

# 1 - General Library Policies

## 1.1 General Library Objectives

### 1.1.1 Mission Statement

The Georgia Public Library will foster a sense of community by bringing people together in a comfortable and friendly atmosphere for self-education, leisure reading, and research. The Library will be a year round center of information and activities, appealing to patrons of all ages pursuing a wide variety of interests.

### 1.1.2 Community Involvement

The Library is committed to involvement and cooperation with the school and other town organizations.

### 1.1.3 Accessibility

In accordance with the ADA, the Library will be accessible to all patrons. Service will not be denied because of religious, racial, economic, sexual orientation, cultural background, or political status.

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## 1.2 General Library Operations

### 1.2.1 Who May Use the Library

Library services are available free of charge to residents and/or taxpayers of Georgia. Nonresidents are charged a \$10 annual fee for limited services. Nonresident services do not include inter-library loan, Homecard membership or museum/park passes. Patrons wishing to obtain a library card must present two (2) forms of identification with their current mailing address.

### 1.2.2 Hours Open

A regular schedule of hours for the Library to be open will be maintained, complying with State Standards and the needs of patrons. The Library shall be closed on holidays as outlined in the Town of Georgia Personnel Policies and Rules, Reference Section XV B.

### 1.2.3 Governance

The Town will elect the Trustees of the Library and will be responsible for maintenance of the Library building and grounds. The Trustees are responsible for supervision of librarian, administrative supervision of all personnel issues, setting the annual budget, and adopting written policies for general operation and maintenance of the Library. The librarian is responsible for day-to-day administration of the Library, including

**functional supervision of library employees and working within the guidelines of the Board's policies.**

#### **1.2.4 Use of Facilities**

**Other organizations are encouraged to use the Library for meetings as long as they do not interfere with regular operation of the Library. Groups wishing to use the building must contact the librarian to schedule the use of the facilities. Permission will be granted at the discretion of the librarian and/or the Board of Trustees. No smoking is permitted in the Library, or on the grounds. Organizations using the facilities for meetings must leave it in the condition it was when entered.**

#### **1.2.5 Safety**

**The Library is committed to maintaining a safe environment for staff and patrons. Safety procedures will be reviewed on a yearly basis.**

#### **1.2.6 Patron Code of Conduct**

**In an effort to provide a comfortable environment for all library users, we have established a patron code of conduct policy for our patrons. The purpose of the policy is to define unacceptable behavior and also to suggest conduct that is appropriate in the Library.**

**Violations of the policy will result in increasing levels of action, ranging from asking the patron to leave the Library for the remainder of the day, to the patron's permanent loss of all library privileges, to legal prosecution. The level of action will be determined on a case-by-case basis at the discretion of the library director or his or her designee.**

**Unacceptable behavior causes excessive noise levels, creates disturbances, interferes with other patrons' use of the Library, damages library property, and is not permitted in the Library.**

**Unacceptable behavior includes, but is not limited to:**

- **Loud, disruptive conversations, including shouting.**
- **Use of profane or abusive language.**
- **Harassment of others, either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be harassing.**
- **Threatening others either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be threatening.**
- **Use of tobacco, alcohol and narcotics is not permitted. Patrons under the influence of either alcohol or narcotics will not be allowed on the Library premises.**
- **Cell phone use within the Library. All cell phone conversations should be conducted outside the building.**
- **Carrying weapons of any kind.**

- **Solicitation, vending and distribution of petitions or surveys are not permitted in the Library or on the grounds without the prior consent of the library director or his/her designee.**
- **Eating and drinking in the Library, unless it is part of a program. Food and drink spillage can damage valuable resources. Since care needs to be exercised, we ask that you refrain from having food and drink around any computer or electronic equipment, or in the restrooms. The patron is responsible for any damage done or mess made by their food or drink.**
- **Inappropriate use of computers or the Internet (see [Computer and Internet Policy](#)).**

**In addition, the Library is not responsible for personal possessions. Shoes and shirts are required at all times.**

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## **1.3 Key Distribution Policy**

**A single key will be distributed to the following individuals:**

- **Every Trustee**
  - **Every Library Staff Member**
  - **Georgia Town Administrator**
  - **Library Janitorial Service Contractor**
  - **Georgia Elementary and Middle School (for emergency situations)**
  - **Georgia Fire Department**
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## **1.4 Collection Development**

### **1.4.1 Intellectual Freedom**

**The basis for selection of materials is the Library Bill of Rights and the Freedom to Read Statement. [\[Unknown A1\]](#) Of paramount concern are the interests and needs of the general public. Materials will not be removed from the Library because of pressure or displeasure of groups or individuals. Parents are responsible for determining what their children may read. The selection of materials will not be restricted by the possibility that young people may obtain materials that their parents consider inappropriate. A patron may protest a particular item in the collection by filling out and handing in a Citizen's Request for Reconsideration Form, which the librarian will refer to the Board of Trustees for appropriate action.**

### **1.4.2 Responsibility for Selection**

**The librarian will be primarily in charge of collection development. The librarian shall consider input from the Georgia Public Library Board of Trustees and the Children's Program Director.**

### **1.4.3 Criteria**

**Factors to be considered in materials selection are: factual accuracy, current usefulness, relevancy to collection, permanent value, and popular patron request. No materials will be excluded because of issues relating to race, religious views, or other prejudices. Other factors to be considered in selection of materials are cost and availability through inter-library loans. Materials Reviews Sessions and at least one professional resource that contain reviews such as a periodical that contains reviews will be used in selection of materials.**

### **1.4.4 Weeding**

**Materials will be periodically discarded when information is inaccurate, if they are seldom used, or if they are badly worn. They may be disposed of in any way that is approved by the librarian or librarian’s designee.**

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## **1.5 Policy on Donations**

**The Library is open to receipt of materials or funds in the form of gifts from patrons. These are gratefully accepted by the Library, and may take the form of a memorial. The Library accepts these gifts on condition that their use is at the complete discretion of the librarian or librarian’s designee.**

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## **1.6 Circulation Policy**

### **1.6.1 Material Loans**

**A patron must obtain a card to borrow materials. Patrons are responsible for the materials they borrow, and may be charged for damaged or lost materials. A limit of 15 items per patron can be borrowed at a time. The librarian has the authority to allow a patron to exceed this limit on a case by case basis. All new materials will circulate for two (2) weeks. All other materials will circulate for three (3) weeks. Any item on loan may be renewed up to two (2) times, unless it is reserved by someone, in which case it cannot be renewed.**

### **1.6.2 Restrictions on Use**

**Certain valuable or irreplaceable materials will be restricted to in-library use, and will not be loaned out. These materials may be photocopied, except in the case of delicate or aged materials, which may be damaged by doing so, at the Library staff’s discretion.**

### **1.6.3 Inter-library Loan**

**Library materials that are not available in the Georgia Public Library’s collection may be requested through inter-library loan (ILL).**

**Only two (2) ILL requests can be placed per month per patron. Patrons must also return their ILL books before any other ILLs can be placed.**

**The Library will hold the materials for one (1) week from the date of the first notification. A patron who orders material through ILL and fails to contact the Library about them or pick up the items will be charged a \$3.00 fine per item to cover the cost of postage. The patron must pay this fine before the librarian agrees to order additional items through ILL.**

#### **1.6.4 Homecard**

**The Georgia Public Library is a member of the Homecard library system, a cooperative lending program of twenty-two (22) libraries in Chittenden, Franklin, Grand Isle and Lamoille Counties.**

**Library patrons, in good standing, and residing in Georgia may obtain a Homecard endorsement on their library card and check-out materials from the Homecard libraries. Homecard provides users with expanded library hours and a large collection of books, magazines, videos, music, and recorded books available for check-out. Items must be returned by the date due to the library where they were checked out by the patron.**

**Georgia Public Library patrons that have been placed on the restricted list through Homecard will lose privileges until the matter is rectified.**

**Libraries participating in the Homecard system include:**

- **Brownell Library (Essex Junction)**
- **Burnham Memorial Library (Colchester)**
- **Carpenter-Carse Library (Hinesburg)**
- **Charlotte Public Library**
- **Deborah Rawson Memorial Library (Underhill)**
- **Dorothy Alling Memorial Library (Williston)**
- **Essex Free Library (Essex Town)**
- **Fairfax Community Library**
- **Georgia Public Library**
- **Grand Isle Free Library**
- **Huntington Public Library**
- **Jericho Town Library**
- **Lawrence Memorial Library**
- **Milton Public Library**
- **New Haven Community Library**
- **Pierson Library (Shelburne)**
- **Richmond Free Library**
- **South Burlington Community Library**
- **South Hero Community Library**
- **Varnum Memorial Library (Cambridge/Jeffersonville)**

- Westford Public Library
- Winooski Memorial Library

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## 1.7 Policy for Overdue Materials

No fines or fees will be charged to patrons of the Library.

In the case of overdue materials, patrons will be contacted as follows: For materials that are overdue one (1) week, a phone call will be made to the patron. If the materials are not returned, a reminder notice will be mailed two (2) weeks after the initial phone call. Three (3) weeks after **this[Unknown A2]**, if the materials still have not been returned, a bill will be sent.

Any patron who has been billed for overdue items will no longer be able to check out items until the overdue items have been resolved.

The librarian has the authority to review this policy on a case by case basis.

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## 1.8 Policy for Lost or Damaged Materials

Patrons must replace lost or damaged library materials, either by paying for said materials or donating a new (or like-new) copy.

In the case of damaged materials, the librarian has authority to decide how bad the damage is and whether the materials must be replaced.

Installment plans may be implemented if the patron is unable to pay all at once. The librarian has authority to decide how this should be managed, on a case-by-case basis. During installment payment of lost/damaged materials, or until the patron is able to pay in full, s/he may continue to check out materials from the Library. However, in the case that said patron loses/damages additional materials in the interim, his/her card may be revoked, according to the decision of the librarian.

If patrons have repeat occurrences of losing or damaging materials, or prove to be unwilling to respect this policy, the librarian should bring this situation to the attention of the Library Board of Trustees.

In the event that a patron pays for lost materials and finds them, and the Library has purchased replacements, s/he may keep the original items but no refund will be given.

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## 1.9 Children Policy

**Parents, guardians and caregivers should remember that the Library is a public building open to all individuals, and that unattended children are vulnerable. This policy has been designed to communicate the concern of the Trustees and staff for the safety and welfare of the children who use the Georgia Public Library.**

**Parents or legal guardians are always responsible for the well-being, safety and conduct of their children. This includes:**

- **Accessing Library Items: The Library is not responsible for enforcing the restrictions a parent deems appropriate in terms of the materials the child may access.**
- **Supervision: The Library staff is not responsible for supervising or caring for children while their parents, guardians, or caregivers are outside the Library or in another part of the building. The staff does not monitor children leaving the building, nor is it their responsibility to know if a child is leaving with a parent, guardian, relative, friend, or stranger.**
- **Transportation: Parents, guardians, and caregivers are expected to be aware of the opening and closing times of the Library, and to make suitable arrangements to meet or transport their children. If the Library is closing and a child has been left unattended, the staff may assist the child in calling home to arrange for transportation. However, if the child is not picked up within fifteen (15) minutes after closing, the police will be called to take responsibility. The Library staff is not permitted to take a child out of the building or to transport him/her to another location.**

**Children are expected to adhere to the same standards of conduct as are adults. All library users are required to respect library property and to act in a manner appropriate to the use and function of the Library (see [Patron Code of Conduct](#)).**

**A child who is not using the Library appropriately, who is engaged in disruptive or other inappropriate behavior, or who requires excessive staff attention, will be asked to leave the Library after proper warning.**

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## **1.10 Policy on Mobile Phone Use**

**The Library is a mobile phone-free zone. Mobile phones need to be turned off or put on vibrate when in the Library. If a patron needs to use their mobile phone, they are required to please step outside.**

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## **1.11 Policy on Confidentiality of Records**

**The Trustees affirm the confidentiality of all library records, as outlined in the ALA's Policy On Confidentiality of Library Records. The records identifying the names of patrons will not be available to anyone except by court order. Library procedures have been developed to ensure patrons' privacy at all times.**

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## **1.12 Internet Access and Use Policy**

### **1.12.1 Mission Statement for Internet Use**

**Internet access at the Georgia Public Library is an extension of the Library's commitment to meeting the community's information needs. In addition to using the Internet as an information resource, the Library seeks to provide the opportunity for Internet use, with limitations, to members of the public. Access to the Internet is consistent with the Library's endorsement of the Freedom to Read, Freedom To View and the Library Bill of Rights statements from the American Library Association and the Library's collection development policy.**

### **1.12.2 Acceptable Use**

**The Georgia Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a worldwide community with a highly diverse user population and it is the patrons' responsibility to use this resource wisely. The Internet and its resources may be erroneous, out-of-date, illegal, or considered offensive, controversial or sexually explicit.**

**All Internet resources are provided equally to all library users. Parents/guardians, not the library staff, are responsible for the Internet information accessed by their children. A parent or guardian must provide written permission before a child under the age of 16 will be allowed to use the Internet workstation.**

**The Internet workstation must be used in a responsible manner, respecting the rights of others, and taking care with the equipment. The public must comply with all applicable federal, state and local laws governing the transmission and dissemination of information while accessing the Internet, and with all library policies and procedures. Computer and Internet settings may not be changed.**

**It is the patrons' responsibility to be aware of the display of any notices concerning the copyright of information accessed on the Internet and to respect the copyright laws of the United States.**

**Patrons are signed on to the Internet on a first-come, first-serve basis. No reservations will be taken for the use of this workstation.**

**Computer use by a patron is limited to one (1) hour at a time. Extension of**

**the one (1)-hour limit may be granted at the librarian's discretion and only if the computer does not need to be accessed by other patrons or library staff for the Internet or other resources. Due to limited resources available for provision of public access to computers and the Internet, the Library reserves the right to limit the amount of time an individual user can devote to a single session.**

**Internet use by patrons at the Georgia Public Library does not include sending or receiving e-mail through POP 3 accounts (web based accounts may be used), access to listservs, newsgroups, online chats, Instant Messenger, or File Transfer Protocol.**

**Patrons may not use diskettes, CDs, USB sticks, or software programs other than those provided by the Library. No information may be stored on the hard drive. Blank disks may be purchased from the Library for the price of 25 cents (\$0.25) each, should patrons need to save work. The librarian can provide more information. [Unknown A4]**

**There is fee of 10 cents (\$0.10) for each page printed from the workstation or copied at the copier.**

**Internet access may not be available due to technical problems with computer equipment or the Library's Internet provider.**

**The Georgia Public Library reserves the right to suspend or terminate access to the Internet or other network services without prior notice at any time and for any reason. Violations of the law, such as destruction or damage to equipment, software, or data belonging to the Library or other users will be dealt with in a serious and appropriate manner.**

**Additionally, users may not:**

- **Use the network to make unauthorized entry into other computational, informational or communication services or resources**
- **Distribute unsolicited advertising**
- **Invade the privacy of others**
- **Make any attempt to damage or alter computer equipment or software**
- **Engage in any activity that is harassing or defamatory**
- **Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation**
- **Engage in the public display, via computer screen or printed copy, of obscene materials**

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## **1.13 Wireless Access**

**This service is free of charge and subject to the terms and conditions of use outlined in [section 1.12](#).**

**Wireless access is provided as a public service free of charge on an as-is basis with no guarantee and no warranty. The Library’s wireless network is subject to periodic maintenance and unforeseen downtime.**

**There are risks involved with connecting to a public wireless connection, such as possible viruses, malware, loss of data, possible hacking/snooping by others connected, and possible hardware/software failure. It is the user’s responsibility to protect his/her information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of using the Library’s wireless access.**

**All Library Wi-Fi users should have up-to-date antivirus software installed on their computers/devices.**

**The laptop computer/device owner is responsible for setting up his/her own equipment to access the Library’s wireless network. Library staff is not permitted to handle patron laptops, devices or peripheral equipment. Library staff is not permitted to configure patrons’ laptops/devices; nor can the Library provide more than general assistance in connecting to the wireless network.**

**The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.**

**In using this free Internet access, users agree and hereby release, indemnify, and hold harmless, the Georgia Public Library, its officers and employees, and any affiliate, from any damage that may result from a patron’s use of the Library’s wireless access. While using this wireless access, users acknowledge that they are subject to, and agree to abide by all laws, and all rules and regulations of the Town of Georgia, the State of Vermont, and the federal government that is applicable to Internet use.**

**At its sole discretion, the Library may terminate this public service at any time without prior notice.**

**Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment may result in suspension of use of the Library’s Wi-Fi network.**

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## **1.14 Facility Use Policy**

**Requests for use of the Library facility, including but not limited to the parking lot, grounds and the Library itself, must be submitted prior to the event. First time users need to complete a contact information sheet and**

receive a copy of the rules. A representative from the group or organization must claim responsibility and sign a waiver form, stating that the organization takes all responsibility for damage or theft of library material, property and equipment by members during the meeting. The librarian and/or trustees are responsible for approving all events.

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## 1.15 Community Room Use Policy

**The Town of Georgia requires an up to date liability insurance binder with a minimum coverage of \$1,000,000 (\$1 Million), naming the Town of Georgia as an additional insured, from all organizations and groups to be on file at the Town Hall prior to any rental or use of our facilities.** Georgia Municipal boards, groups, staff, committees and commissions, on Town business, are covered under Town insurance and are not required to provide individual coverage binders. Individual residents using the facilities are NOT required to file this insurance binder. All Individual residents, groups and organizations are required to sign the use agreement, use policy and Liability, Release, Waiver, Discharge and Covenant Not To Sue forms prior to use of any facility.

A signed Rental/Use agreement, payment of the appropriate fee, and a \$100 security deposit is required from all users, unless a waiver of use fee and/or security deposit is granted by the Library Trustees. Organizations and groups may apply in writing to the Library Board of Trustees at least thirty (30) days in advance of their requested use date to request the fee waiver. Waivers are at the discretion of the Library Trustees. The Security deposit is required at the time of signing the use and rental agreements. This deposit will be refunded after your use if, after inspection, the facility is found clean, undamaged and in good order.

The maximum number of people that can use this room is 35.

Use of the building is limited to the Meeting Room and restrooms. Use of all other areas is prohibited.

Windows are to remain closed at all times.

At no time should anything be taped or tacked to the walls.

The tables and chairs may be moved to meet your function's needs. Please put them back as you found them.

Computers, copiers and phones are for Town office personnel only. Use of the books and all other library materials are NOT part of this agreement and renter is to exercise control of all their participants to ensure these items are not disturbed.

**Place trash/recycling/returnables in appropriate receptacles.**

**Please leave Meeting Room clean, and take all items brought with you when you leave or you may forfeit your security deposit.**

**Please turn off lights, coffee pot, etc., in the Meeting Room, and all the lights in the Library at the end of the event.**

**Be respectful of the people working in and the building if your meeting is held during public hours. We are happy to host your function; however, our employees are not responsible for your needs.**

**The visiting group is responsible for any damage to the building or contents caused by any attendee to the event. If any damage occurs as a result of the group’s use, the cost may be assessed to the group.**

**The Town is not responsible for the security of any items that are stored in the building before, during or after any event.**

**The only animals allowed in the building are service animals. [Unknown A61](#)**

**Indemnification and Hold-Harmless: you agree to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility and Grounds by you, and your guests, agents, or employees.**

**THIS IS A NO SMOKING/NO ALCOHOL FACILITY. Smoking and alcohol consumption is prohibited both inside the facility and upon the grounds of this facility.**

**Please note: All parties requesting the use of the Town Library Meeting Room shall contact the Town Librarian at 524-4643 for scheduling on the master calendar of reservations. A representative of the Town of Georgia may conduct a tour of the Meeting Room with the lead contact person prior to use of the facility. Your signature below acknowledges that you have read and accept this Use and Rental Policy and are responsible for any damages or issues that occur during your visit.**

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## **1.16 Donation Solicitation Policy**

**The Library will not allow outside monetary Donation Boxes to be left in the Library, with one exception. If a specific group is holding a function in the Library Community Room they may, at the time of their function, have a donation box set up for those people attending their function.**

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## **1.17 Policy on Records Accessibility**

**Library financial reports and minutes of Trustee meetings shall be available for public request. All other library records, including personnel records, are confidential. No information about former employees will be given without written consent of that employee or a court order.**

## **1.18 Policy Revision**

**All policies will be reviewed yearly at the May meeting by the Board of Trustees and the librarian. Policies may be revised at any regular meeting by a majority of the Board members.**