to establish an employer or employee relationship." Volunteer work should fall into this category. In addition, if a youth is performing community service due to a court order, that youth does not have to obtain an employment certificate based on NH LAB 1002.01. The Best Practices outlined below for youth volunteers do apply to youth court-ordered community service volunteers.

Outside organized non-profit groups who volunteer to carry out a specific project at a library have the burden of complying with federal and state labor laws. For example, if a Boy Scout troop asked if they can paint the library's shed as part of a badge project, the Boy Scout organization would be responsible for complying with child labor laws for that volunteer project.

BEST PRACTICES:

1. To comply with both state and federal laws, the following items must be on file for any youth volunteer that is volunteering under the auspices of the library:

- A volunteer agreement signed by the youth, the parent, and the library director that specifies the volunteer duties and states that no monetary payment for the completion of those duties is expected. Volunteer agreements should be updated on a regular basis (annually is ideal). A sample agreement is available at http://www.labor.state.nh.us/sample_volunteer_svc_agr.pdf.
- Proof of age (photocopy of birth certificate; driver's license if 16 or 17) that shows the volunteer is 14 years old or older.

2. If a library's Friends group utilizes youth volunteers to do projects on library property, verify their compliance with state and federal labor laws.

ADULT VOLUNTEERS – GENERAL

It is very clear in both state (NH RSA 275.42-I; NH RSA 279:1X; and NH LAB 803.05 Exemption) and federal law (29 CFR 553.100-.106 and WH Publication 1297 "Employment Relationship" of the Fair Labor Standards Act) that a volunteer cannot take the place of a paid worker who is already employed by the library. For example, a Town's Board of Selectmen would not be able to replace a paid library employee with a volunteer simply because they wanted to save money in a tight budget year.

The main issue surrounding adult volunteers in New Hampshire libraries concerns the amount of specificity regarding the type of work and when it needs to be performed. Volunteer work should be informal, meaning if the volunteer didn't show up, the library's regular operations would not be adversely affected. According to the US Department of Labor, if a volunteer is being told to be at the library to work on a specific day at a specific time for a designated amount of time, the volunteer is now defined as an employee by the US DOL. This is a critical issue for those libraries using volunteers to keep the library open in the absence of regular paid staff. If volunteers are being told to open the library on a specific day at a designated time and to keep the library open for a set period of time, those individuals are not considered volunteers by the US DOL.

BEST PRACTICES: To determine if your library's volunteer duties and requirements are acceptable under state and federal law, ask these questions:

1. Is the volunteer taking the place of a paid worker already employed by the library? This is illegal under both state and federal statutes.
2. Are the volunteer's duties already a major portion of a paid staff person's job description? If so, that volunteer could be considered an employee by US DOL.
3. Is the volunteer being told to come in at a specific time for a specific duration on a specific day? According to US DOL, yes to all three of those criteria classifies them as an employee.
4. Would the non-arrival of a volunteer adversely impact the regular day-to-day operation of the library? If yes, then the volunteer is taking on duties that are already a major part of a paid staff person's responsibilities and would therefore be classified as an employee by US DOL.
5. Does your library need to have certain volunteer tasks done on a regular scheduled basis? These tasks should probably be done by a paid employee, not a volunteer. Examples of tasks that are

ongoing yet unscheduled (and could be done by a volunteer) includes book covering, book repair, disc cleaning, shelf reading, etc.

ADULT VOLUNTEERS – LIBRARY TRUSTEES

According to NH RSA 202-A:11, elected library trustees have certain responsibilities, including the appointment of a librarian (who is not a trustee) to oversee the day-to-day operation of the library. Elected library trustees have volunteered to hold their trustee positions, and have fiscal and legal responsibility for the library as a whole. According to NH RSA 202-A:14, library trustees cannot be compensated for their trustee duties except for necessary travel expenses related to professional meeting attendance.

If a trustee wants to volunteer in the library in a capacity other than being a trustee, the volunteer duties should be clearly spelled out in a volunteer agreement in order to show that the volunteer duties are not related to the individual's duties as trustee. There is a potential for conflict of interest in this situation given that the trustee would be supervised by library employees that are either hired by the Board of Trustees or approved by the Board of Trustees to be hired by the Librarian.

A number of libraries in NH have indicated that they pay their library trustees to act as substitute employees when regular library employees are unavailable. This is not specifically prohibited by state law since the trustee is technically not getting paid to carry out their trustee duties, but does open up some potential ethical and legal conflict of interest issues for the library profession. According to NH RSA 202-A:17, library employees can only be removed by library trustees. If the trustee is also paid as an employee, there is a definite conflict of interest if the performance of the individual as a library employee is problematic. What recourse would the librarian have to recommend the removal of an individual as an employee if that employee is also a library trustee?

BEST PRACTICES:

1. If a trustee wants to volunteer in the library in a capacity other than being a trustee, their volunteer duties and supervision by library staff should be clearly spelled out in a volunteer agreement signed by the individual and the library director. This agreement should also be reviewed by the library's Board of Trustees so that the entire governing body is aware of the scope of the volunteer work and potential conflict of interest concerns.
2. Library trustees should amend their by-laws to include a statement that prohibits elected trustees to be paid employees of the library during their tenure as trustee, and that immediate family members of trustees cannot work as employees of the library for the duration of the elected trustee's tenure.

ADULT VOLUNTEERS – LIBRARY EMPLOYEES

Federal law 29 CFR 553.101 is very specific about employees volunteering their time in their place of work: "An individual shall not be considered a volunteer if the individual is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer." This law is to prevent employers from coercing employees into "volunteering" their time to finish work under threat of hours reduction, job loss, etc. Even if coercion is not taking place, the perception of coercion exists if the employee is violating the law by performing their job duties outside of their normal work hours without pay.

BEST PRACTICE:

If any library employee is consistently volunteering their time to complete duties listed in their job description, they are putting the library at risk by violating federal law. If those employees have difficulty getting their work done in the designated time they are paid to work, the library trustees and library director need to re-evaluate the situation and potentially make adjustments to job descriptions, budgets, and employee work hours.

ADULT VOLUNTEERS – COMPENSATION

According to Federal law 29 CFR 553.106, volunteers may be paid expenses or nominal fees for their service without losing their status as volunteers. Appropriate expenses include uniform allowance, transportation and meals reimbursement, tuition reimbursement, etc.

NH RSA 202-A:14 specifies that library trustees cannot be paid for performing their trustee duties, but may be reimbursed for travel expenses related to professional meeting attendance.

BEST PRACTICE:

Before compensating any volunteer, contact the library's legal counsel to determine if the compensation or reimbursement changes their status from volunteer to employee.

VOLUNTEERS AND LIABILITY

NH RSA Chapter 508:17 and federal law 42 USC Chapter 139 both address the liability of volunteers during the performance of their volunteer duties. In summary, a volunteer is immune from personal liability as long as the organization for which they are volunteering has a record of the volunteer and their scope of duties, and the volunteer was acting without willful or grossly negligent misconduct.

BEST PRACTICES:

1. Have a written, signed volunteer agreement on file for all volunteers, listing their status as a volunteer and a specific list of their volunteer duties.
2. Update volunteer agreements on an annual basis.
3. Determine what volunteer liability coverage exists through your Town's insurance policy.
4. Speak to the library's legal counsel about the library's liability concerning volunteers.

VOLUNTEERS AND PATRON PRIVACY

NH RSA 201-D:11 states that "records...may be disclosed to the extent necessary for the proper operation of such libraries." While volunteers may not be specifically addressed in this statute, the phrase "proper operation of such libraries" is key to interpretation. Proper operation means full compliance with state and federal labor laws. If a library is asking a volunteer to a) perform duties that are already a major part of a paid employee's job, or b) expects a volunteer to perform duties that, if not performed, would adversely affect the library's day-to-day operation, the library is violating state and/or federal labor laws.

A library staff person violating NH RSA 201-D:11 could be removed from employment and experience a potentially significant financial impact. If a volunteer violates the RSA, the only punishment would be prohibition from volunteering in the library. In each case the library's reputation would be damaged, but the removal of a staff person from employment is a more significant redress than simply prohibiting an individual from volunteering their time in the library.

It has been suggested that volunteers should sign a confidentiality agreement to remind them of the seriousness of NH RSA 201-D:11. Unfortunately the same problem still exists – there isn't a significant impact on the volunteer if they violate the agreement.

BEST PRACTICES:

1. Do not allow volunteers to have access to patron records, including personal identifying information or circulation records.
2. Conduct an annual review of the duties your library volunteers perform to ensure that volunteers do not have access to patron records.

MADISON LIBRARY

VOLUNTEER SERVICE AGREEMENT

This Agreement, made on _____ [Date] by and between the MADISON LIBRARY hereinafter referred to as "library", and

_____ [NAME],

_____ [ssn], _____ [DOB], hereinafter referred to as "volunteer."

WITNESSETH:

Whereas, volunteer intends to donate services to the library identified above, and said library intends to accept the donation of volunteer services.

NOW THEREFORE, in consideration of the mutual promises, the parties hereto agree as follows:

1. Volunteer agrees to donate services to the Madison Library in the capacity of _____ [TITLE]. Said services shall include, but may not be limited to, the following:

(see attached sheet, if necessary)

2. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.

3. Volunteer agrees to follow the supervision and direction of any personnel, employee, or volunteer, to whom volunteer has been assigned to perform services, and to participate in any training required by the library in order to perform the voluntary services.

4. Volunteer agrees that he/she will not be considered to be an employee of the library, for any purposes other than tort claims and injury compensation, while performing the above described voluntary services.

5. Volunteer further understands that if volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties that said volunteer may be held personally liable for any monetary damages a court may award to the injured party.

6. It is further understood and agreed to by volunteer that the services rendered to the library shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the volunteer's services agreed to herein, and that in no way do any of these provisions apply for the benefit of volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said volunteer, which cause or may give rise to criminal liability.

7. Volunteer further agrees that volunteer will fully cooperate with the library and its agents in any investigation, lawsuit, arbitration, or any other legal or quasilegal proceedings that arise from the matters covered by this agreement. Volunteer further agrees to notify the library immediately of any incident that occurs or may occur within the knowledge of the volunteer, which gives rise to liability on the part of the volunteer of the library.

8. I understand that my volunteer assignment will begin on _____ and end on _____; and that I will spend approximately _____ hours per _____ providing volunteer services. I also understand that my volunteer assignment may be terminated at any time by either party to this agreement.

9. IN CASE OF EMERGENCY, please contact

_____ [NAME], at telephone number _____.

PARENT OR GUARDIAN SIGNATURE DATE

SIGNATURE OF VOLUNTEER DATE

TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR			
VOLUNTEER TIME DONATED			
YEARS:	WEEKS:	DAYS:	HOURS:
SIGNATURE OF VOLUNTEER:		TERMINATION DATE:	
PRINTED NAME OF SUPERVISOR:			
SIGNATURE OF SUPERVISOR:		DATE SIGNED:	

**Madison Library
Volunteer Confidentiality Agreement**

I agree not to divulge any information or patron records regarding persons who are receiving services or other assistance from the Library or who are otherwise involved in my volunteer services at or for the Library.

1. Patron information is strictly confidential and is disclosed only to the cardholder.
2. All library employees and volunteers must protect each patron’s right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired, insofar as the public nature of our facilities permit. Care must be taken not to divulge patron information through casual conversation or careless treatment of records.
3. Volunteers working at the Madison Library must sign and adhere to this policy of confidentiality.

Volunteer Responsibility

All library employees and volunteers are required to protect each library user’s right to privacy in accordance with NH RSA 201-D:11. Library records which contain the names or other personal identifying information about patrons of public libraries shall be confidential and shall not be disclosed except upon request by or consent of the patron or pursuant to subpoena, court order, or where otherwise required by statute.

If a subpoena or warrant is presented requesting access to patron records, volunteer is NOT to release any records and should immediately contact the Library Director or the Chairperson of the Board of Trustees, who will then handle the request according to the Madison Library’s Policy on Use and Confidentiality of Information.

Volunteers who are granted access to the library’s online computer system in the course of their work are required to strictly maintain the privacy of library patrons by not divulging any personal information, including titles and subject matter of materials used or borrowed, to anyone other than library personnel.

As a library volunteer, I understand and agree to the “Confidentiality Agreement” as described above. I also understand that violating this policy may result in dismissal from my volunteer position with the library.

<hr/>	<hr/>	<hr/>
Volunteer’s name (please print) <i>If Volunteer is under 18 years old:</i>	Signature	Date
<hr/>		
Parent/Guardian’s Name (please print) <i>Received by:</i>	Signature	Date
<hr/>		
	Staff Member	Date

Madison Library

Madison, NH’s link to a larger world

VOLUNTEER APPLICATION

Thank you for your interest in volunteering at the Madison Library. Please tell us about yourself:

Today’s date: _____

Name: _____

Address: _____

Home Phone #: _____ Mobile Phone #: _____

E-mail address: _____

Age if under 18: _____ (Please note that all volunteers must be 14 years old or older.)

Please check all volunteer tasks which interest you:

- | | |
|--|---|
| <input type="checkbox"/> Organizing bookshelves/magazines | <input type="checkbox"/> Baking for library events |
| <input type="checkbox"/> Preparing craft materials for programs | <input type="checkbox"/> Helping with book sales |
| <input type="checkbox"/> Gardening/outdoor cleanup | <input type="checkbox"/> Assisting with programs |
| <input type="checkbox"/> Setting up projector for evening programs | <input type="checkbox"/> Leading book discussions |
| <input type="checkbox"/> Providing one-on-one technology help | <input type="checkbox"/> Working on Local History Project |
| <input type="checkbox"/> Delivering library materials to shut-ins | <input type="checkbox"/> Other |

Are you interested in volunteering on a regular basis or just occasionally?

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Weekly/monthly | <input type="checkbox"/> Summers Only |
| <input type="checkbox"/> As needed | <input type="checkbox"/> Winters Only |
| <input type="checkbox"/> Work on a one-time project/event | |

Please circle the days that you would be available to volunteer:

Weekday mornings: Tues Fri / Weekday afternoons: Mon Tues Wed Thurs Fri

Weekday evenings: Wed Thurs / Weekend mornings: Sat

What date can you begin? _____

Library-Related Experience (if any):

Thank you! We will be in touch shortly. If you have any questions, please contact the Madison Library at librarian@madison.lib.nh.us or call 603-367-8545.

Madison Library Finances and Bookkeeping Policy

The finances of the Madison Library are maintained in two accounts: Town Budgeted Funds and the Self-Generated Funds. The Town Budgeted Funds are the funds which are voted on at the town meeting in March. These are spent by the Trustees of the Library and approved by the Treasurer. The Town Office pays the payroll and bills approved by the Treasurer. The Librarian presents to the Treasurer every two weeks a list of payroll hours and bills to be paid with invoices and packing lists initialed by Librarian and Treasurer. These are presented to the Town Office for payment. A copy is retained by the Library Treasurer for his/her records and statements. The Library Treasurer and Town Office should reconcile periodically and by year end be within the budget. The Treasurer prepares a statement to be presented to Trustees, librarians and an office copy each month. Town Budgeted Funds not spent during the calendar year are automatically returned to the General Fund. As of Jan. 1 of the following year a new ledger is set up based on the proposed budget before it is approved at the Town Meeting. If the proposed budget is changed at the meeting, adjustments must be made.

The other account is "Self-Generated Funds" composed of gifts, grants, donations, and income earned from copier fees, bank interest, sales of used paperbacks, etc. Every two weeks along with town budgeted report, the Librarian presents the Treasurer with cash from the cash drawer along with a list of income sources. The Treasurer records (QuickBooks) the items, deposits the cash at the Northway Bank and presents a statement to the trustees, librarians and an office copy once a month along with the statement of "town budgeted expenses." This account is non-lapsing and remains under the control of the trustees.

With regard to self-generated funds (sgf) the interest account is made up of Savings account interest and CD interest. The deposit and savings accounts are maintained at the Northway Bank. The CD interest is entered in a passbook at the end of each month. The Treasurer has a check book to write checks from the accounts of self-generated funds. The Treasurer also balances the bank statements. The Treasurer is responsible to see that the proper documents and signature cards are kept up-to-date with the banks, and keeps copies in the Treasurer's file.

In the fall the Treasurer, Librarian and the trustees of the library budget committee prepare a budget for the Town Meeting in March (first to be reviewed by the Selectmen and the Town Budget Committee.) Also, at year end the Librarian and Treasurer prepare an annual report to State Library. In March after the town meeting the Treasurer sends a letter to Attorney General's office enclosing a copy of the sheet in the annual report of "Trustees of the Trust Fund" which shows the two library trusts. Each year (usually in March) the Trustees of the Trust Funds give the library Treasurer a check for the interest received from the trust funds investments (as received). These funds are deposited into the current account at the Northway Bank.

Adopted October 20, 2004

Revised: March 15, 2010; January 15, 2014

Madison Library Investment Policy

I. Policy Statement and Scope

This document will govern the investment activities of the Madison Library. It is the policy of the Library to invest funds in a manner that will maximize the security of the principal while satisfying cash flow demands using approved methods that will provide the highest possible return. All investments will conform to applicable laws and regulations governing the investment of funds held by local governing bodies, specifically libraries, under RSA 202 and RSA 31:25.

This investment policy applies to funds held by the Library. It does not apply to the funds held by the Madison Trustees of the Trust Funds for the benefit of the Library or those held by the Friends of Madison Library.

II. Investment Objectives

The primary objectives of the Library's financial investments are, in order:

Preservation of Capital: The preservation of capital is the foremost objective of the investment program. At no time should the safety of the portfolio's principal be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.

Liquidity: The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated.

Return on Investments (Yield): The Library's investments should generate the highest available return without sacrificing the first two objectives.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence might exercise in the management of their own affairs.

II. Authorized and Suitable Investments

The following investments are deemed suitable for inclusion in the Library's investment program. The treasurer is authorized to invest Library funds only in those investments specifically delineated below:

U.S. Treasury Bills and Notes, for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest;

Bonds, notes and other obligations issued by any federal agency instrumentality;

NHPDIP, New Hampshire Public Deposit Investment Pool funds;

Bonds or other obligations of the State of new Hampshire;

Demand deposit accounts (such as checking account) established with local financial institutions and properly insured through the Federal Deposit Insurance Corporation (FDIC);
Certificates of Deposit (CDs) issued by local financial institutions and properly insured by the FDIC;
Publicly traded mutual funds or exchange traded funds (ETFs);
Publicly traded stocks;
CDs and short and medium term annuities of prime insurance companies licensed to operate in the State of N.H.

IV. Custody and Safekeeping

Securities will be held by an independent third party custodian designated by the Treasurer and approved by the Board of trustees.

V. Internal Control

The Treasurer is responsible for establishing and maintaining internal control to insure that the assets of the Library are protected from loss, theft or misuse.

VI. Diversification of Investments

The library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be achieved by the type of investment, number of institutions and length of maturity.

The following guidelines will be used in administering the Library's investment policy whenever the portfolio reaches \$50,000.00 or more:

The Library's total (100%) portfolio may be invested in securities guaranteed by the United States, CDs, savings or deposit accounts, and annuities of insurance companies licensed to operate in N.H. that are prime-rated according to Moody's.

No more than 25% of the portfolio may be invested in no-load money market mutual funds consisting exclusively of governmental securities.

No more than 10% of the portfolio may be invested in bonds and other obligations of the State of N.H.

No more than 10% of the portfolio may be invested in securities issued by any federal government agency or instrumentality.

No more than 25% of the total portfolio may be invested in mutual funds or exchange traded (ETFs).

VII. Deposit requirements

All deposits shall be collateralized pursuant to NH RSA 386:57. Any eligible financial institution that has offices within the State of NH may become a public depository of the Library funds.

VIII. Delegation of Authority

Management responsibility for the Library's investment program is delegated to the Trustee Treasurer who is considered the Library's chief financial office. In the absence of the Treasurer, the Chairman of the Board or other individual authorized by the Board may act in his/her stead. The treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

IX. Ethics and Conflicts of Interest

Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.

X. Liability

When investments are made in accordance with this policy, no Library staff member or Trustee with investment authority shall be held liable for a loss resulting from market fluctuation, default or insolvency of a depository of Library funds.

XI. Reporting

Each month the Treasurer will report to the Trustees the status of the portfolio.

Approved by the Board of Trustees February 20, 2008

Reviewed: November 17, 2010

Revised: June 18, 2014

Madison Library Emergency Management Policy

MISSION

The mission of the Madison Library Emergency Management Policy is to establish guidelines be used if an emergency situation should arise on library premises. The emphasis is first to maintain the safety of staff and patrons and secondly to protect the building and its contents.

The Board of Trustees adheres to the Major Emergency Management Policy established by the Selectmen of the Board of the Town of Madison for catastrophes, such as hurricanes, floods, toxic spills, etc. For library specific emergencies, the following procedures will be used.

WORKPLACE VIOLENCE

1. Call 9-1-1 as soon as the threat becomes apparent. Do not rely on others to make the call.
2. Stay calm. Show empathy for the violent person, not sympathy. Do not negotiate, promise, or represent authority. Do not answer for others.
3. Prepare to react to protect yourself and others. Evacuate people as soon as possible.

BOMB THREAT

1. If the threat is made by telephone, try to get as much information as possible from the caller. Write details down, such as background noise, accents and expressions.
2. Call 9-1-1 as soon as possible.
3. Evacuate the building and cooperate with authorities when they arrive.

BODY FLUID SPILL

1. Because of blood borne pathogens, especially HIV, AIDS and Hepatitis B Virus, assume all blood, semen, vaginal secretions, amniotic fluid and live skin could be potentially infectious.
2. For any major problem call 9-1-1 for the Madison Rescue.
3. If action must be taken before the Rescue Squad arrives, use the latex gloves, stored in the cabinet above the toilet in the library bathroom, when handling or cleaning up any body fluid spills.

4. When you are finished, clean with soap and water. Disinfect with 1 part bleach and 10 parts water for 20 minutes.
5. When performing CPR, and using the automatic external defibrillator (AED) follow unit instructions.
6. Dispose all waste in a plastic bag/containers and mark it with "Biohazard".
7. Write an Incident Report within 24 hours to be given to the Chairman of the Board of the Trustees, outlining events and the potential hazard. Notify Selectmen's office when Incident Report is filed.
8. For minor injuries, a First Aid kit is stored in the cabinet in the library bathroom. It is recommended that parents and/or guardians treat their youngsters for any minor scrape, fall or burn rather than the library staff.

FIRE

1. Call 9-1-1 to report the alarm. The library is at 1895 Village Road, Madison, New Hampshire.
2. Evacuate everyone from the building. Sound alarm and shout.
3. Close windows and doors, but do not lock them.
4. Perform an evacuation drill annually.

BUILDING CONCERNS

1. If there is no heat, call Irving Energy Distribution at 539-6000 or current heating fuel provider.
2. If the driveway has not been plowed after a storm, call the Selectman's Office at 367-4332.
3. If a child is left unattended and it is time to close the library, attempt to call the child's parents. If you are unable to reach anyone, call the police at 367-8334 or Carroll County Sheriff's Department at 539-2284.

Policy Adopted: 7/17/1997

Revised: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees

**Madison Library
INCIDENT REPORT**

Date _____ Time _____

Name of person involved _____

Name of person filing report _____

Address _____ Phone _____

Description of incident _____

Medical care given, by whom _____

Witnesses _____

Signature

INCIDENT PROCEDURE

1. Determine if the person involved needs emergency help. If so, call 9-1-1.
2. Keep other people away from the injured party.
3. Do NOT make a statement or judgment as to liability.
4. If the injury is not serious, offer the first aid kit which is stored in the cabinet above the toilet in the library.
5. Get the party's name, address, and telephone number.
6. Get the names, addresses, and telephone numbers of any witnesses.
7. Give the information to the Librarian.
8. The Librarian will give the information to the chairman of the Board of trustees, who will turn it over to the Selectmen's office.

Adopted September 16, 1998

Reviewed and Approved: November 17, 2010 by the Board of Trustees

Madison Library
Policy of Use and Confidentiality of Information

I. General Statement of Policy:

The Trustees of the Madison Library believe that each library user has a right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted. Accordingly, it is the policy of the Madison Library to treat as confidential all records in its possession that contain the names or other personal identifying information regarding users of the Library. The Library's Director, its employees or its trustees will only release such information to third parties when required by law.

II. When Release of Information is required by Law:

- a. New Hampshire Law, Section 201-D:11 of the New Hampshire Revised Statutes describes the circumstances in which a New Hampshire public library must disclose information about a user 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 Madison 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.

III. What the Library Will Do When Served with a Court Order or Subpoena

It is the responsibility of the Library Director to handle all inquiries from law enforcement authorities. If the Library Director is unavailable, 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.

When a member of the Library Staff is served with a subpoena or court order purporting to require the disclosure of user information, or if a Staff member is otherwise approached by legal authorities in connection with library records, the Staff member shall immediately refer the matter to the Library Director, or, if unavailable, to a member of the Library Trustees.

The Library Director (in consultation with the Trustees) shall seek the advice of counsel prior to complying with any court order or subpoena requiring the release of user information. *In no circumstance shall the Library comply with a subpoena without first obtaining the advice of counsel.*

IV. What Information the Library Keeps about Users

Because the Madison Library respects the privacy of its users, it is the policy of the Library to maintain user-specific information only as necessary. Specifically, the Madison Library maintains only the following categories of user information:

- a. The Library maintains the name, address, telephone number, and signature of each person with circulation privileges. Inactive accounts are purged after three years.
- b. The Library also keeps a record of the user's age for persons age 12 and under, as well as the name and signature of a parent or guardian authorizing the circulation privileges for junior card holders.
- c. The Library maintains a record of the current borrower of any item in use and the immediately preceding borrower.
- d. The Library keeps a record of unpaid charges, including the user responsible for the charge and the item from the collection for which the charge was accrued.
- e. The Library maintains a list of patrons who have signed a Computer Use Agreement to access the Internet while in the library. The Library does not maintain records of users' computer activities or internet sites visited.
- f. Statistical information maintained by the library (collection use, private service activities, library visits, etc.) does not identify specific users of library materials.

Adopted: ?, 2002

Revised and Adopted November 17, 2010

Revised January 15, 2014

AMERICAN LIBRARY ASSOCIATION

Washington Office

January 19, 2002

GUIDELINES FOR LIBRARIANS ON THE U.S.A. PATRIOT ACT*

What to do before, during and after a “knock at the door?”

*Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001
Public Law 107-56 (October 26, 2001)

Many libraries have already seen an increase in law enforcement inquiries following the September 11th terrorists’ attacks. In libraries and other institutions, law enforcement authorities have sought access to patron records, including electronic mail and other electronic communications. With passage of the U.S.A. PATRIOT Act on October 26, 2001, many new questions have been raised about how to comply with the new law and how the PATRIOT Act provisions relate to current laws governing criminal and foreign intelligence investigations as well as to state and local privacy laws.

As always, the best course is to prepare before the “knock at the door.” ALA provides the following guidelines for librarians to share with their staffs and local legal counsels. This is *not legal advice* but suggested guidance and direction so that local libraries – whether academic, public or school libraries – can prepare themselves to do what is legal and appropriate.

BEFORE

CONSULT YOUR LOCAL LEGAL COUNSEL

These issues are complex and absolutes that apply to every situation are rare. You will need legal experts familiar with your unique situations and local and state laws to help make sure that your policies and procedures are appropriate and legal. You will want to make sure that your local counsel is aware that legal inquiries under the U.S.A. PATRIOT Act may be an issue for your institution.

REVIEW YOUR POLICIES

The USA PATRIOT Act does not require institutions to make changes in policies or computer systems. However, with a possible increase in requests from law enforcement and the pervasiveness of technology in the daily transactions of libraries, you will want to review and address your policies on retention of and access to all types of information. Make decisions regarding data, logs and records of all types – digital and paper - to be discarded or saved. Establish a system for referring requests for operational records as well as other types of information within your institution. Plan for service continuity in the event that workstations, servers or backups are removed or made inoperable.

TRAIN YOUR STAFF

Every member of your staff should understand your policies for three important reasons:

- 1) Anyone on your staff could be approached by law enforcement. Every staff member should know what to do if he or she is presented with a request. A system for referring requests from law enforcement should be clearly communicated to all staff so that

everyone from the circulation assistant to the library director know what to do. Often a library or institution will designate one staff person to receive all such requests.

- 2) Technology has made data ubiquitous and access to it effortless. Many people within your organization may have unexpected roles to play in implementing your policies. Your policy is only as good as the trained people who carry it out.
- 3) Knowledgeable staff will assure that your library is complying with all appropriate laws and protect against any institutional or personal liability.

DURING

FOLLOW YOUR POLICIES

Sound policies can provide order and justification during what can be a chaotic time. They can help prevent surprises and help ensure that the best possible thinking and judgment go into your responses. Policies and plans will not help you if they are not understood and followed by all of the institution's employees.

CONSULT YOUR LOCAL LEGAL COUNSEL

Most inquiries made by law enforcement are lawful and in good order, however, it is imperative to call on your own legal counsel when presented with a request. Legal counsel will help you respond appropriately and legally while protecting you and your staff from possible liability due to an unlawful request. Legal counsel can help you sort through your responsibilities under the myriad federal state and local laws that both protect privacy and require access.

DOCUMENT YOUR COSTS

The PATRIOT Act provides for some reimbursement of costs if an entity is asked by law enforcement to perform certain types of assistance in data collection. It is unclear what the guidelines will be for reimbursement. Document all costs incurred.

AFTER

CONSULT YOUR LOCAL LEGAL COUNSEL

Once law enforcement leaves your premises, your responsibilities may not be over. There are different rules for sharing information with others about who is being investigated or what types of information you have provided law enforcement. With whom you are allowed to speak and what you are allowed to talk about varies depending upon whether the inquiry is made under criminal or foreign intelligence investigation laws. You will want to consult with your local counsel to be sure that you and your staff meet any legal requirements to conceal the inquiries of law enforcement or conversely to fulfill any affirmative legal requirements to disclose what records may have been released.

FOLLOW UP

Consult with counsel; implement your policies; pursue any appropriate reimbursements. Determine whether you will have to maintain any subsequent information or records. The Washington Office will be tracking the impact of this legislation, so when allowed by law and the advice of counsel, inform the Washington Office of your experiences.

Madison Library Cooperation Policy

1. The Madison Library recognizes the need to cooperate with other libraries in New Hampshire, both at the local and state-wide levels. These libraries may be public, private, academic, medical, legal, or other specialty libraries.
2. The Library recognizes that the New Hampshire State Library's interlibrary loan system was established to promote cooperation and agrees to participate in the program.
3. The Library will belong to regional library organizations such as the Carroll County Library Cooperative and the Bearcamp Video Library Association. The membership will include planning and carrying cooperative projects.
4. The Library will cooperate with the Madison Elementary School library and will work with the school librarian in finding ways to better serve the children of Madison.

Approved: May 20, 1998

Reviewed: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees

**Madison Library
Key Policy**

For the security of the Madison Library building, possession of library keys will be limited to those persons requiring that key. The person must affirm that no copies of the key will be made.

Those included in the list of approved key holders:

- Librarian
- Assistant Librarian
- Other library personnel
- All present trustees
- Volunteer chairperson
- Custodial help
- Town offices (emergency only)
- Persons designated by the librarian or trustees
- Two "floating keys" to be signed out as needed

A key number will be assigned to each person as selected by the Board of Trustees, and no copies may be made except in the case of a lost key.

Keys given to anyone are not to be used for personal use to check out videos, books and other materials when the library is not open.

Persons no longer designated as requiring a key will be asked to turn in the key when their duties are terminated.

Adopted: 9/16/98

Revised: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees

Madison Library “Right to Know” Policy

Basis in New Hampshire law: RSA Chapter 91-A

Underlying premise, RSA 91-A:1: “Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies, and their accountability to the people.”

Policy: The meetings of the Board of Trustees of the Madison Library are “public proceedings” under this law, affecting any or all citizens of the town of Madison and therefore the board must provide notification of and access to those meetings. Further, advance notice and access rules apply to the meeting of subcommittees or advisory committees.

Definition of “meeting,” RSA 91-A:2: “For the purpose of this chapter, a “meeting” means the convening of a quorum of the membership of a public body . . . for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power.”

“Meeting” shall not include:

- a. “A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters”;
- b. “Strategy or negotiations with respect to collective bargaining”;
- c. “Consultation with legal counsel”; or
- d. “Circulation of draft documents which, when finalized, are intended only to formalize decisions previously made in a meeting; provided, that nothing in this subparagraph shall be construed to alter or affect the application of any other section of RSA 91-A to such documents or related communications.”

Procedures:

- a. All Board of Trustee meetings shall be open to the public.
- b. There will be no secret ballots in open session.
- c. Proceedings may be recorded by any observer.
- d. Minutes of meetings shall be open to public inspection within 5 business days of the meeting; minutes of Board and subcommittees are permanent, public records.
- e. Except in an emergency, a notice of the time and place of each meeting shall be posted in three appropriate places or in a local newspaper at least 24 hours prior to the meeting, excluding Sundays and legal holidays.
- f. Nonpublic sessions may be entered only for:
 1. the dismissal, promotion or compensation of employees or the disciplining of an employee or the investigation of charges against an employee unless the employee requests that the meeting be open;

2. the hiring of any person as a public employee;
 3. discussing matters that would “affect adversely the reputation” of someone other than a Trustee, unless the person requests an open meeting;
 4. discussion of real or personal property acquisition or sale or lease;
 5. discussion of litigation against the board.
- g. Minutes of nonpublic sessions shall be kept and made available for public inspection within 72 hours unless 2/3 of the members present immediately vote to keep the matters private until a time at which public knowledge would no longer endanger the transaction or the person’s reputation.
- h. Citizens have the right to inspect public records and to copy them.
1. Records shall be maintained in the library or at the town offices;
 2. Records must be made available within 5 business days of request;
 3. If reproduction of the copies is necessary, a customary charge will be made;
 4. Confidential records such as performance evaluations of employees are excepted.

First reading of revision: 12/16/98

Date adopted: 1/20/99

Revised to reflect changes to RSA: 10/28/10

Approved: November 17, 2010 by the Board of Trustees

Madison Library
Collection Development and Maintenance Policy

1. It is the responsibility of the librarian to select the materials that are offered in the library. The materials will include books, e-books, audio books, videos, music, periodicals, reference books, software, electronic databases, and other items as deemed appropriate by library standards.
2. Selection of materials is based upon the community's current needs and anticipated future use. Using recognized selection tools such as Library Journal, Booklist, etc., the librarian will see the collection contains reference, informational and recreational materials in a variety of media.
3. The Madison Library supports the American Library Association's (ALA) "Freedom to Read" and "Library Bill of Rights" policies. Materials will be chosen following these policy standards.
4. Should a patron object to any of the library's collection she/he may complete a "Request for Reconsideration of Library Materials" form. The librarian will review the request before taking it to the Library Board of Trustees. The Board of Trustees may confer with the New Hampshire State Library and the ALA before rendering a final decision.
5. The librarian will withdraw items from circulation following accepted professional practices by utilizing the CREW and MUSTY techniques.
6. CREW calls for Continuous Review, Evaluation, and Weeding.
7. MUSTY establishes guidelines for weeding, materials that are: Misleading, Unattractive, Superseded, Trivial, or Your patrons won't use it.
8. Materials removed from circulation may be placed in storage, donated to another institution, sold at a book sale, or discarded.
9. The librarian is authorized to accept books and other circulation materials only if there are no conditions attached and to dispose of those gifts when appropriate.

Approved: February 20, 1998

Revised: May 31, 2005

Approved: June 15, 2005

Revised: October 27, 2010

Approved: November 17, 2010 by the Board of Trustees

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

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.

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

Madison Library
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date: _____

Your Name _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent self? _____ Organization? _____

1. Resource on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display ____ Magazine ____ Library Program
____ Audio Recording ____ Newspaper ____ Electronic information/network (specify)
____ Other _____

2. Title _____

3. Author/Producer _____

4. What brought this resource to your attention?

5. Have you examined the entire resource?

6. What concerns you about the resource? (use other side or additional pages if necessary)

7. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Signature: _____

Revised: 10/28/2010, based on ALA Intellectual Freedom Committee sample form, 6/27/1995.
Approved: November 17, 2010 by the Board of Trustees

Madison Library Reference Section Mission Statement

The Madison Library will provide sufficient standard reference materials, either in print, online or an electronic format in order to supply the information to answer the reference questions. Inter-library loans and other sources outside the library will be requested if the materials are not accessible in the library's collection.

The Madison Library will provide sufficient work areas with good lighting for the patrons' use. The Library will be staffed with trained individuals who understand reference service and who are knowledgeable of the materials available both within the library and from outside sources.

Madison Library Reference Policy

The goal of the Madison Library's reference services section is to satisfy patron's reference questions most of the time. In order to succeed, the following aspects of reference service must be considered:

I. Materials in the Collection

Print reference materials are to be stored in the reference section of the library and will remain in the building at all times in order to be available to all patrons. Information will be in a variety of formats and at diverse reading levels in order to meet the needs of patrons.

When appropriate, the library will provide inter-library loan service in order to answer reference questions. Article Express, a service offered by the New Hampshire State Library, and Internet searches, will be used when appropriate. If there is a fee incurred in securing the information, the patron will be informed that he/she is responsible for the costs.

The librarian will assist a patron by suggesting and finding sources, instructing the patron in the use of the materials when training is needed, assisting with search techniques, and requesting materials from outside the library. The patron is responsible for doing the research work.

II. Library Facilities

The library will provide sufficient amount of work areas with good lighting and a quiet atmosphere for the patrons' use. All the work areas, including the public access computer work station, will be handicapped accessible.

The library will be staffed with trained individuals who understand reference work and have knowledge of the materials, both in the library and available from outside sources.

III. Selection of Reference Materials

The librarian is responsible for the selection of reference materials. He/she will use standard selection guides in making the choices and will follow the guidelines established by the Collection Development and Maintenance Policy.

Information will be made available to patrons in electronic format as well as in printed form. Materials will be made available in a range of reading, educational, an interest levels.

A portion of the acquisition budget voted at the annual Madison Town Meeting will be allotted to the purchase of reference materials.

The librarian is responsible for weeding the reference collection, using recognized professional guidelines in doing so. Weeding will be done on a regular basis.

IV. Confidentiality

All individuals who request information from the Madison Library have right to complete confidentiality. No library employee or volunteer may disclose any information regarding a patron's questions, unless the information must be discussed with a library professional in the course of researching the answers needed.

V. Who Is Served

The library offers the use of all reference materials that are stored within the building to anyone wishing to use them. No person will be discriminated against because of age, sex, or racial background. Ready reference questions will be answered promptly for anyone inquiring in person or on the telephone. Extended research questions that require extensive time on the part of the librarian, and inter-library loan and Article Express requests for materials sought outside the library building, will be processed for any Madison Library patron.

If a volunteer is asked a question that requires extended research, she/he will fill out a Reference In Take Form, following the instructions set forth in the Procedure Manual. The librarian will process the request and provide the patron with a status report.

The librarian has the discretion to allow replaceable reference materials to be checked out for a 48 hour period.

VI. Reference Training

The librarian is responsible for maintaining knowledge of current reference sources and of new search strategies. This will be done through professional reading, attending workshops, training programs, and conferences. Cost of the workshops and the librarian's time will be paid for by the Madison Library.

Approved: 9/10/1996

Revised: 11/17/2010

Approved: November 17, 2010 by the Board of Trustees

Madison Library Circulation Policy

1. All Madison residents, taxpayers, and town, school and Madison business employees may borrow library materials. All users are required to fill out an application for a library card. Summer or seasonal residents are asked to give their permanent address as well as their Madison address.
 - a. Residents age 12 and older are issued Adult library cards.
 - b. Children ages 5-11 are issued a Junior library card. The child's parent/guardian must sign the application accepting responsibility for library materials taken out on the child's card.
2. Other non-residents wishing to borrow items from the library must complete an application and pay \$15.00 annual fee from the date issued.
3. Lending time is the following: two weeks for books, music, audio books; one week for videos and periodicals; and two days for new videos.
4. Cardholders who have overdue materials will have borrowing privileges restricted after materials are more than two weeks overdue. See Overdue Policy for overdue notification procedure and rules regarding borrowing restrictions.
5. Parents/guardians are responsible for all library materials checked out on their child(ren)'s card(s).
6. There is a book drop available for the return of library materials when the library is closed.
7. Objections to any library materials will be referred to the Library Board of Trustees. Objections should be submitted in writing using the Request for Reconsideration of Materials form.
8. Public computer use is covered in a separate policy: Madison Library Computer Use.

Adopted May 20, 1998; Approved June 15, 2005
Revised and approved August 20, 2008
Revised and approved November 18, 2009
Revised and approved March 21, 2012
Revised and approved January 15, 2014

Madison Library Card Application – For adults and children 12 and older

Please print neatly and fill out form completely. Application should be filled out in ink.

Name _____

Mailing Address _____

Permanent Street Address _____

Seasonal Home Address _____

Note: If you are not a Madison resident or seasonal property owner, OR an employee of the Town, the Madison Elementary School, or a Madison business, there is a \$15 annual fee for a Madison Library card.

Email Address _____

May we send reminders of books due by email? Yes No

Would you like to receive email updates of library events? Yes No

Phone Number _____ Birth Date (if younger than 18) _____

Please read and sign:

Please read the Madison Library Circulation Policy on the back of this application before signing.

I hereby agree to follow all the rules and regulations of the Madison Library. I will pay promptly all fines charged against me for the late return of materials and for the injury or loss of materials. I will give immediate notice of any change of address.

Signature: _____

Please present photo ID and verification of current mailing and street address with

application. Accepted forms of ID include driver's license or non-driver's state ID, recent utility or tax bill mailed to your mailing address, lease or rental agreement, post office box receipt. If you cannot present verification of mailing address, we will mail your card to you.

Computer Use: If you plan to use the public computers at the Madison Library or the library's wireless internet connection, please read and sign our separate **Computer Use Agreement.**

FOR LIBRARY USE: Card Number: _____

ID presented: License Mail Other _____

Computer agreement on file? Yes No

Date Card Issued: _____

Nonresident Fee collected: Yes No

Madison Library Card Application – For children ages 5 to 11

Please print neatly and fill out form completely. Application should be filled out in ink.

Name _____

Printed by Child applying for card

When I write my name on this application, I promise to take good care of the materials I use in the library and at home, and to follow the rules of the Madison Library.

Mailing Address _____

Permanent Street Address _____

Phone Number _____ Birth Date _____

Parent or Legal Guardian Information:

Parent's / Guardian's Name _____

Mailing Address (if different from child's) _____

Please read and sign:

Please read the Madison Library Circulation Policy on the back of this application before signing.

I am willing to have my child borrow materials from the Madison Library, and I promise to make good any damage or loss and to pay any fines justly charged to my child.

Parent's / Guardian's Signature: _____

Please present verification of current mailing and street address with application. Accepted forms of ID include driver's license or non-driver's state ID, recent utility or tax bill mailed to your mailing address, lease or rental agreement, post office box receipt. If you cannot present verification of mailing address, we will mail the library card to your child.

Computer Use: If you plan to allow your child to use the public computers at the Madison Library, please read and sign our separate **Computer Use Agreement**.

FOR LIBRARY USE Card Number: _____

ID presented: License Mail Other _____

Computer agreement on file? Yes No

Date Card Issued: _____

A Child's First Library Card: Information Every Adult Should Consider

New Hampshire has one of the strongest library patron confidentiality laws in the country, and that law applies to all, regardless of age. Because of this, we encourage you to think about a few things before your child becomes a full card holder.

The law (*please see below*) states that every individual with a library card has the right to privacy and can expect his/her use of the library to remain private. *It does not specify age*. This means that when we call about a reserved book, or an overdue one, we cannot reveal the title except to the patron on whose card it was borrowed (though the parents/guardians remain legally and financially responsible for their children). This can complicate things for parents/guardians.

As the child's parent/guardian, you are encouraged to weigh the child's delight in a first library card against the knowledge that, according to state law, you do not have direct access to that child's borrowing record. Parents who wish to foster a child's enthusiasm yet still have access to borrowing records may decide to check all materials out on their own card.

It's all about choices, and we are pleased that you, as a parent/guardian, are encouraging your child to explore the many educational and entertaining experiences available. We provide a wide variety of informational sources. It is not the library's policy to choose what ideas your child should be exposed to; therefore, we hope you will continue to participate in the learning process by helping your child select materials and by sharing them at home.

We provide the resources. You make the choices.

Thank you for considering these issues. Whatever you choose for your child and your family, we welcome you at the Madison Library.

RSA 201-D:11 Library User Records; Confidentiality. –

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.

Source. 1989, 184:3, eff. July 21, 1989. 2009, 273:1, eff. July 29, 2009.

Madison Library Overdue Policy

1. As of December 18, 2013, Madison Library does not charge fines for overdue library materials. Patrons returning overdue items are encouraged to donate to the “Conscience Jar” on the circulation desk.
2. When a book or other item is two weeks overdue, the patron receives an email or phone call reminding him or her to return it. If the overdue item is not returned within one additional week, the patron receives a second phone call or email. A message will be displayed on the patron’s account to alert staff that the patron has overdue items.
3. When a book or other item is four weeks overdue, a written notice is sent to the patron by mail, indicating the titles and prices of the overdue materials and stating “One or more of the above items are overdue by more than two weeks. Borrowing privileges are suspended until these items are returned.” This letter is signed by a staff member.
4. A second and final notice, with a copy of the NH statute pertinent to library materials, is mailed at six weeks.
5. If a patron does not respond to these four actions, his or her library privileges are revoked until the materials are returned, or payment made if they are lost. The Library Director may request that a police officer hand-deliver a written notice to the delinquent patron’s home as a last resort.

Adopted January 15, 2014

Madison Library
Nook eReader Borrowing Policy and Agreement

A Nook can be checked out by a Madison Library member who is 14 years of age or older and in good standing (i.e., no overdues). By checking out the Madison Library's Nook, the member agrees to the following:

1. The Nook can be checked out for two weeks and should be handed directly to a librarian when returned. Do not place the Nook in the library's book drop or leave at the desk if unattended. If Nook is returned in the drop slot, a \$5 fee will be charged. If Nook is damaged in the book drop, full replacement cost plus \$25 will be charged.
2. Please return all parts of the device in the case provided, including the cable, wall outlet adapter, protective cover (if equipped with one), instruction manual. Borrower will be charged for missing or damaged items when Nook is returned.
3. If the Nook is not returned or is damaged, borrower will be charged replacement cost plus \$25.
4. The Library will not purchase titles for the Nook.
5. All eBooks must be transferred to the Nook at the library, on the designated computers. Patrons are encouraged to borrow eBooks from the New Hampshire Downloadable Books Consortium using their own library card. Patrons may also download free eBooks to the Nook.
6. Library staff will assist borrowers in downloading titles to the Nook. Borrowers are encouraged to set up an appointment with the librarian the first time they plan to borrow the Nook.
7. Please do not register the Nook at Barnes & Noble with a personal credit card or purchase items for the Nook.
8. Please do not let anyone else borrow the Nook or allow young children to play with the device.
9. Please treat the device well and keep it safe from water and from being dropped or crushed.
10. Have fun learning about the Nook and eBooks!

Nook Borrowing Agreement

I agree to follow this policy when borrowing the Madison Library's Nook eReader, and accept responsibility for any damage to the device while it is checked out in my name.

Signed _____ Date _____

Approved by the Board of Trustees July 20, 2010. Revised March 21, 2012. Revised February 20, 2013.
Approved March 20, 2013. Revised and Approved January 15, 2014.

Madison Library Interlibrary Loan Policy

The Madison Library will participate in the New Hampshire State Library's Interlibrary Loan program and will follow the procedures defined by NHAIS (New Hampshire Automated Information Services) and the New Hampshire State Library in order to remain a member in good standing.

Any Madison Library patron may ask that materials be borrowed for his/her use. The librarian will search the NHAIS system and request to borrow items from New Hampshire libraries that participate in the program. For items not available through the NHAIS Interlibrary Loan system, the librarian may seek other interlibrary loan avenues (academic libraries, libraries in other states) for print materials only. The patron will be responsible for any fines, replacement costs, copying, or lending fees that are incurred.

The Madison Library will loan out materials through interlibrary loan to libraries only. Requests from individual patrons from other libraries must be processed through that patron's library. The materials will be delivered via the New Hampshire State Library van whenever possible.

Books, audiobooks, music recordings, and magazines will be loaned for a 6-week period of time, beginning with the day the item is sent on the van or is mailed. Videos may be borrowed for a 4-week period of time. Fines will not be charged to other libraries. Materials may be renewed one time. Borrowing libraries will be billed the replacement cost for any lost materials.

Out of print materials will not be interlibrary loaned without the express permission of the librarian.

Adopted May 20, 1998

Revised: October 29, 2010

Approved November 17, 2010 by the Board of Trustees

Madison Library Computer Use Policy

Mission

In keeping with our mission to be an information resource to the community of Madison and recognizing the importance of the internet as an information resource, the Madison Library is committed to providing access to online information resources.

Internet Access

The internet is an unregulated medium. There is no guarantee for the quality or character of web-based resources. We do not use web filters as these have been shown to impede information searches. This is a reflection of the Trustees' adoption of the American Library Association's "Freedom to Read" policy, which does not limit information available to patrons due to age, sex, or racial background. **Parents are encouraged to supervise their children's browsing if they are concerned about content. All computer users should avoid sites which others in the library may find offensive.**

Computer Use Regulations

1. All users must sign in at the circulation desk.
2. All users must have read this policy before using library's computers.
3. Children under 18 years of age must have a parent's or guardian's signature on a Computer Use Agreement form (see reverse), which is kept on file at the library.
4. Computer use is limited to one hour sessions if others are waiting or at the discretion of library staff. Longer periods may be reserved for special circumstances (i.e. online testing, job applications.)
5. Computers in the children's room are restricted to users 12 years old and under.
6. Do not accept software upgrades when opening web pages, or download software programs when using the library's computers.
7. Users may print documents at the cost of 15 cents/page.
8. Users may save and send files as email attachments, or purchase a CD at the circulation desk for 50 cents. USB Flash drives may be used to save files at the librarian's discretion.
9. When using audio programs please work at a low volume or use headphones. While the library provides headphones, we strongly encourage you to bring your own.
10. Do not bring food or drink to the workstations.
11. Treat keyboards and mouse attachments gently; do not touch the monitor screen.
12. Inform the staff immediately if there is a problem with the computers or equipment.

Wireless Access

The Madison Library has a wireless connection open to public use for internet access. Wireless internet use at the library falls under the **same guidelines and courtesies as listed above.**

Failure to follow these guidelines may result in revocation of computer use privileges.

Revised October 13, 2005, Approved October 20, 2005. Children's room computer restriction approved September 19, 2007. Revised: March 15, 2010, Approved November 17, 2010. Revised and Approved: May 16, 2012. Revised March 20, 2013.

**Madison Library
Computer Use Agreement
for users under 18 years old**

I hereby agree to abide by the conditions of the Madison Library Computer Use Policy when using the library's computers or while using the library's wireless internet connection. I certify that I have read and fully understand these guidelines.

Child's Name _____ Date _____

Library Card Number _____ Staff Initials _____

Parent/Guardian Consent

I have read the Madison Library Computer Use Policy and agree to allow my child to use the computers at the Madison Library.

Signature _____ Date _____

Madison Library Meeting Room Policy

John F. Chick Room

1. The meeting room is available to local non-profit organizations, Town of Madison departments/committees, and citizens engaged in educational, cultural, intellectual or charitable activities. Application for use of the meeting room is made by completing and returning the application form in advance for approval from the Trustees. Forms are available at the library. Reservations shall be made no sooner than six (6) months in advance and with no greater frequency than twice a month unless otherwise approved by the Trustees.
2. Library programs will be given priority in reserving the meeting room.
3. Arrangements for the key to the meeting room will be made upon approval of the application. Persons in charge of the meeting beyond library hours, or when the library is not open will be responsible for securing the building, turning off the lights, and heat and removing the trash.
4. Groups using the meeting room may have no more than forty five (45) people in attendance in any given time.
5. Library facilities must be left in a clean and orderly condition, and furnishings returned to their original position before leaving. No alcoholic beverages may be served anywhere in the library. No smoking is permitted anywhere in the library or on the library grounds. Users of the room will be liable for the cost of repair of any damage to the facilities and/or for additional janitorial services. Madison Library is not responsible for any materials or equipment left on the premises by meeting users.
6. The library reserves the right to revoke meeting room privileges at any time.
7. Granting of permission to use meeting room facilities does not constitute endorsement by the library staff or Board of Trustees of the organization using the facility, or their purpose.
8. The Library reserves the right to amend these policies as deemed appropriate by the Board of Trustees.

Adopted: 8/2/94

Revised: 3/16/05

Reviewed: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees

Revised and Approved: 4/17/2013

Revised and Approved: 4/20/2016

**Madison Library
John F. Chick Room**

APPLICATION FOR USE OF MEETING ROOM

Date to be used: _____

Time to be used: (start) _____ to (end) _____

Name of Organization: _____

Type of Organization: _____ Civic _____ Educational
 _____ Cultural _____ Other (please describe)

Purpose of Meeting: _____

Contact Name: _____

Address: _____

Telephone: _____ Email: _____

Please state "yes" or "no" to the following questions:

Is meeting for a Nonprofit Organization? _____

Will there be an admission fee for the meeting(s)? _____

Are you a first-time user? _____

By signing below, you acknowledge that you have received a copy of the Meeting Room Policy and agree to abide by said policy.

Signature: _____ Date: _____

Our policy states that the meeting room is open to local nonprofit organizations engaged in educational, cultural, intellectual or charitable activities.

The applicant is responsible for the meeting room key. It should be picked up during library hours and deposited in the book deposit after the meeting.

Trustees of the Madison Library
11/17/10

Chick Room Checklist

Before leaving the room, please do the following:

- Heat is turned down to 60 degrees in cold weather, or turned off in warm weather.
- Do not leave any food or beverage you brought with you.
- Do not leave any trash.
- All kitchen items are clean and returned to their place.
- Furniture is returned to its place.

Note that:

- Extra trash bags are stored under the sink.
- A vacuum cleaner and carpet sweeper, if needed, are stored in the boiler room.

Please let us know if supplies need to be replenished or if there were any problems.

Thank you,

The Trustees of the Madison Library

**Madison Library
John F. Chick Room
Artistic Display Policy**

The Madison Library is not responsible for any damage or loss to any display that is shown in the John F. Chick Room of the library. The artist/author/owner will sign a waiver before setting up any display. Material will be subject to the approval of the Board of Trustees of the Madison Library.

Agreement

I _____ do acknowledge that I have read the above policy and in agreement with the policy. I accept all responsibility for any display that I put in the John F. Chick Room of the Madison Library.

Signature _____

Date _____ Telephone Number _____

Approved: March 14, 1996, Board of Trustees, Madison Library

Reviewed: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees

Madison Library Bulletin Board

The bulletin board in the foyer at the Madison Library is for the use of local recognized organizations to advertise their programs. Posters will not advertise a business, personal sale, or other private situation. Posters may be removed at the discretion of the Librarian if there is inadequate space for all materials.

Adopted: June 17, 1998

Reviewed: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees