

Joseph Patch Library Policies

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Joseph Patch Library Mission Statement and History of the Library

Mission Statement:

To serve and enrich our community by providing resources for education, creativity, and cultural discovery.

A Brief History of the Library:

The Joseph Patch Library was incorporated in 1799 as the Warren and Wentworth Social Library and was not a public library at the time. Each Proprietor (member) of the library paid \$5 for a membership that could be transferred or willed to another person.

In 1851, the Warren Ladies Library Association was established, and the Warren Public Library opened in 1893. Originally kept at private residences, the library collection would not have a permanent home until our building was opened in 1913.

The Robb S. Evans Reading Room was built in 1999 to accommodate our expanding collection, to provide a relaxed reading area and to add a meeting and program space.

Joseph Patch Library Circulation Policy

Policy Statement:

All borrowers must be registered in the computerized system and have a library card issued to them.

REGISTRATION

Patrons must fill out an application card to register for a new library card. The following statement is printed on the application card for the patron's information and acceptance:

I, a resident of _____ agree to obey all the rules and regulations of the library, to pay promptly all fines charged against me for the injury or loss of books, and to give immediate notice of any change of address.

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable.

Applications under 14 years of age must have a parent or guardian give their consent on the application card before a new card can be issued.

Material cannot be checked out until a library card is issued.

LOAN PERIODS

Books and audio books - 2 weeks

DVDs - 1 week

Telescope - 1 week

Interlibrary Loan - as determined by the lending library

Materials may be renewed indefinitely if there is no waiting list.

RESERVES

Reserves may be placed by a patron in person, over the phone, or by email. Patrons will be notified by phone or email when the materials are available.

FINES AND CHARGES

There are no fines for overdue materials (with the exception of the telescope). Patrons will be notified of overdue books in writing (postal mail or email) one time. If the materials are not returned after notification, the patron shall be denied borrowing privileges until materials are returned or paid for, if lost or damaged.

If library material is lost or damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost and a restocking fee of \$5.00. A restocking fee includes the processes or reordering, cataloging, labeling, and covering the book.

CONFIDENTIALITY

A patron's personally identifiable information, including information related to items checked out to the patron's account, will not be shared, according to NH RSA 201-D, Section 201-D:11. Access to these records is limited to the circulation librarian(s) and only to be used for the proper operation of the library.

Joseph Patch Library Interlibrary Loan (ILL) Policy

Policy Statement:

The Joseph Patch Library (JPL) is a small library with limited financial means in an evolving community. In an effort to accommodate the diverse needs of all registered patrons, the JPL will make full use of the Interlibrary Loan (ILL) System available from the New Hampshire State Library.

JPL shall cooperate in reciprocal lending of materials to other libraries through the ILL. The JPL will lend any item from its regular circulating collection to libraries in-state or out-of-state. New acquisitions to the JPL collection are not eligible for ILL for the first 3 months in order to ensure local patrons have ample opportunity to view and borrow these materials.

Requests for ILL services can be made in writing, by telephone, or in person.

If a JPL patron loses or damages materials borrowed through ILL, the patron is responsible for the cost of the replacement as determined by the lending library.

If another library loses or damages materials borrowed from the JPL, the Director will determine replacement costs (to include a \$5.00 restocking fee) and bill the borrowing library.

Library staff will make every effort to locate materials requested by patrons through ILL.

Joseph Patch Library Telescope Lending Policy

Policy Statement:

The Joseph Patch Library has an Orion StarBlast Telescope available for patrons to borrow. Patrons aged 18 or older who have a library card in good standing may borrow the telescope for a period of 1 week, with an option to renew if no one is on the waiting list. A "Telescope Borrowing Agreement" must be completed at time of checkout. The telescope may be reserved in advance by contacting the library.

TELESCOPE USE GUIDELINES

1. The borrower is responsible for proper care and use of the telescope when it is in their care. Do not allow children to use the telescope unsupervised.
2. When transporting the telescope in a vehicle, use a seatbelt to secure it.
3. The overdue fine for the telescope is \$5.00/day with a maximum of \$450.00.
4. If the telescope is returned damaged beyond repair, the borrower will be charged \$450.00 for replacement costs.
5. Keep the telescope in doors and put the dust caps on when not in use.
6. Do not attempt to clean the mirrors or lenses.
7. Never look directly into the sun through the telescope.
8. The telescope kit contains 1 Orion StarBlast Telescope; 1 organizational pouch; 1 laminated instruction manual; 1 National Audubon Society pocket guide to Constellations; 1 cleaning brush; 2 attached dust caps
9. Read the instruction manual before using.

Joseph Patch Library Telescope Borrowing Agreement

By checking out the Joseph Patch Library's Orion StarBlast telescope, you are assuming responsibility for any damage, fees, or theft of the device or any of its parts while it is checked out to you. You are responsible for replacement costs of the entire telescope and/or any of its parts. The full replacement cost is \$450.00. The cost of any parts that need to be replaced will be determined at the time of replacement.

Borrower must be at least 18 years old and a library card holder in good standing.

The loan period is 1 week and may be renewed if no one is on the waiting list.

Overdue fees for the telescope are \$5.00/day, not to exceed a charge of \$450.00.

The library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning the telescope.

The telescope must be returned inside the library and accepted by a staff member who will check the components before you leave.

Please read the laminated instruction manual before using.

Printed Patron Name

Library Card Number

Patron Signature

Date

Staff use only:

- ☐ Telescope is damage free
- ☐ Dust caps are attached and in place
- ☐ Pouch contains constellation book and Instruction Manual
- ☐ Pouch contains cleaning brush

Note Damage (if any):

Joseph Patch Library Code of Conduct

Policy Statement:

The trustees and staff of the Joseph Patch Library seek to provide a comfortable environment for library patrons of all ages and to be good stewards of the resources contained in the library. We expect library users, regardless of age, to practice common courtesy toward other library users and library staff, conduct themselves lawfully, and follow the library's Code of Conduct.

CODE OF CONDUCT

1. All library patrons should respect the rights of others and not engage in loud conversations or activities, profane or abusive language, use of audio devices without headphones, or other disrupting actions and behaviors.
2. It is recommended that children aged 10 and below be supervised by a parent, guardian, older sibling, or other responsible caregiver at all times.
3. Parents and/or legal guardians are responsible for the behavior of minor children at all times, even if they are not in direct supervision of the child.
4. No one may bring an animal into the building, unless it is assisting a person with a disability or part of a scheduled library program.
5. The use of alcohol, tobacco (in any form), or drugs (illegal or recreational) is prohibited in and around the library property.
6. Theft or damage to library property is prohibited and may result in appropriate prosecution and/or necessary restitution.

Violations of the library's Code of Conduct will be addressed on a case-by-case basis by the library staff and/or the board of trustees. Law enforcement and/or emergency services will be contacted when necessary by the library staff.

Joseph Patch Library Printing and Copying Policy

Policy Statement:

The Joseph Patch Library (JPL) has a multi-function copier/printer/scanner available for patrons use.

1. The cost of a single-sided black & white copy is \$.10.
2. The cost of a single-sided color copy is \$0.25
3. Fees may be collected by cash or check only.
4. Scanning is available free of charge.

Joseph Patch Library Collection Development Policy

Policy Statement:

The goals of the Joseph Patch Library (JPL) are to provide all individuals in the community with materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Due to budget and space limitations, the volume of published materials, and a variety of other contributing factors, the JPL must have a selection policy to ensure that materials meet community interests and needs. This collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the JPL Board of Trustees. Though the tasks of selection may be shared with library staff, the director is charged with final decisions about the suitability of a particular item.

CRITERIA FOR SELECTION

The main points considered in the selection of materials are (in no particular order, and with knowledge that not all points will be considered for all items:

- Individual merit of each item
- Popular appeal or demand
- Written for a general audience, rather than a highly specialized one
- Existing library holdings
- Budget
- Local interest
- Timeliness
- Availability of material through other library sources
- Author's reputation or stature

The director may choose books based on reviews. However, materials with no reviews or unfavorable reviews shall not be a reason to reject a title.

GIFTS AND DONATIONS

The JPL can accept donations of new or like-new books or other resources on a case-by-case basis with the understanding that not all donated materials will be added to the collection. The same criterion of selection that is applied to purchased materials is likewise applied to donations. If a donated item is not added to the JPL collection, it will be disposed of as the Director sees fit. Due to limitations of storage space and staffing, the JPL cannot accept bulk donations of used books.

The JPL encourages and appreciates monetary gifts and donations of materials that are intended to strengthen the library collection, and encourages donors to request a meeting with the Director if considering a significant donation.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor.

WEEDING

The library collection will be kept up-to-date by weeding out obsolete, inaccurate, outdated, or worn-out materials at the discretion of the Director. The JPL generally uses the CREW (Continuous Review, Evaluation, and Weeding) method of weeding. A copy of this method will be made available to anyone who wishes to review it. It can also be found online at

<https://www.tsl.texas.gov/ld/pubs/crew/index.html>

All discarded materials shall be sold, donated to other institutions, recycled, or destroyed.

ACCESS

The JPL recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The JPL believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted.

The JPL strives to maintain materials that represent a range of viewpoints about various issues. Selection of materials by the library does not mean endorsement of the contents of views expressed in those materials. The existence of a particular viewpoint in the collection is a reflection of the library's policy of intellectual freedom, not an endorsement of that particular point of view.

The JPL does not stand *in loco parentis*. Parents and guardians, not the JPL, have the responsibility of guiding and directing the reading, listening, and viewing choices of their own minor children. Selection of adult collection materials will not be inhibited by the possibility that the items may be utilized by minors.

RECONSIDERATION OF MATERIALS

The JPL selects materials based on criteria in this policy and does not advocate particular views or beliefs but attempts to provide free access to a well-balanced collection of topics, age levels, and opinions to all members of the community. Each individual has the freedom and responsibility for making choices about what to select. Although materials are carefully selected, differences of opinion regarding suitable materials can arise. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Reconsideration of Materials" form, which is available in the library. The Director and the Board of Trustees will reconsider the material at the next Board Meeting. The Board's decision will be rendered in writing and considered final.

Joseph Patch Library Reconsideration of Materials Form

The Board of Trustees of the Joseph Patch Library have established a collection development policy and a procedure for gathering input about particular resources. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Joseph Patch Library
PO Box 54

320 NH Rt 25
Warren, NH 03279

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent yourself? ____ Or an organization? ____

Name of Organization _____

1. Type of resource on which you are commenting:
 ____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording
 ____ Digital Resource ____ Game ____ Newspaper ____ Other

Title: _____

Author/Producer: _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

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

6. What action are you requesting the committee consider?

Joseph Patch Library Public Computer and Internet Use Policy

Policy Statement:

The Joseph Patch Library (JPL) is pleased to offer free Wi-Fi internet access and free public use of computers. All internet and computer use is at the patron's own risk.

1. The JPL has computers available for patron use in the library. They are made available on a first-come-first-served basis and may not be reserved ahead of time. Each computer session will be logged in the library's circulation database for tracking purposes only.
2. The internet offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages. It is, however, an unregulated medium. The library cannot control or monitor the vast amount of material accessible via the internet, and it is possible that individuals may view or access information they personally find offensive or disturbing. Users must accept responsibility for determining the suitability of content for themselves and their children.
3. Library staff will assist patrons with internet and computer use as time permits but cannot guarantee the availability of personalized instruction.
4. The JPL cannot guarantee that computers and internet access will always work.
5. Any problems encountered while using a computer or any new physical damage to a computer must be reported to the library staff immediately.
6. Library computers may not be used for illegal activities. Users must respect the legal protections to data and software provided by copyright and license law. If a library staff member becomes aware of illegal activity, law enforcement will be contacted.

Joseph Patch Library Community Use of Building Policy

Policy Statement:

The Joseph Patch Library (JPL) offers free and open use of the library building for meetings, events, and programs sponsored by individuals and groups. Our presence in the community is meant to encourage gatherings, offer project spaces, and promote intellectual pursuits.

1. Town Boards, civic groups, and other non-profit groups and organizations may use the library for civic needs such as meetings, lectures, small conferences, exhibits, films, etc. All activities must be legal and create no disturbance to other library functions.
2. The library space is a public forum. There shall be no exclusion by the library from its use based on the points of view, beliefs, or affiliations of the sponsor or participants. All programs and meetings must be open to the public except under specific conditions of New Hampshire's Right-to-Know law, RSA 91. No group may deny attendance based on race, creed, color, age, sexual orientation, disability, gender, religion, national origin, or citizenship.
3. All programs must be free. No fees, dues, or donations may be charged or solicited by the sponsor or group for any program except to cover the cost of material required for use at the program.
4. Granting of permission to any group, program, or organization to use the space does not constitute an endorsement by the JPL, its staff, or Board of Trustees. Groups are prohibited from making statements in their advertising or meeting announcements that suggest library sponsorship or endorsement. The library phone number or address should not be used as contact information about the program.
5. Library sponsored events receive priority in scheduling. All other events are on a first-come, first-served basis. The coordinator must review, with the librarian, opening and closing procedures before being given a key to the building. Building keys must be returned to the library within 48 hours of the event end.
6. Adequate adult supervision of minors is required at all times.
7. Light refreshments may be served. Groups must bring their own plates, cups, and cutlery. Any food or drink debris must be removed by the using group. Trash bags and cleaning supplies are available in the library. A vacuum cleaner is available if necessary. The library is to be left in a neat and orderly condition.
8. Upon leaving, be sure to turn off all lights, lock all doors and windows, and if you have adjusted the thermostat, return the temperature to 64 degrees.
9. The library does not provide consumable supplies, such as paper, pens, or tape.

10. No open flames, such as candles or food warmers, are allowed in the building.
Smoking is prohibited in the building.
11. Books, DVDs, etc. may not be checked out unless the library is open, or unless a librarian is present and agrees to do so.
12. Library computers, television, and other electronic equipment may not be used without the presence of a librarian, unless prior arrangements have been made.

Failure to comply may result in groups being restricted to meet only during normal open hours or when a librarian is present.

**Joseph Patch Library
Building Key Acceptance and Agreement Form**

Name: _____

Home Address: _____

City: _____ State: _____ ZIP: _____

Phone

Home: _____ Cell: _____ Work: _____

1. Acceptance of Key

I acknowledge receipt of the library building key listed below and assume full responsibility for its proper use until returned to a staff member of the Joseph Patch Library. In particular, I agree not to duplicate any key owned or controlled by the Joseph Patch Library. I will not loan, barter, sell, or give the key to anyone.

2. Return of Key

The key issued will remain the property of the Joseph Patch Library and must be returned within 48 hours of the end of the event, or at the termination of an ongoing program. Do not transfer the key to another person to return to the library. Keys must be returned to a staff member of the Joseph Patch Library by the person listed on this agreement, unless other arrangements have been made in advance.

3. Lost or Stolen Key

Lost or stolen keys present a significant security problem. The loss or theft of a key must be reported promptly to a library staff member. A one-time fee of \$500.00 will be charged to cover the costs of locksmith services and administration fees.

Key #: _____ Date issued: _____ Issued by: _____

Return Date: _____

Joseph Patch Library Volunteer Policy

Policy Statement:

The Joseph Patch Library (JPL) welcomes volunteers to aid in special projects and contribute to the library community.

1. All prospective volunteers must fill out the "Volunteer Information Form."
2. All volunteer activities will be at the discretion of the Library Director.
3. Youth volunteers age 14 or 15 are required to complete a Request for NH Youth Employment Certificate.
4. Volunteers age 16 or 17 are required to complete a State of NH Department of Labor Parental Permission form per RSA 276-A: 4 VIII LAB 1002.02
5. All volunteers must maintain a Volunteer Hours Timesheet. The timesheet will be signed by the Library Director and kept on file.
6. Acceptance or dismissal of the volunteer is at the discretion of the Library Director.
7. All volunteer information will be kept on file in the library's files.

**Joseph Patch Library
Volunteer Information Form**

Name: _____

Address: _____

Telephone Number : _____

Email Address: _____

Age: _____

D.O. B: _____

Type of identification submitted: _____

(Make a copy and keep on file) ex: Birth certificate, Driver's license, Passport, Student Id.

Date submitted: _____

Signature of Submitter: _____

Date of submission: _____

Signature of Library Director: _____

If a volunteer is under the age of 18 a parent's signature is required.

Parent's Signature: _____

Joseph Patch Library Holiday & Weather Closing Policy

Policy Statement:

The trustees and staff of the Joseph Patch Library maintain regular public access to the library building during the following hours:

Monday	9:00AM - 1:00PM	Tuesday	1:00PM - 5:00PM
Wednesday	3:00PM - 7:00PM	Saturday	10:00AM - 1:00PM

The Joseph Patch Library will be closed on all Federal Holidays including:

- New Year's Day
- Martin Luther King, Jr. Day
- Washington's Birthday
- Memorial Day
- Juneteenth National Independence Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

The Joseph Patch Library may also be closed on Thanksgiving Eve, Christmas Eve, and New Year's Eve, at the discretion of the Library Director.

The Joseph Patch Library will be closed on the day of the annual Town Meeting (date TBD in March) so that staff may participate.

Closings due to inclement weather will generally follow the same closings as the Warren Village School and Town Office. Additional closings or delayed openings may be implemented to ensure the safety of library staff and patrons.