

Policies of Pomfret Public Library

Statement of Purpose

Access to information is a cornerstone of democracy. Moreover, enjoyment of contemporary and classic books, audiovisual items, and other library materials is a worthwhile way to spend leisure time. In fulfilling its role as the primary resource for knowledge, reading, research, and popular media in print, non-print, and electronic formats, the Pomfret Public Library serves as the knowledge source for its community. To accomplish its mission, the library will employ trained staff and offer a wide variety of materials, equipment, services, and programs to support a lifetime of reading, listening, viewing, and learning.

Borrowing Policies

Privileges

- All residents of Pomfret are encouraged to become members of the public library.
- Children may have their own card when they are able write their name. Parents or guardians must accept responsibility for items borrowed by children under 16 years old.
- Nonresidents are welcome to borrow from Pomfret Public Library using a current library card from the town they reside in.
- Card holders may lose borrowing privileges if there are unresolved lost or damaged library items.

Circulation

- Books and audio books are checked out for three weeks at a time, movies and magazines circulate for one week.
- Items may be renewed online or by phone during our operating hours so long as they have not been reserved for another patron.
- All library materials may be returned in our book drop or at any public library in CT.
- Overdue fines are "according to your conscience". Please see the librarian regarding the replacement of lost or damaged library materials.
- Reserves may be placed online by patrons or by speaking with a staff member. The patron will be contacted by email and/or phone message once the material becomes available and the item will be held for pick up within 2 weeks.

Interlibrary Loans

- Pomfret Public Library conducts interlibrary loans within CT without fee
- Requests may be submitted online through our catalog or through the library staff
- Limit to 10 current requests per patron at any given time, or at ILL manager's discretion
- Lost or damaged materials belonging to another library will be charged to the patron
- ILL items must be picked up and returned promptly to *Pomfret Public Library*

Equipment and Facility Use Policies

Computer/Equipment use

- The library provides computers for internet access. Sessions are not typically timed but may be limited to ½ hour if other patrons are waiting.
- Printing is .10/page (free for tax forms)
- Wireless internet is provided for use with personal laptops and other devices

- Patrons may not alter any hardware or software configurations of library computers or download files of any type to the hard drive
- Parents are expected to supervise their child's internet and computer use
- The library is not responsible for accuracy of information received or security of private information (i.e. credit card information)
- The computers may not be used for anything illegal, unethical or inappropriate, including misrepresentation of your identity, copy write or intellectual property violations, or viewing of pornography.
- Other equipment: photocopies are available at .10/page. The fax machine is for sending only; suggested donation of \$2.00 for first page and .50 for each subsequent page.

Facility use

- The library does not have a public meeting room. Small groups, such as a tutor with a student, are welcome to use the library building and grounds so long as they don't disrupt normal library business and understand that they will not have a private space.

Public Policies

Code of Behavior

- The library is intended to be an environment that is welcoming and comfortable for all. Patrons are expected to behave in a way that respects the rights and safety of other individuals and property. Those who violate such rights and safety (through public drunkenness, breach of peace, theft, vandalism, obscenity, etc.) will be asked to leave the library premises. If they do not leave promptly, the police will be called.

Child Supervision

- It is the responsibility of caregivers, not library staff, to supervise their children while on or leaving the library premises.
- Children attending a library program that does *not* require registration should be with a designated caregiver or chaperone. At programs that *do* require registration, it is understood that the person leading the program is the designated chaperone during the time stated, unless it is considered a parent/child activity.
- Caregivers should be prompt in picking up their children after library programs. If a child remains on the premises at closing time, a staff member will help them try to contact their home.

Comments

- Library users are encouraged to make suggestions and comments regarding existing or future acquisitions or library programs, either through informal discussion with staff or board members or by filling out a *Comment/Suggestion Form*. All suggestions will be given serious consideration within the constraints of budget, facility and selection criteria.

Exhibits

- The library maintains a bulletin board, brochure racks and other display areas to advertise cultural and educational programs, fund raising events for non-profit organizations and social services. The space is not for the advertising of private enterprises.

Sales

- An author or artist who is speaking or performing at the invitation of the library may sell their works during the scheduled time of the event. A library volunteer or staff person may assist at the sales table, but the library is not responsible for the display, inventory or collection of funds.
- The Friends of Pomfret Public Library may sell books and gift items in the library.
- The library may, at the discretion of the library director, sell other items on behalf of other town departments.

Collection Development Policies

General

- *Refer to mission statement for general guidelines of what we collect*
- The selection of materials for the library is delegated to the Library Director and other qualified staff. We consider reviews in professional journals, reputable bibliographies and booklists, the advice of experts in various fields and the suggestions of library patrons.

Selection Criteria

- Factors that are considered in the selection of new acquisitions are: appropriateness to the needs and interests of library users and local community; timeliness and accuracy of information; quality of presentation; contribution to existing collection; literary excellence; budgetary limitations.

De-selection

- Materials may be withdrawn from the collection if at any time they no longer meet the stated selection criteria, i.e., they are damaged, of obsolete information or format, or no longer of interest to the library community as shown by circulation transactions. Withdrawn materials are disposed of at the discretion of the Board of Trustees.

Reconsideration

- The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for themselves or for their children, they may not restrict access to the materials by others.
- Any borrower in the library's service area who objects to the presence of a work may do so by completing the *Statement of Concern about Library Resources* form. The library director and the library board will review challenges. While an item is under review it will remain in the collection. The borrower will be informed of the Board's decision regarding the challenge.

Gifts and Donations

- The Pomfret Public Library is a tax-supported institution; donations are welcome as a means of augmenting the town support. The same selection standards apply to gifts of library materials as govern other acquisitions. All gifts of books and other materials or capital improvements may be added to the collection/library property or disposed of at the discretion of the Board of Trustees.
- The library does not appraise gifts for tax purposes, but will supply documentation of the receipt of the gift if requested. (Forms: *Donor Tax-Deduction Form*)
- Please speak with the chair or treasurer of the Board of Trustees if you wish to make an endowment to the library through the Town of Pomfret.
- The Friends of the Pomfret Public Library is a 501(c)3 organization and welcomes all donations. Funds are managed by the board of the Friends group and are used solely for the benefit of Pomfret Public Library.