

LIBRARY POLICIES

WILLIAMSTOWN, VERMONT

ADOPTED: April 22, 2025

Signatures:

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VISION

The Ainsworth Public Library is committed to excellence in Library service that meets the ever-changing needs of our community.

MISSION

The Ainsworth Public Library advocates and supports life-long learning by providing information, services, and programs for all ages in a welcoming atmosphere.

CORE VALUES

Collection Development to acquire, organize, preserve, and provide access to books and related educational, recreational, cultural, and informational material in a variety of formats to meet the needs and interests of the community, enabling them to make informed decisions.

Staffing with qualified individuals who assist patrons in the use of the complete range of Library resources in a gracious, friendly, efficient, and impartial manner.

Life-Long Learning promotion that provides an avenue for patrons of all ages and backgrounds to learn throughout life by offering materials, services, and programs that enhance the quality of life. Personal Development that provides information and programs related to business, careers, work, entrepreneurship, personal finances, and obtaining employment.

Community Connection that fosters cooperation with various agencies and institutions of our community to meet the needs and promote the well-being of our patrons.

Technology that meets the ever-changing needs of our patrons while enhancing communication through use of equipment and services.

The **Safety** of patrons and Staff who enter our building by providing broad, effective, and equitable access to programs, materials, and services.

Budget Management that maintains a prudent outlook for tax monies, grants, bequests, and donations received while considering the future and providing the utmost transparency.

Intellectual Freedom is given to all patrons regardless of their point of view. The Library recognizes each individual's right to access information with the utmost privacy.



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LIBRARY PRIVILEGE

LIBRARY RESOURCES AVAILABLE

As a Public Library, Ainsworth Public Library makes many of its resources available to everyone. These resources include:

- Use of library materials (e.g., books, newspapers, eBooks, audio books, magazines, DVDs, etc.)
- Use of the wired and wireless computer networks, subject to the Library's Acceptable Use Policy
- Access to databases and services for which the Library pays a subscription fee
- Programs and events
- Reference services
- Because of insurance purposes, key holders of the Library respect that they are **not to be** in the Library when the Library is closed unless they get prior permission from the Librarian.

WHO MAY USE THE LIBRARY?

Anyone over the age of **four** may register for full library privileges, including borrowing Library materials, interlibrary-loan service, and remote access to subscription databases and services. By applying for a Library card, the borrower agrees to abide by the Library's rules and policies.

Ainsworth Public Library will supply any material or books to anyone who cannot physically get to the Library. This includes senior citizens, people with disabilities, and any other person who would benefit from materials loaned by the Library. It is their responsibility to contact the Library to set up this service.

BORROWING TERMS

Library materials are purchased with funds provided by the generosity of Library donors, grant funds, and property tax monies allocated by the town of Williamstown. Each item in the Library collection represents an investment in acquisition, processing, cataloging, and staff and volunteer time. The Board of Trustees and the Librarian are responsible for ensuring the availability of materials for the use of the community. Therefore, the borrower is responsible for all materials borrowed from the Library and agrees to return them in good condition by the date they are due.

Library materials are lent for three weeks, with the following exceptions:

- New releases in high demand circulate for two weeks
- Current Youth Award books circulate for two weeks
- Seasonal books circulate for two weeks
- DVDs and magazines circulate for two weeks
- Park and museum passes circulate for three days
- Interlibrary loans circulate for a period determined by the lending library

Patrons may renew items unless another patron has placed a reserve and at the discretion of library staff. Renewals and reserves may be made in person, by telephone, via email, or at the Library's website (login and password required). Patrons may have up to **thirty** books and **five** DVDs checked out on their account at any given time.



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INTERLIBRARY LOAN

The Library recognizes that it cannot purchase every item desired by every patron and, therefore, participates in the Vermont Department of Library's interlibrary loan system. Patrons may request interlibrary items free of charge, provided that they have a current library card and are in good standing.

Should a patron wish to renew an Interlibrary Loan item, they must contact Ainsworth Public Library one week before the due date to give library staff time to accommodate the request.

OVERDUE ITEMS

The Library does not charge fines for overdue materials, though patrons are encouraged to contribute voluntarily. The Library uses a variety of means to contact patrons when items become overdue. These are courtesy notifications only and do not replace the patron's responsibility to return items on time. Once a patron has item/s **sixty** days overdue, their borrowing privileges are suspended until the overdue materials are returned or paid for. Librarian decides regarding the above issues.

LOST AND DAMAGED ITEMS

Materials not returned within **sixty** days after the due date will be considered lost. Patrons who have lost material will be charged the full price of replacement. If the material is out of print, a fee of \$10.00 will be charged. Patrons will be billed by mail.

HOURS OF OPERATION

The Library will be open at least **FOURTY** hours per week, including some morning, evening, and weekend hours. The Library will be closed for holidays as determined by the Library Trustees. Hours of operation may be changed at the discretion of Librarian and staff for any matters that affect the safe and effective operation of, or accessibility to, the Library. Efforts will be made wherever possible to notify the public before any such closures through postings at the Library and in public media where appropriate.

GOVERNANCE

The Library is governed by a Board of **five** Trustees, each serving five to ten years. The public is encouraged to submit comments or questions for consideration by the Library Trustees at their regular meeting; this can be done by leaving requested agenda items with the Librarian. Any person wishing to speak at a Library Trustee meeting may do so during the period for public comment. In keeping with Vermont's Open Meeting Law, the meeting of the Library Trustees shall be warned in advance by a conspicuous posting at the Library, at the Town Offices, Bank, Pump & Pantry, and on the Library website. All meetings are recorded and uploaded to the Library Website for viewing each month.

EMERGENCY PHONE NUMBERS ARE POSTED IN THE LIBRARY

CODE OF CONDUCT POLICY

No person has the right to interfere with anyone else's right to use the Library. To ensure that all Library users can enjoy the Library, visitors are asked to observe the following guidelines:

- The public is expected to respect all Library property, books, and equipment, as well as other patrons and staff
- Anyone who damages Library property will be held financially responsible
- Anyone behaving inappropriately (including, but not limited to, running, throwing objects, loud or abusive talking, fighting, or any other activities that disrupt the Library or create an unsafe environment for staff and other patrons) may be asked to leave the Library
- Repeated infractions may result in being banned from the Library for a period of time
- No solicitation will be allowed unless approved by the Trustees
- Library staff reserves the right to inspect all bags and packages
- Service animals are welcome in the Library

BULLETIN BOARD POLICY

The Library provides a bulletin board in the vestibule to fulfill its mission of providing patrons with access to information. The use of bulletin boards does not imply endorsement by the Librarian and staff. The following guidelines will ensure equal access to groups wishing to post announcements:

- The bulletin board is to be used for informational purposes and to announce upcoming cultural, educational, and civic events. No materials, leaflets, or posters that advocate a political group, or the election of a candidate, political or otherwise, shall be displayed in the Library

MEETING SPACE POLICY

- Meeting space is available for use by community groups — civic, cultural, or educational at no cost. Donations should be left with the Librarian.
- All meetings must be free and open to the public.
- Scheduling is done through the Librarian. The Librarian has the authority to decide appropriate use and times for scheduling meetings.
- All meetings will be listed on the Library's online calendar; listings will include contact information for the meeting. Users of the space are responsible for any additional publicity. Advertising must include the contact information of the presenter/group. Independent programs cannot be presented as library-sponsored programs.
- Use of the Library space does not constitute endorsement by the Ainsworth Public Library Board of Trustees or Staff.
- Smoking, illegal drugs and alcoholic beverages are prohibited in the building at any time.

COLLECTION POLICY

MATERIALS SELECTION

The Library's goal is to build and maintain a balanced collection that serves the community's needs in print, electronic, and web-based formats and all other emerging media as appropriate.

RESPONSIBILITY FOR SELECTION

The final responsibility for book selection or deselection lies with the Librarian.

RESTRICTIONS

According to Article 5 of the Library Bill of Rights, Library Staff will not restrict access to Library materials for youth. The Library and its staff are responsible for providing all Library users equal access to Library materials and services.

PROCEDURE FOR REVIEW OF SELECTION

The Library recognizes that many materials are controversial and that any given item may offend some patrons. Selections will not be made based on any anticipated approval or disapproval but solely on the merits of the work in relation to building the collections and serving the interests of the readers.

Suppose a complaint is made regarding part of the Library's collection. In that case, the patron will be given a Challenged Materials Form (Appendix A) to provide the Library with a reason why the book or material is objectionable or unsuitable. The Board of Trustees will act upon the completed form.

GIFTS AND DONATIONS

Books, memorial gifts, and other materials may be accepted provided that the Librarian has the authority to make whatever disposition they deem in the Library's best interest. Materials loaned for display are excluded from this policy.

PUBLIC ACCESS TO COMPUTERS AND INTERNET POLICY

To meet the community's informational, technological, educational, and recreational needs, Ainsworth Public Library provides computers and free public access to the Internet. Access to and use of the computers and the Internet are a privilege.



COMPUTER USAGE PROCEDURES

Computer users agree to obey all applicable Federal, State, and Local Laws governing copyright, licensing, and content restrictions. All users under the age of **sixteen** must have their Library membership form signed by a parent or guardian.

Internet use is offered in **thirty-minute sessions**. If no one is waiting, the Library staff may add a thirty-minute session at their discretion.

Computer usage is only permissible during Library hours.

CHILDREN'S USE OF THE INTERNET

The public is allowed full Internet access; therefore, the Library does not use technological measures to filter Internet content. Although there is no age requirement to use the computer, the Library is aware of parental and governmental concerns about child safety on the Internet. While instruction is provided and help offered, the Library staff cannot monitor individual Internet use. The Library affirms the right and responsibility of parents or legal guardians to guide their children's use of all library resources, including the Internet. As is the case with all other library materials, any restriction of a child's access to the Internet is the responsibility of the child's parent or legal guardian. Children under the age of **seven** must be supervised by a parent or a guardian over the age of **sixteen** who has been approved by the parent/guardian.

PRIVACY

The Library respects users' rights to confidentiality and privacy. Each user is asked to respect the privacy of other computer users. The Library will not release information on the use of electronic resources by members of the public except as required by law.

WAIVER OF RESPONSIBILITY

Library patrons use the Internet at their own risk. The Library assumes no responsibility and shall have no liability for any direct, indirect, or consequential damages arising from its connection to the Internet. Since the Internet is not secure, users accept personal and financial responsibility for information transmitted or received. Parents are responsible for their children's use of the Library's computers.

WIRELESS ACCESS

The Ainsworth Public Library provides free wireless Internet access via an open, **unsecured** wireless network that patrons can use at their own risk.



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WIRELESS ACCESS CONTINUED

- The Library cannot protect users privacy and confidentiality on wireless access. Library wireless users should NOT use the Library's wireless access to transmit personal, financial, or legal information.
- The Library is not responsible for wireless users who do not respect intellectual property, data ownership. System security or privacy rights.
- The Library is not liable for the consequences of wireless network use in any way, including but not limited to the transmission of computer viruses, loss of data or e-mail, security breaches of personal/private information, or any harm resulting from the use of an unsecured server.
- The Library assumes no responsibility of any computer/device or equipment that individuals bring to the Library.

SAFETY POLICY

In case of emergency at the Library, the safety of the patrons and staff are of first priority. If the need arises, due to fire or other unforeseen event, the building will be evacuated in an orderly manner, using the front and/or side doors. Proper authorities will be called. The Board of Trustees will be notified.

An accident report will be filled out and filed in case of accident. The first aid kit, located at the circulation desk, is supplied with bandages, topical antibacterial salve, scissors, gauze, and an ice pack. The parents or legal guardian will be informed if the accident occurs to a minor.

The Librarian shall inventory and check all safety equipment (fire extinguishers, smoke detectors, first aid kit, etc.) annually.

COPY & FAX MACHINE POLICY

Copyright regulations are posted at the copier and computers.

The Board of Trustees establishes fees for all copies and faxes for the purpose of maintaining and servicing the machine. Prices are posted at the copy/fax machine.

PERSONNEL POLICY

The Ainsworth Public Library will employ one full time Librarian and up to three Clerks. Library Clerks will report directly to the Librarian. Staff includes a cleaning person. We contract out for lawn maintenance, snow removal, and building maintenance.

POSITION VACANCY

The Board of Trustees is responsible for conducting the hiring process when a new Librarian, lawn caretaker, maintenance or shoveling position is to be filled.

Filling all other positions (clerks, cleaning) are the responsibility of the Librarian.



POSTING AND ADVERTISING FOR POSITIONS

Notification that a lawn, shoveling, and maintenance position is available must be posted at the Library and other places in the community where notices of town meetings and other town business are normally posted by the Trustees. The positions would also be posted on the Library website.

Notification that a Librarian position is available must be posted at the Library and other places in the community where notices of town meetings and other town business are normally posted. The position must also be advertised in newspapers of general circulation in the town, as well as on the ALA and VLA websites and the Library website. The Trustees are responsible for all posts.

INTERVIEWS AND REFERENCE CHECKS FOR LIBRARIAN

- Applicants who best meet the qualifications stated in the employment advertisement will be interviewed in a timely manner by the Board of Trustees. The Library shall follow all applicable laws regarding providing "reasonable accommodation" for all interviewees who request it for the interviewing process.
- A college diploma and State Library Certification are required. (See Appendix H)
- All applications for the position will be kept on file for six months. We will check the references provided by applicants who meet the stated qualifications and who interview successfully. We will not contact current employers unless the applicant gives permission. Reference checks shall be completed in person or by telephone prior to an offer of employment, and the information shall be made part of the application file.
- Interviewers' rankings of the candidates must be kept on file.
- A candidate selected for employment will be notified verbally, followed by a written confirmation of the offer, the job title, the starting date, the salary and benefits, and the position's duties.

TEMPORARY EMERGENCY APPOINTMENT WAIVER

If the Board of Trustees declares an emergency hiring situation, any or all of the application process requirements may be waived to continue providing needed town services until an employment search as described in these rules can be completed successfully. This waiver shall be reviewed in ninety days and may be renewed for another sixty days.

INITIAL PROBATIONARY PERIOD

An employment offer is subject to an initial probationary period of three months.

During the probationary period, the Board of Trustees and/or the Librarian may dismiss an employee unable or unwilling to carry out the position's duties satisfactorily or whose performance and dependability are not adequate or reliable.



PERFORMANCE REVIEW AND APPRAISAL

The Board of Trustees is responsible for reviewing and appraising the Librarian's performance in writing at least annually. The Librarian is responsible for reviewing and appraising each staff member in writing at least annually.

When each Clerk and other Staff member receives a written performance appraisal, a meeting will be scheduled. At this meeting, they will submit their self-appraisal that specifies their accomplishments, areas where improvement is needed, and the employee's suggested objectives for the following year.

After the appraisal has been discussed with them and amended, if necessary, as a result of the meeting, their objectives will be established for the following year. The Librarian and the clerk/staff must sign the final appraisal. The signature indicates that the appraisal has been presented to them and discussed; it does not mean that they agree with it. The signed appraisal will be given to the individual, and a copy will be placed in his or her personnel file.

CORRECTIVE PROBATIONARY PERIOD

The Board of Trustees and/or the Librarian may establish a corrective probationary period for an employee who has received an unsatisfactory appraisal at the annual performance review conference. At the discretion of the Board of Trustees and/or the Librarian, this period may be up to **thirty** days. There will be no reduction in pay during the corrective probationary period.

ATTENDANCE AT WORK

The Board of Trustees shall determine and make known the number of hours per week the employee is working. The Librarian's discretion determines the daily and weekly scheduling of employees. All employees are expected to be at work **10 minutes before the shift begins** and arrive on time. If an employee unexpectedly cannot report for work or is delayed and will be late, they must notify the Librarian as soon as possible and state the reason.

All employees must have their vacation schedules and personal days approved **2 weeks** in advance, except in case of an emergency. An employee who does not report to work for three consecutive days and does not provide a satisfactory explanation shall be considered to have abandoned their position.

Employees are expected to accept and carry out directives related to their job description and maintain professional relationships with their co-workers.

All employees must read, be familiar with, and conduct themselves according to the provisions of all policies.



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PAID HOLIDAYS

These holidays will be paid to the Librarian. Clerks and Staff are not paid for the holidays. The Board of Trustees reserves the right to add or subtract holidays at their discretion.

- o New Year's Day
- o Martin Luther King Day
- o President's Day
- o Memorial Day
- o Juneteenth National Independence Day
- o Independence Day
- o Labor Day
- o Indigenous Peoples Day
- o Veteran's Day
- o Thanksgiving Day
- o Christmas Day

WORKSHOPS AND MEETINGS

The Librarian is encouraged to attend workshops and meetings with Trustee approval and will be compensated for doing so. The Librarian will be compensated for attending Trustee meetings and Friends of the Library meetings.

TIMESHEETS

Each employee shall fill out his or her weekly timesheet, including arrival and departure times, and note sick days, vacation, or other types of leave. The employee must sign the timesheet and submit it to the Librarian for approval and filing. The Librarian submits the time sheets to the Board of Trustees.

GRIEVANCE POLICY

A grievance is a claim not involving disciplinary action by an employee or group of employees stating that the employee(s) has received inequitable treatment due to a misapplication or misinterpretation of personnel rules.

It is encouraged that when issues arise, the clerk/staff attempt to talk directly to the Librarian.

If a resolution is not possible, a grievance may be filed in writing within **ten** working days of the grievance date. The Librarian will respond to the grievance in writing within **ten** working days. If the matter is not resolved to the satisfaction of Library Clerks/Staff, the grievance shall be brought to the Board of Trustees in writing. The Board of Trustees shall provide a written decision within **ten** working days.



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GRIEVANCE POLICY CONTINUED

The Librarian will present a grievance in writing directly to the Board of Trustees. After this, the Board of Trustees will meet with the Librarian to discuss it. The Board of Trustees shall provide a written decision within **ten** working days.

All decisions reached by the Board of Trustees are final.

HARASSMENT POLICY

Ainsworth Public Library's policy is that the workplace and the Library's operation shall be free of harassment as defined by State and Federal laws.

PARTNERSHIPS

FRIENDS OF THE AINSWORTH PUBLIC LIBRARY

The Friends of the Ainsworth Public Library is a group whose purpose is "to foster favorable relations between the Ainsworth Public Library and the public it serves; to promote wider interest in the activities and facilities of the library; to enhance the facilities to the residents of the area." They work in cooperation with the Board of Trustees.

Friends of the Library activities, programs, and purchases can be subject to Board discussion. Therefore, a Library member of the Friends will be the liaison between Friends' activities and the Board and report to them at their meetings. Likewise, the Chair of the Trustees shall reciprocate.

LIBRARY VOLUNTEERS

The Librarian is responsible for establishing volunteer procedures and accepting, training, and supervising all Library volunteers. The Librarian is also responsible for terminating volunteers if necessary.

RELATIONSHIPS WITH AREA SCHOOLS

The Ainsworth Public Library strives to support local schools in their missions. This collaboration may involve activities such as collaborative programs and services and sharing collections.



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REVIEW AND REVISION OF POLICIES

These policies may be reviewed yearly by the Board and revised as needed.
A majority vote of the Library Board of Trustees will adopt all policy additions and revisions.

CODE OF CONDUCT

Smoking, vaping, alcohol use, and the use of illegal drugs are not permitted anywhere on the library property. Patrons impaired by alcohol or drugs are not allowed within the Library.

Service animals are permitted as by law; all other animals are not permitted unless approved by the Librarian.

Library policies and guidelines must be followed.

Children 7 and under must be accompanied by an adult.

WEAPONS ON LIBRARY PROPERTY

The Library strives to maintain the safety of its patrons, staff, and volunteers. With the exception of police personnel engaged in police work, no person shall be allowed to carry a concealed weapon or to openly carry a weapon in the Library or on the Library property.

Any person violating the weapons policy shall be denied entrance to the building or ordered to leave the building.

Any Library employee or volunteer violating this policy may be disciplined.

SOCIAL MEDIA POLICY

Purpose and Scope: Recognizing the role of social media in the lives of the community members and patrons of the Ainsworth Public Library, we will utilize social media platforms, such as FaceBook, to post information solely related to its services and operations and not generally seek or respond to comments. Ainsworth may occasionally engage with its community regarding matters related to library resources and services. The library reserves the right to close comments at a predetermined time.

Audience: The Ainsworth Public Library's intended audience on social media is the community members, constituents, and surrounding community members who may utilize the Library's services.



Staff Responsibilities: All social media accounts represent the digital face of the Library and maintain the same level of patron care as any in-person interaction. As such, any staff who posts on behalf of the Library should be trained and clearly understand what is appropriate and expected behavior when representing Ainsworth online. Library staff shall be restricted in postings to those that promote Library hours, Library-held book promotions, Library displays, and weather/public health announcements that specifically impact the daily operation of the Library. All social media posts should be in-tone with the welcoming, helpful spirit of the Library and always speak from the point of view of the "we."

Trustees' Responsibilities: All social media accounts represent the digital face of the Library. Social media posts made on behalf of the Trustees are the responsibility of the Librarian. Postings made by the Librarian must be from the point of view of the "we." They shall be restricted from creating and maintaining social media corresponding to specific Library programming or other activities.

Reconsideration: A community member can request reconsideration of a social media posting made in compliance with the social media guidelines. The process shall be the same as a request to reconsider Library material and/or programming. Please refer to the **Challenges to Library Materials Form** (Appendix A).

Actions: The Ainsworth Public Library reserves the right to remove comments and/or block commenters if necessary. The Ainsworth Public Library requires strict adherence to a code of conduct for all communications via social media. If a commenter is harassing, threatening, bullying, discriminating against any protected class of persons, or using hate speech, they will be blocked and/or deleted. A patron may request reconsideration of such action following the same process outlined in the **Challenges to Library Materials Form** (Appendix A). If required, a reinstatement process to allow a previously blocked patron to have renewed access to the Ainsworth-managed social media accounts may be developed. Records of such correspondence are not subject to open-records requirements. The Trustees will determine how long Ainsworth will retain all social media records.

Disclaimer: Comments expressed on social media, even when responding to an Ainsworth posting, do not reflect the positions or views of the Library, its employees, volunteers, or Trustees. Social media users should exercise their best judgment about the quality and accuracy of any information presented.

Privacy: Library staff and the Trustees should make a good-faith effort to understand the privacy practices of their social media platforms and the implications for patron privacy. The Ainsworth social media accounts may occasionally refer to public comments made on social media. However, it will not collect, sell, or knowingly transfer any personally identifiable information to any third party. All social media platforms have their own privacy policies.



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VEHICLE IDLING POLICY

Vehicle idling wastes fuel degrades air quality and causes unnecessary emission of pollutants and greenhouse gasses that enhance the natural greenhouse effect. Vehicle operators will adhere to the following standards:

- Idling is prohibited (with the limited exceptions listed below) when the ambient temperature is above 32°F.
- 5-minute maximum idle time limit when the ambient temperature is 32°F and below.

The following exceptions apply:

- Emergency response vehicles when responding to an emergency.
- Vehicles that must remain at a specific temperature for onboard materials.
- Health or safety reasons (e.g., severe weather conditions, use of vehicle safety features).
- Below 0°F for diesel vehicles.

NARCAN USE

The Ainsworth Public Library maintains a supply of NARCAN on-site. If there is an overdose, we call 911 and inform the dispatcher that we have NARCAN. If the dispatcher recommends using it, the staff administers it. Library employees are protected from any legal recourse as stated in Vermont statute **18 V.S.A. § 4254**.

SCENT POLICY

The Ainsworth Public Library is a small, contained space. Patrons and staff may have sensitivities and allergies to strong scents. The use of strong perfume, aftershave, and cologne is strictly prohibited. If staff are found wearing heavy scents, they will have one warning to stop wearing them.

MASK POLICY

When a mask is not necessary to protect the health and safety of others, use discretion to decide when to use a mask. For staff, it is difficult for patrons to understand and hear when wearing a mask; since you are behind the safety guards on the desk, please consider carefully whether a mask is necessary during your shift.



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APPENDIX A: CHALLENGED MATERIALS FORM

Person's Name:	
Address:	
Telephone:	
Email:	
Date of Complaint:	

Description of material at issue, including the name of the book, author, publisher, and publication date:
Specifically, what material is being challenged? (Page, picture, number of line, etc.)
Please describe your specific objection:



APPENDIX B: 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 which 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.

APPENDIX C: FREEDOM TO READ

The Trustees of the Ainsworth Public Library reaffirms its adoption of **the Freedom to Read Statement** that states:

- 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.*
- 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.*
- 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.*
- 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.*
- 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.*
- 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.*
- 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.*

Based on the Freedom to Read Statement, adopted by the ALA Council.01.2022



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APPENDIX D: FREEDOM TO VIEW

The Trustees of the Ainsworth Public Library reaffirms its adoption of the Freedom to Read Statement that states. The **Freedom to View**, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council



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APPENDIX E: AMERICAN LIBRARY ASSOCIATION STATEMENT OF PROFESSIONAL ETHICS

1. Librarian and staff must provide the highest level of service through appropriate and usefully organized collection, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarian and staff must resist all efforts by groups or individuals to censor Library materials.
3. Librarian and staff must protect each user's right to privacy with respect to information sought or received, and materials, consulted, borrowed, or acquired.
4. Librarian and staff must adhere to the principles of due process and equality of opportunity in poor relationships and personnel actions.
5. Librarian and staff must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarian and staff must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the employing institution.



APPENDIX F: CONFIDENTIALITY OF LIBRARY RECORDS

In order to encourage the free and open use of the Library and its services, and in compliance with applicable federal, state and local laws, all patron registration records and patron transaction records as defined under [22 VSA § 171](#)^[Full chapter] and including any information sought or received and resources consulted, borrowed, acquired or transmitted, are strictly confidential.

In accordance with [22 VSA § 172](#)^[Full chapter], employees, Trustees, volunteers and agents of the Library will not disclose any patron records EXCEPT:

- Certain records may be shared at the Library's initiative in matters relating to the safety and security of Library facilities, collections, personnel, and patrons, under exemptions as defined in [22 V.S.A § 172](#)^[Full chapter]; or
- With the written permission of that patron; or
- To the custodial parents or guardians of patrons under age 16; or
- To Library employees and authorized agents to the extent necessary for Library operations; or
- In response to an authorized judicial order or warrant directing their disclosure.

Only the Library Director, or the designated Acting Director in the Library Director's absence, is authorized to comply with requests for library patron records from a law enforcement officer. The Director (or Acting Director) will confer with the Library's legal counsel before determining the proper response. Only when a subpoena, warrant, court order or other investigatory document is determined to be in proper form and issued by a court of competent jurisdiction after a showing of good cause will those specific records be released. Library Trustees reserve the right to contest such an order. All cases involving confidentiality shall be reported to the Town Attorney and the Board of Trustees, unless prohibited by existing federal legislation.

The Library collects a variety of information provided by its patrons to provide them with Library services. Any personally identifiable information collected by the Library remains confidential and will not be sold, licensed or disclosed to any third party except with written consent; to comply with the law or a valid court order; or for authorized administrative purposes. The Library's contracts, licenses and computer service arrangements comply with these policies and legal obligations. For the protection of our patrons, parents seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent. Statistical records may be maintained in aggregate, summary data where all personally identifiable information is deleted.

Library patrons who have questions, concerns or complaints about the Library's handling of their privacy and confidentiality rights should submit written comments to the Library Director who will respond in a timely manner and may conduct an investigation or review of the policy and procedures. [22 VSA § 173](#)^[Full chapter] provides a right of civil action if their confidentiality has been violated.

APPENDIX G: GUIDELINES FOR LIBRARY BEHAVIOR

Entering the Library implies agreement to abide by these guidelines while at the Library. Violation of any of these guidelines may subject the individual(s) to exclusion from the Library for a period of time.

Recognizing the need to maintain an environment suitable for reading, studying, browsing and general use of Library resources, the Ainsworth Public Library Board of Trustees establishes the following guidelines for Library behavior to ensure the safety and enjoyment of all Library patrons and materials:

- Please respect people's privacy and be considerate of others using the Library. Library materials and property must be treated with care to prevent damage and allow others to enjoy them. All Library materials must be checked out before leaving the building.
- Conversations and manners should be calm and polite. Abusive and offensive language is not permitted.
- Disorderly, disruptive or harassing behavior, including (but not limited to) running, climbing, throwing, shouting and fighting are NOT permitted on the Library premises.
- Eating and drinking water are permitted in designated areas of the Library only; food and drinks are not allowed in the computer areas.
- Smoking and littering are NOT permitted in the Library or the Library grounds.
- Loitering in hallway, porch or ramp are prohibited.
- Proper attire, including shoes and shirts must be worn at all times.
- Young children should not be left unattended at the Library. (Under the age of 7 years) Police may be notified if any children are left at the Library after closing time.



APPENDIX H: JOB DESCRIPTIONS

LIBRARIAN JOB DESCRIPTION

The Librarian is responsible for the day-to-day administration and management of the Library. They direct circulation, collection development and management, patron services, staff and volunteer supervision and training, programming. Collection of Library statistics, the collaboration between schools, community groups, and the Library and the regular maintenance of the building and grounds. They also assist patrons in the use of computer, Library catalogue, and other services offered at the library. The Librarian is responsible for directing the Library in accordance with the Library's Statement of Purpose, Mission Statement and Library Policies as adapted by the Board of Trustees. The Librarian reports directly to the Board of Trustees.

RESPONSIBILITIES AND DUTIES

- Maintains and develops a collection of interesting material in a variety of formats, such as books, audio-visual media, periodicals and other materials in accordance with professional Library practices and in response to local preferences and needs.
- Attends KOHA/Catamount consortium meetings, training events and meets requirements of consortium requirements
- Acts as the spokesperson for the Library, promoting the use of the Library by all members of the community and creating a friendly, welcoming atmosphere within the Library
- Responsible for Library promotion, publicity and marketing
- Collects, maintains and analyzes Library statistics
- Prepares and submits the annual report for the town annual report
- Attends Board of Trustees meeting to keep them informed of libraries progress, challenges, and activities. Submits a Librarian Report monthly to the Board
- Prepares Financial Report for the Trustees monthly at their scheduled meeting
- Works with Board Chair to prepare monthly agendas and yearly budget
- Completes reports, surveys and requests for information from State and Federal Library agencies and associations, including monthly acquisitions and deletions of the collection, Department of Libraries Annual Report, Five Year Plan and Emergency Preparedness Plan in conjunction with the Board of Trustees
- Spends and monitors budgeted funds as sanctioned by the Board of Trustees; seeks public and private grants and manages them in conjunction with the Board of Trustees
- Hires, supervises, and evaluates Library Clerks and Staff. Terminates Library Clerks and Staff when needed
- Develops, directs and manages Library Volunteers
- Works with the Board of Trustees on annual Staff/Volunteer Appreciation
- Reviews and revises existing job descriptions
- Maintains an updated procedure manual for Staff and volunteers
- Develops, promotes and facilitates programs and services that appeal to and serve a variety of ages and interests



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RESPONSIBILITIES AND DUTIES CONTINUED

- Attends workshops and conferences related to Library needs and affiliates with professional organizations that will advance the fulfillment of duties and responsibilities
- Provides reference, interlibrary loan, referral services and assists patrons with the use of Library materials and technology
- Oversees routine maintenance of building and grounds with help of Trustees
- Collaborates with the Friends of the Library, community groups, local schools, businesses and community/ civic organizations
- Responsible for the content and accuracy of the Ainsworth Public Library website and any social media sites or blogs directly connected to the Library
- Attends yearly VLA meeting, Red Clover/DCF conference and any other conferences in order to fulfill grant requirements
- Performs other duties as the Board of Trustees deem necessary

QUALIFICATIONS

- Minimum 3 years of experience in a Library
- College Diploma
- MLA or VT Librarian Certification
- Excellent customer service

Evaluation occurs annually with the Board of Trustees. The position is a 40 hour a week, salaried position and no overtime is provided.

LIBRARY CLERK JOB DESCRIPTION

RESPONSIBILITIES AND DUTIES

- Open and closing duties
- Circulation desk
- Shelving materials
- Shelf reading
- Knowledge of computer procedures/helping patrons with technology
- Book processing (covering, spine labels, etc.)
- Ongoing projects as assigned
- Programming help when needed
- Availability to cover for staff when needed/Monthly schedule can change to meet the needs of the Library
- Scheduled hours for work are provided by the Librarian at least 2 weeks in advance, you will not be paid for any hours worked outside of these hours unless approved by the Librarian ahead of time, no matter the nature. Shifts begin and end at the scheduled times and you will not be paid if you arrive early or stay later. You are asked to arrive 10 minutes before your shift begins
- For sick time or unplanned absences: Contact Librarian and they will get the shift covered
- Vacation requests need to be given two weeks in advance
- There are no paid vacations, sick time, personal days or holiday time



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LIBRARY CLERK JOB DESCRIPTION CONTINUED

QUALIFICATIONS

- High School Diploma
- Computer Skills
- Excellent customer service
- Ability to lift 30 pounds
- Flexible scheduling

Starting pay will be determined by the Board of Trustees no lower than minimum wage

Employment evaluations will happen at three month, six months and then annually with the Librarian and Chairperson.

Clerks are paid bi-weekly.

LIBRARY STAFF JOB DESCRIPTION

- Duties as needed
- Attention to detail
- Reports to Librarian
- Communication of scheduling to the Librarian is essential if changes needed
- Submits weekly time sheet to Librarian
- Paid bi-weekly with other staff

CONTRACTED WORKERS JOB DESCRIPTION

- Duties as needed
- Attention to detail
- Reports to Librarian
- Communication of scheduling to the Librarian is essential especially when changes are needed
- Submits bill to Librarian. Can leave in drop box.
- Please DO NOT communicate your needs to the Town Offices
- Paid based on the agreement made between Librarian and Contracted Worker
- Must have a 1099 tax form and Proof of Insurance on file with the Town



APPENDIX I: DRUG AND ALCOHOL-FREE WORKPLACE POLICY

- The Library recognizes that alcohol and drug abuse creates a potential safety hazard to its employees and the public. The Library is committed to maintaining a Drug-and Alcohol-Free workplace, and will not tolerate any drug or alcohol use or activity that endangers the health and well-being of Library employees, Library patrons, or the delivery of Library services and programs. Employees are expected and required to report to work on time and in an appropriate mental and physical condition to work.
- This policy applies to the following substances: alcoholic beverages of any kind, and controlled or illegal drugs or substances including all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs where use, possession, or transfer is restricted or prohibited by law, except when used according to the instructions of a physician, dentist, or other person licensed to prescribe or dispense controlled substances.
- "Controlled substances" under this policy includes those substances categorized as controlled under Federal law listed in the Federal Schedules of Controlled Substances found at 21 U.S.C. 812. This includes, but is not limited to, heroin, cocaine, crack, speed, acid and marijuana (even though use may be permitted under Vermont State Law.)
- Smoking, vaping, alcohol use and the use of illegal drugs are not permitted anywhere on the library property and employees or patrons impaired by them are not permitted in the library.
- The following activities are prohibited while an employee is on the Library premises, engaged in Library business, or driving a Library vehicle:
 - unlawful or unauthorized manufacturing, possessing, using, selling, distributing, dispensing, receiving, or transporting of any drugs or alcoholic beverages
 - being under the influence of unlawful or unauthorized alcohol or other drugs
 - performing duties while under the influence of unlawful or unauthorized alcohol or other drugs whether on or off the premises
- An employee who engages in such activities may be referred for counseling or rehabilitation and satisfactory treatment. In addition, this employee may be subject to criminal, civil and disciplinary penalties, up to and including dismissal from employment.



DRUG AND ALCOHOL-FREE WORKPLACE POLICY CONT.

For Prescription Drugs:

- If the Employee must take prescribed medicine that affects the employees mental or physical functioning or diminishes the employee's ability to perform their job, they should not come to work.
- Employees using any medicines which cause drowsiness or other side effects that may impair their ability to perform the job properly and safely should inform the Librarian.
- If prescription drugs must be taken on a shift you are scheduled, they must be taken discreetly in the bathroom. No medication should be kept out on the desk or desk area.
- An employee who appears, in the reasonable judgment of the Librarian or Trustee Member, to be under the influence of any substance, during work hours will be asked to leave the premises and paid only for the time already worked.
- Any employee who becomes aware of any violation of this Policy are required to report any such violation **immediately** to the Librarian.
- Violation of this Policy may result in disciplinary action, up to and including immediate termination and referral for prosecution.
- An employee is **not** entitled to a drug/alcohol test to prove or disprove a violation.

CLICK THE BELOW LINK FOR MORE INFORMATION:

[Under the Federal Drug-Free Workplace Act of 1988, employees working on any federal contract over \\$250,000 in value or any federal grant must report any criminal drug statute conviction for a violation occurring in the workplace within five days of such conviction to the Library.](#)

Employees may obtain information about the FREE Town Employee Assistance Program (EAP) for assistance with drugs or alcohol from the Librarian.

If the Librarian or a Trustee suspects an employee is too impaired by drugs or alcohol to safely operate their motor vehicle to return home, they will contact law enforcement.



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