



WINSLOW PUBLIC LIBRARY

Policy Manual



Mission Statement

We welcome and support all people in their enjoyment of reading and pursuit of lifelong learning.

Working together, we strive to provide equal access to information, ideas and knowledge through books, programs and other resources.

We believe in the freedom to read, to learn, to discover.

Adopted by the Library Board of Trustees - February 18, 2014

JULY 16, 2020

**WINSLOW PUBLIC LIBRARY, TOWN OF WINSLOW
136 Halifax Street, Winslow Maine**

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Winslow Public Library Circulation Policies

Library Cards

- Library cards are free to all Winslow residents, town employees and property owners.
- Adult residents are required to provide identification that establishes Winslow residency (driver's license, addressed mail, etc.).
- Children may apply for a card when they reach the age of five or upon entering kindergarten. Children will retain this card until entering the ninth grade when it is updated in the computer to an adult card.
- Students who are enrolled in Winslow schools (including the St. John School) but who are not residents of Winslow may also have free library cards. These will be considered courtesy non-resident cards.
- Nonresidents are charged \$30 for a new membership and \$25 for renewals each year. A nonresident card will allow the holder's immediate family (household members) to also borrow items from the library. Summer/partial year residents may purchase a card for \$10.00 (four months).
- Winslow Public School and St. John's School teachers and educational technicians, local nursery, daycare, and preschool teachers, and local librarians and homeschoolers may be issued a Teacher Card.

Privileges extended to patrons with Teacher Cards include:

- Winslow residents who teach in other school districts are eligible for teacher cards.
- Thirty (30) items which includes a maximum of 4 videos/DVDs may be checked out on this card for a period of 28 days, after which fines will accrue.
- Due to the extended length of a teacher's card, items borrowed on a teachers card can be renewed only once for an additional 28 days and only if there are no hold on the items.
- After a second renewal, items must be returned to the library for a period of no less than 1 week before the borrower can take them out again. This allows other patrons to have access to the items.

General Circulation Policies

- Only the cardholder whose name appears on the card may check out materials to that card. The only exception to this will be for patrons who have an unexpired Designated Borrower form on file with the library. A note to this effect will appear on their patron record. The cardholder must be present in all other circumstances.
- Patrons may check out up to 20 items at a time. Patrons are limited to (4) videos/DVDS per household, 5 MaineCat interlibrary loans, and 15 MILS interlibrary loans.
- The borrowing period for books and magazines is two weeks after which an overdue charge of \$.05 per book per day.
- The borrowing period for videos/DVDs is one week. Overdue fees for videos/DVDs cost \$1.00 per day.
- The borrowing period for the American Girl doll is one week, with an overdue fine of \$1.00 per day.
- The borrowing period for the Kindles is two weeks with a renewal period of two weeks, with an overdue fine of \$1.00 per day.
- The borrowing period for the telescope is one week with no renewal, with a fine of \$5.00 per day. For all items up to a maximum of \$5.00 per item is charged for overdue fees.
- Books may be renewed once for an additional two week period. Patrons may request a longer borrowing period if needed upon checkout at the circulation desk, unless the item has other restrictions. Videos/DVDs may be renewed for one week.
- Patrons may request a particular item be reserved. When the item is available the patron will be notified. Once they are contacted the item will be held for one week at the circulation desk. If the patron cannot be reached the item will either go to the next patron in line or back on the shelf.
- 10. The newest issues of magazines do not circulate. (The overdue fees for books apply to magazines.)
- The lending period for an interlibrary loan is two weeks within MILS, with a single 2 week renewal for all material types.
- The lending period for MaineCat items is set to 4 weeks, with a 2 week renewal for print material and 1 week with a 1 week renewal for a/v materials. A fee of \$.25 per day is charged for overdue interlibrary loan items.

- If a patrons requests items through interlibrary loan that cannot be obtained from a library on the Van delivery system, Patrons are responsible for any postage/fees associated with obtaining the items.
- The maximum amount of fines owed before circulation is blocked is \$10.00.

Audiobook and Movie Policy

- A late fee of \$.05 per day for audiobooks and \$1.00 a day for videos/DVDs will be charged for overdue materials up to \$5.00 per item.
- No more than 4 movies per household may be borrowed at one time.
- Movies (videos/DVDs) can only be renewed once.
- The library assumes no responsibility for damage to patrons' personal audio-visual equipment.
- Responsibility for the use of library materials by children and young adults rests with their parents and legal guardians. Material selection will not be inhibited by the possibility that adult materials may come into the possession of minors.

Overdue Materials Policy

The Winslow Public Library's goal is to develop and maintain a materials collection policy, which is responsive to the needs and interests of the local community and to provide ready access to those materials. An important part of maintaining the collection and access to it includes retrieving overdue materials so they are available for the public to use. The library's goal is to do this in a manner that is both fair and effective.

Library materials are purchased for use by all citizens of Winslow and patrons of the library. The library's trustees and the librarian establish regulations for the loan of materials, including circulation periods, renewal processes, and fines for late returns. The trustees and the librarian believe that the individual who chooses to keep materials past the due date compromises to some extent his or her right to privacy.

The library staff will attempt to recover overdue materials and will notify patrons of fees according to established procedures. Information regarding overdue materials may be disclosed by the library to the Winslow Police Department and/or the Kennebec County District Court when all other means of attempting to retrieve overdue materials have been exhausted.

The staff will also provide sufficient information to allow any individual, other than the patron, to settle unpaid fines or fees on that card. However, authors, titles, or subjects of lost or overdue materials will not be discussed without presentation of the borrower's card.

Overdue Materials

After the 1-day of grace period allotted for overdue materials has expired, notification of overdue materials will be as follows.

- 3 overdue notices are sent to patrons (via email)
 - 5th day overdue 1st overdue notice sent,
 - 10th day overdue 2nd overdue notice sent
 - 20th day overdue billing sent.
- Patrons who cannot receive email notices will be notified of overdue items by a phone call.
- Lost items generate a fine when returned, which is a max fine of \$5.00.
- Every Monday the library is open will be designated as a 'Fine Free Monday'. Overdue materials may be returned and their fines will be waived. The amnesty period will be extended to the following day if the library is closed for a Monday holiday. Overdue items must be returned, not renewed, in order to have fines forgiven.
- Every Monday the library is open will be designated as a 'Fine Free Monday'. Overdue materials may be returned and their fines will be waived. The amnesty period will be extended to the following day if the library is closed for a Monday holiday. Overdue items must be returned, not renewed, in order to have fines forgiven.
- Once a bill is sent out Fine Free Monday does not apply to the overdue items. Winslow Public Library does not accept replacement items in lieu of payment for lost items.
- Patrons who are habitually overdue may be limited on the number or type of items they may borrow.
-
- Fines may be waived at the discretion of the library staff in exceptional circumstances.

Lost or Damaged Materials

Library patrons who lose or damage, intentionally or accidentally, library material are required to pay repair or replacement costs. Borrowers are subject to replacement or damage charges when:

- Library material is reported lost.
- Library material is returned in irreparably damaged condition.

- The borrower fails to return library material by the due date and receives the replacement bill.
- Library material is mutilated. This includes writing-in, coloring- on, shredding, ripping or otherwise adding to materials without authorization.

Patrons are responsible for returning borrowed materials. If a patron claims an item has been returned to the library, but staff has no record of it and cannot find the items after a thorough search of the library, the items will be treated as a lost item and the borrowing patron is responsible for the replacement cost.

Suspension of Borrowing Privileges

- The following conditions will result in suspension of borrowing privileges:
- The library patron owes \$10.00 or more in library fines.
- The patron's phone number, email address, and/or mailing address are not valid.
- The library patron has abused their borrowing privileges (at the discretion of the library director).
- A library patron's borrowing privileges will be reinstated if the condition causing the suspension is resolved.

Reinstatement Requests

Once a decision is made by staff and confirmed by the Library Director to suspend a patron's privileges at the Winslow Public Library, the only way to appeal the decision is in writing to the Board of Trustees.

Appeals can be sent to:

Winslow Public Library, Board of Trustees
136 Halifax Street
Winslow ME 04901

- Include in your letter any information you feel is relevant to the situation for example, date of incident, staff involved, etc.
- The letter must include the reason your privileges have been suspended and why you feel they should be reinstated.
- Upon receipt of the letter, the appeal decision will be in the hands of the Board of Trustees and their decision will be considered final.

Printing, Copying, and Faxing

- The copy machine is available to patrons for a fee of \$.20 for black and white copies. Color copies are \$.50 each.
- Students may copy or print up to 10 black & white pages at no charge for school projects.
- There is a 30 page copy limit.
- The library has a fax machine and charges \$2.00 per page.

Adopted Oct. 2014

Revised April 2016, July 2016, January 2018 and February 2020

Winslow Public Library Collection Development Policy

Purpose of the Collection

The purpose of the Winslow Public Library's materials collection is to provide resources to assist Winslow residents and library card holders in their pursuit of:

- educational objectives
- intellectual and emotional growth
- enjoyment of leisure time and practical solutions to daily problems

It is the library's responsibility to have a Collection Development Policy, to regularly evaluate this policy, and to update it as community needs change. The goal of this process is to increase the opportunity for all potential users of its resources to achieve their purposes through the library.

The Purpose Statement assumes specific definitions for the term "Resources" and for the four categories of activity to which these resources are directed.

The term "Resource" includes:

- Print and non-print materials available within the Winslow Public Library.
- Electronic database sources
- Resources in other libraries or locations to which the library may achieve access through interlibrary loan or a similar resource sharing process.

These resources respond to four categories of activity:

- **Resources for Education**
 - Materials that supplement the formal curriculum of primary, secondary and post-secondary schools.
 - Materials that support self-education pursued apart from a structured or formal program.
- **Resources for Emotional and Intellectual Growth**
 - Materials that satisfy a personal need and relate to self-directed attempts at personal understanding and personal growth.
 - The acquisition of these materials represents a commitment to the improvement of the quality of life of the individual.
- **Resources that Enhance the Enjoyment of Leisure Time**
 - Materials purchased as a source of pleasure and fun for the user. These materials are not purchased as goal-oriented items, and therefore acquisitions decisions may rest more heavily upon the potential pleasure to be derived by the user than the critical appraisal of the materials.
- **Resources that Assist in the Practical Solution of Daily Problems**
 - Materials that empower the individual to live more independently.

- Materials generally directed at the solution of short-term problems.
- Materials that help individuals save money, improve health, save time, etc.

Definition of Patron Needs

The library has a responsibility to use public funds in ways that are advantageous to the largest number of its constituents. The library acknowledges that each person has information needs that are important to that individual. It also recognizes that it has limited financial resources to respond to these needs.

While the library's materials collection will not deny any need consistent with its mission, the library will nevertheless develop its collections with the recognition that it has the ability to meet certain needs more effectively and efficiently than other needs. We recognize the availability of complementary information-giving institutions in the region and have examined the collections of other public and academic libraries in the area. Through membership in borrowing consortiums and interlibrary loan services, the library seeks expand access to patrons through resource sharing with other Maine libraries.

Building the Collection

- **Selection Responsibility**

- The responsibility for book selection rests with the library staff, operating within the framework of the policies enunciated herein, and adhering to generally accepted professional practices.

- **Copyright Responsibility**

- The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.
- makes an unauthorized copy or adaptation of a computer program or videotape or redistributes the loaned copy or publicly performs or displays the computer program or videotape, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.
- This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

- **Patron Requests**

- The library welcomes patron interest in the collection and will seriously consider all requests that specific materials be acquired.

- The library is under no obligation to fill any particular request if not deemed suitable to the collection. Patron requests will be reviewed using the materials selection criteria listed in this document.
 - Requests for the purchase of materials may be made only by registered patrons, and shall be made in writing and given to the library director for a written response. Appeals are directed to the Board for the final decision.
 - Any patron who would like to request a specific item for purchase should fill out a Suggested for Purchase form (see attachments).
- **Duplicate Copies**
 - The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.
 - **Challenging Materials Included in the Collection**
 - The library endeavors to build a collection representing varying points of view. 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 himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.
 - The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the “Freedom to View” statement of the American Film and Video Association.

Material Selection and Maintenance

Selection is the decision to add, retain or delete material as part of the library's resource collection. All materials, whether purchased by the library or donated to it, are evaluated in accordance with these guidelines.

Each item is evaluated on its significance as an entire work rather than upon the merit of individual parts. Selection decisions may be made upon one or a combination of guidelines as applicable to the item in question.

Guidelines used by the Winslow Public Library to evaluate materials to be selected for its collection include:

- The needs of the community.
- The overall balance of the collection.
- The spirit of service and the philosophy of the library.

- The availability of material from other sources.
- Budgetary limitations.
- Suitability of the format of the item for library use.
- Relation to existing collection and other material on the subject.
- Reputation or significance of the author.
- Reviews in professional literature or patron request.
- Accuracy of the item.
- Appearance in standard bibliographies and indexes
- In-print availability.
- Literary merit.
- Locally produced or authored material.
- Price.
- Suitability of reading level, interest level and treatment of subject to the age of the intended audience.
- Use of the material locally as assigned reading, viewing or listening.

- **Selection Tools**

- Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. The librarians regularly depend on the reviews found in standard sources. Other selection aids, such as “Notable Book” lists chosen by the American Library Association, National Book Awards lists, Pulitzer Prize lists, and published lists of bestsellers may also be used as required.

- **Non-Book Materials**

- Non-book items purchased by the library for in-house use or for circulation may include pamphlets, study prints, art prints, computer software, microfilm, compact discs, recordings of books on compact discs, cassette or cd/book kits, games, toys, puzzles, and puppets.
- The acquisition of a variety of non-book materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

- **Weeding**

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand.

- In order to maintain the best possible collection of materials, a continual weeding process takes place. Items are discarded if they are outdated, if

they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.

- A complete weeding of the entire collection is accomplished every five years. Items discarded are plainly marked and may be donated to the Friends of the Library for sale.
- Materials that are removed from the library collection may or may not be made available for public purchase at book sales.

- **Disposal of Surplus Library Materials**

Library property (i. e. print and non-print materials, equipment, supplies and or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

- Books and non-print materials from the library's collection or gift materials may be discarded, sold, or, upon the approval of the Library Director, be given to local philanthropic, educational, cultural, government or other not-for-profit organizations.
- Any other personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, turned in on new equipment or made available for sale in accordance with the policies of the Library's governing body.
- No favoritism shall be shown to library employees, members of the Library Board or members of their immediate families who make bids on or purchase any library item declared surplus.

- **Revision of Selection Policy**

- Because the needs of the community change, this materials selection policy is revised as needed and/or is reviewed at least every five years.

Donations, Gifts and Memorials

- The Winslow Public Library is grateful for gifts, and its collection has been enriched by donations of materials as well as by contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

- **Books and Audio-Visual Materials**

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection.

Some materials cannot be used because any library material, though of value in itself, may be:

- A duplicate of an item of which the library already has a sufficient number
- Outdated--interesting but not of sufficient present reference or circulating value to the library;
- In poor condition--which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation.

The material will be judged by the same standards of selection as those applied to the purchase of new materials.

The Winslow Public Library accepts gift books with the understanding that books which are useful to the library collection will be retained and other books disposed of in whatever manner the librarian deems best.

The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

- **Gift Book Program**

- The Library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the Library can properly honor the generosity, a special form to record the information is used and should be completed.

- **Donations of Art and Other Materials**

- Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

- **Donations – Others, E.G. Monetary**

- The Library welcomes cash contributions, gifts of real property, stocks, and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for

the library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Library Board of Library Trustees.

- **Recognition of Gifts**

- For memorial books to the library, the library may place within the book the name of the donor, if desired.

- **Use of Gifts**

- All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

- **Income Tax Statements**

- The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

- **Restriction**

- No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold, or disposed of in the best interest of the library. All donations are accepted only if, in the opinion of the Library Director and the Board of Library Trustees, they are in the best interests of the library.

- **Form**

- A Gift Agreement Form must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts (see attachments).

Adopted February 17, 2015

Winslow Public Library Programming Policy

The Winslow Public Library offers programs intended to further the Library's mission. The library functions as an intellectual and cultural resource for the community. Programs are a means through which the public can share experiences, appreciate special interests, and exchange information.

General Policy

- The Library will endeavor to include a broad spectrum of opinion and a variety of viewpoints in library-initiated programs and exhibits. At times the library may collaborate on programs not developed by the library that are educational and promote the library's mission.
- The Library will endeavor to include a broad spectrum of opinion and a variety of viewpoints in library-initiated programs and exhibits. At times the library may collaborate on programs not developed by the library that are educational and promote the library's mission.
- All library programs must be open to the public and offered free of charge; for this reason solicitation of donations, including donation jars, is against library policy and is not permitted.
- At the discretion of the Library Director, the following will be permissible at Library-initiated programs or on property governed by Library policy.
 - Fund-raising to benefit the Library, or sponsored by the Winslow Library Volunteers group.
 - The sale of books, CDs, or other items by authors or performers/presenters as part of a Library program.
- Program presenters will be selected from local, regional, and national talent in order to prepare a program schedule that reflects the diversity of the town and the world.
- Requests from individuals to present programs including author readings and signings are considered and weighed against the public's demonstrated interest in the topic, budget, and other allocated resources , as well as the presenter's demonstrated qualifications, expertise, and reputation.
- Decisions on which programs to offer are made by the Library Director, the Youth Services/Technology Librarian, or the Director's designee.

- Every attempt will be made to accommodate all who wish to attend a program. However, when safety, cost, or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.
- In some cases, the nature and success of a program may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and developmental needs. In no case will attendance at a program be limited because the content of the program may be controversial.
- The library does not offer programs of a purely commercial nature. Library programs must have a special educational, informational, or cultural value to the community. Examples of programs that would be considered of a commercial nature include but are not limited to presentations offered for free but with the intention of soliciting future business.
- The library does not offer programs that support or oppose a specific religious conviction. Holiday programs may be offered.

Outside Groups

A distinction must be made between programs which are initiated by the library and programs initiated by groups outside the library.

- The library promotes the free and open exchange of ideas. The Library does not attempt to control or be responsible for the content for programs it does not initiate.
- It recognizes that the group bringing the program to the Library is responsible for its content and execution.
- Library sponsorship of a program and opinions expressed by individuals and groups presenting the program do not constitute or imply an endorsement or a reflection of its policies, beliefs, or program by any library personnel or by the Winslow Public Library Board of Trustees or the Friends of the Winslow Public Library, or by the Town of Winslow

Advertising and Publicity for Events Not Sponsored by the Library

- Advertising and publicity must include a contact phone number for the group and/or individual responsible for the program and must not include the Library's phone number.
- The Library's name may be used only in reference to location, not sponsorship or affiliation, unless the Library is an official sponsor or co-sponsor of the event.

- When the Library is not sponsoring the meeting room program or event, any announcements or advertisements to publicize a meeting, program, or event to be held in the meeting room must include the following disclaimer: “The Winslow Public Library is not sponsoring or endorsing this program or any goods or services offered.” In addition, a draft of any announcement or advertisement (including posters, flyers, newspaper, internet or other communication) must be approved by the Library director or his/her designee at least one month in advance of publicizing. A copy of the final advertisement must be received by the Library.

Adopted February 2019

Disruptive Behavior Policy

It is the policy of the Winslow Public Library to provide a safe and appropriate environment to facilitate the public's use of the library's services and resources.

When the behavior of a patron disrupts or interferes with the use of the library by other patrons, or when behavior interferes with a staff member's completion of his/her duties, the following progressive steps will be taken.

Warning Procedure

1. The staff member will issue a verbal warning, with the statement that the person(s) will be told to leave if the behavior in question does not cease.
2. If the disruptive behavior continues after the verbal warning, the staff member will tell the person(s) to leave the building and the grounds.
3. If there is difficulty in getting the person(s) to leave the building or the grounds, the staff member will call the police.

All instances of eviction and notification of police will be documented by the library staff.

Behaviors which will result in warnings and then evictions from the library and its premises

- Throwing things, running, chasing, screaming, yelling, or shouting (Outside the need for reasonable accommodations).
- Bullying or bothering other people.
- Violation of library rules regarding the proper use of materials and equipment.
- Inappropriate, foul or vulgar language.
- Inappropriate use, marring, or rearranging of library furniture, fixtures or equipment.
- Solicitation of library patrons or staff for money, products, services or causes.
- Solicitation of library patrons or staff for the signing of political, religious, or other petitions.
- Inappropriate public display of physical affection.
- Violation of any town, state or federal law.
- Engage in behavior that endangers patrons or staff or that creates a hazardous situation. For example: Skateboarding in the library or parking lot.

Any time a staff member feels that a patron's behavior is threatening to the immediate safety of other patrons or staff members, the staff member will call the police immediately.

Behaviors which will result in the immediate calling of the police

- Hitting or striking another person.
- Threats of violence to oneself or others.
- Theft of or vandalism to library materials or property or to the personal property of library patrons or staff.
- Disrespectful attitudes or language, goading, teasing or other types of harassment of library patrons or staff.
- Loitering or remaining on library grounds after eviction from the building.

Procedures specific to minors

- A minor who has been evicted from the building more than twice or whose disruptive behavior has resulted in the summoning of the police will not be allowed to use the library again unless accompanied by a parent or guardian.
- When possible, a letter will be sent to the parent or guardian stating this policy. The minor will be allowed to use the library again without parental supervision only when mature, lawful behavior is demonstrated.

Children's Area Policy

The Winslow Public Library provides a number of spaces designed for the use of patrons and visitors.

To support the unique developmental, recreational, educational, and social needs of youth, the Library offers a Children's area exclusively for the use of young patrons and their caregivers and teachers. This area is not available for the use of non-youths during Library operating hours.

The Children's area is the Winslow Public Library's space for use by children and their teachers and caregivers. The Children's area offers youth a safe, supportive, and positive space in which they can find age- and developmentally- appropriate information and recreation resources.

- **General Policies**

- While patrons of all ages are welcome to access the materials (books, DVDs, graphic novels, and audiobooks) in the Children's Room, adult use of the space is limited to browsing materials.
- Children age 12 or younger should use the computers in the Children's area. Patron's older than 12, should use the Adult computers provided by the library.

- **Exceptions**

- Exceptions may include family members and adult caregivers accompanying a child.
- Exceptions may also include persons for whom the materials and facilities located in the Children's area are the most developmentally-appropriate.
- People over the age of 12 who are not one of the above exceptions may be asked by Library staff to leave the Children's Area at any time during Library operating hours.

Patrons who have questions about any Winslow Public Library policy are encouraged to speak to the library Director or one of our staff.

Thank you for supporting this youth-friendly environment!

Safe Child Policy – Winslow Public Library

The Winslow Public Library welcomes children to use the library and its services and encourages parents to enjoy the library with their children.

The following policy has been adopted to clarify for parents, children and staff, the concern the library has for the well-being of its patrons.

- Children and young people are welcome at the library for any period during which they engage in appropriate activities which include: doing homework, reading, browsing for books or other library materials, using the computers, researching, writing and thinking.
- The responsibility for the safety and behavior of children visiting the library rests with the parent/guardian or assigned chaperone, not with the library staff.
- Children under the age of 12 may not be left in the library unattended nor may they be left at the library or on its grounds at closing time.
- Children under the ages of ten are expected to be in the immediate presence and under the control of the parent/guardian//chaperone who is responsible for supervising the safety and behavior of their children while in the library or on the library grounds.
- All children must be picked up at the library prior to closing time. If a parent or guardian cannot be contacted within 15 minutes of closing time, the Winslow Police Department will be called and the child will be placed in their custody.
- Library staff has been charged by the Board of Trustees with the responsibility to enforce this policy. Use of the library may be denied for due cause.

Winslow Public Library Internet Use Policy

The Winslow Public Library's electronic resources may be used only for purposes that are legal and conducive to a public environment.

Failure to abide by the provisions of this policy will result in the loss of library privileges including, but not limited to, use of the library computers and WIFI. Illegal acts involving the public computers and WIFI will be subject to prosecution by local, state and federal authorities.

Acceptance of Policy

- Signing in and/or use of Winslow Public Library computers or WIFI is considered de-facto acceptance of the policies below.

Filters

- To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
- As required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Safety

- Unauthorized disclosure, use, and dissemination of personal identification information regarding users, to the extent practical, shall be taken.
- Steps to promote the safety and security of users of the Winslow Public Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes unauthorized access, including hacking and other unlawful activities.

Minors

- As with other library resources, restriction of a minor's access to the internet is the responsibility of the parent or legal guardian.

- It is the responsibility of the parent or guardian of a minor to monitor his or her child's activities while utilizing library computer and Internet resources, not those of the library staff or volunteers.
- Parents or guardians are encouraged to take an active role in the instruction of appropriate and ethical uses of the library's computer and Internet resources.

User Responsibilities

- Sign in at the circulation desk in order to use the library's computers or to use our WIFI with your personal device.
- Abide by 1 hour time limit for library computers.
- Pay for all printed copies (20 cents/page b&w, 50 cents/page color). 30 page limit
- Do not change settings, wallpaper, etc.; do not save/download; do not install hardware/software.
- Do not shut down computers; return to Winslow Public Library home page when finished.
- Patrons may save to their own memory sticks (the Library is not responsible for loss or damage).
- The user is responsible for any damage resulting from connection of users' personal computer equipment or peripherals to library computers.
- Privacy cannot be guaranteed; all computers are in public areas and must be used as such.
- Any copyright law infringement by the patron is solely his/her responsibility.

Unacceptable Uses

- The viewing of sexually graphic and/or explicit materials is expressly prohibited on Winslow Public Library computers and WIFI.
- Users may not use computers or WIFI for illegal or criminal activity including the sending or receiving, printing or displaying of child pornography.
- Harassment of other computer users (here or at any other location); unauthorized access to accounts of others; libel or slander of others; solicitation of minors; hacking; spamming are all prohibited.
- Violation of computer security or software license agreements is prohibited.

Approved by Winslow Public Library Board of Trustees Sept. 16, 2014

Winslow Public Library Wireless Access (WIFI) Policy

The Winslow Public Library will not be held responsible for any damages, direct or indirect, to your laptop/notebook, PDA or other wireless device, occurring as a result of the use of our electronic resources.

Acceptance of Policies

- Signing in and/or use of Winslow Public Library computers or WIFI is considered de facto acceptance of the Winslow Public Library Wireless Access Policy and of the Winslow Public Library Internet Use Policy.
- Acceptance of the conditions below is a requirement for access to the Winslow Public Library wireless network.

Wireless Computer Usage Agreement

- I understand that the Winslow Public Library wireless network is an “open network” which means that information transmitted on this network is unencrypted and unsecured.
- I further understand that connecting to the Winslow Public Library Wireless Network is at my own risk and I agree that the Winslow Public Library shall have no liability for any damages, direct or indirect, occurring as a result of the use of Winslow Public Library electronic resources.
- I understand that Winslow Public Library staff can provide only basic technical assistance for wireless connectivity.
- I agree that I will not use Winslow Public Library computer resources unlawfully. This includes, but is not limited to, using Winslow Public Library resources to violate copyright agreements, harass others through the Internet, or exploit security holes in computers or networks.
- I agree not to tamper with Winslow Public Library systems or settings in any way, nor will I save or download programs or files to the network.
- I understand that I will be using my electronic equipment in a public area and that privacy cannot be guaranteed. I agree not to view sexually graphic and/or explicit material, as this is prohibited on Winslow Public Library computers.
- I agree that if I do not comply with these rules, I will be held liable for any damage my actions may cause and understand that my privilege to use the Winslow Public Library's wireless computer resources may be revoked.
- Printing is not available through the wireless network.

Approved by the Winslow Public Library Board of Trustees Sept. 16, 2014

Winslow Public Library Designated Borrower Policy & Form

WPL Patrons may authorize a person they trust to select, pick up and return library materials on their behalf.

- Designated borrowers must have their own picture IDs and the applicant's library card whenever they wish to borrow materials for the applicant.
- A message will be placed in the patron's record identifying the designated borrower.
- Please note that applicants are responsible for fines if materials borrowed for them are not returned on time.
- Patrons wishing to designate a borrower must fill-out and sign the form below for each designated borrower.

Form

Date: _____

Patron Name: _____

Patron Address: _____

Library Card #: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Patron Signature: _____

Length of permission: _____

Designee Name: _____

Relationship to Borrower: _____

Designee Signature: _____

If a patron does not designate an end date to permissions, this form will need to be renewed every 2 years. These permissions may be revoked by the patron on the library director at any time.

Winslow Public Library Borrower's Card Policy for Group Home Residents

At the Winslow Public Library, we welcome and support all people in their enjoyment of reading and pursuit of lifelong learning. Working together, we strive to provide equal access to information, ideas and knowledge through books, programs and other resources. We believe in the freedom to read, to learn and to discover.

The Winslow Public Library recognizes the unique challenge residents of group homes have in meeting the requirement to provide identification that establishes Winslow residency (driver's license, addressed mail, etc.).

To address this special circumstance, applicants (adult or children) who reside in a group home (located in the Town of Winslow) may obtain a Winslow Public Library borrowers card by having a representative of the group home fill-out and sign a Group Home-Patron Application form in addition to the standard Patron Application card.

- This form states that the individual is a resident of that group home and that the group home agrees to be responsible for all items checked out and for all fines/fees on the library card.
- Library cards given to residents of group homes are valid for 12- months and can be renewed annually by a representative of the group home.
- Patron privileges and responsibilities are the same as outlined in the Library's circulation policy.

Group Home-Patron Application Form

Patron Name: _____

Date: _____

Name of Group Home: _____

Address of Group Home: _____

Name of Representative: _____

Signature: _____

Library Use Only

Patron Type: _____

Patron Barcode #: _____

Expiration Date: _____

Winslow Public Library - Service Animal Policy

Policy

Winslow Public Library's Service Animal policy is based on the Maine Human Rights Act and is, by definition, is a place of public accommodation (an establishment that is open to the general public that offers services to, or by soliciting/accepting patronage from, the public.)

Visitors accompanied by a Service Animal (a dog or miniature horse as defined by federal law) are welcome in all public areas of the library. Assistance Animals are not permitted in the library.

Library staff may ask 2 questions to determine if a dog is a service animal.

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

Library staff may ask a person with a disability to remove a service animal from the premises under two circumstances.

1. If the animal is out of control and its handler does not take effective action to control it.
2. The animal is not housebroken.

Maine Human Rights Act (MHRA) Definitions

- **Places of Public Accommodation:** The Maine Human Rights Act ("MHRA") requires that a place of public accommodation ("PA") allow the use of service animals by individuals with disabilities. While there are some exceptions, the general rule is one of inclusion, requiring that the PA allow the service animal to be present.
- **Access:** People with disabilities must be allowed to be accompanied by their service animals in all areas of a place of PA where the public, clients, customers, patrons, and invitees, or others are able to go.
- **Service Animals:** A "service animal" is a DOG that has been individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals are NOT considered service animals in the context of PAs. A service animal is an aid that helps a person with a disability access services, like a wheelchair or cane. Service animals are NOT PETS.

- **Assistance Animals:** This is a definition added to the MHRA in September 2016, to clarify what animals must be allowed in housing versus public accommodations. For HOUSING purposes ONLY, an assistance animal is an animal – not necessarily a dog- that is either determined necessary to mitigate the effects of a mental or physical disability by a physician, psychologist, physician assistant, nurse practitioner or licensed social worker or is individually trained to do work or perform tasks for the benefit of an individual with a physical or mental disability.
- **PAs vs. Housing:** The category of animals which PAs must allow (service animals) is much more restrictive than the category of animals which must be allowed in housing (assistance animals). PAs need only allow dogs individually trained to perform a disability-related task.
What can a PA ask a person with a Service Animal?
- **Questions:** A PA may ask ONLY TWO QUESTIONS to determine if a dog is a service animal.
 - Is the animal required because of a disability?
 - What work or task has the animal been trained to perform?
 - These are the ONLY permissible inquiries that may be made.
- **Circumstances for the Removal of a Service Animal:** A PA may ask a person with a disability to remove a service animal from the premises if:
 - The animal is out of control and its handler does not take effective action to control it.
 - The animal is not housebroken.

Winslow Public Library - Meeting Room Policy

Individuals or groups wishing to hold a meeting in the library's meeting rooms are required to make reservations in advance and complete and sign a room reservation form which is available at the desk and on the library web site.

Guidelines for Reserving Rooms

- The room reservation form must be filled out and signed by an adult at least 18 years of age, who will be responsible for adherence to the policy.
- The meeting rooms are available for use by community and nonprofit organizations for educational, cultural, intellectual, governmental, or charitable meetings, forums, presentations, and similar activities.
- The library director shall review and approve or deny all applications to use the Library's meeting rooms. The library may refuse the use of the meeting room whenever in the library director's best judgment such use does not conform to the terms or intent of this policy and/or any other library policies and procedures.

Guidelines for Use of Meeting Rooms

- Rooms may not be used for:
 - Any purpose that interferes with the regular operation of the library
 - Programs involving sales, advertising, solicitation or promotion of commercial products or services
 - Personal, company or family parties or similar activities.
 - Any illegal activities.
- The only fund raising events permitted in the meeting rooms are those which are sponsored by the library or other organizations affiliated with the library.
- Participants must be admitted to all meetings free of charge.
- Attendance at a meeting may be no more than 50. The Josiah Hayden Room accommodates approximately 15.
- Library use of the meeting rooms will be given first priority. The library reserves the right to cancel a reservation by the general public with at least a one week notice whenever the room is needed for library purposes.
- The meeting rooms are available for use from opening time until 15-minutes before closing time.

- The library staff is not responsible for the supervision of children while adults are attending meetings. A copy of the Library's policy on unattended children is available upon request.
- Use of tobacco products and alcoholic beverages are not permitted on the library's premises.
- Nothing may be attached to walls, ceilings, doors, or furniture of either of the rooms.
- Neither the name nor the address of the library may be used as the address for groups or organizations using the meeting room.
- Failure to abide by these regulations will result in the denial of future use privileges.
- As a courtesy, the library staff will try to set up the meeting room in a manner convenient to those using it. If library staff cannot do so, however, the group using the room shall be responsible for any take down and/or set up it requires. The group using the room shall leave the room in a neat and orderly condition, the same condition in which it was found.

Cancellations

If an event is cancelled the meeting room user shall contact the library staff as soon as possible. If weather is inclement, the library may close early. Staff will try to reach the contact person to inform them as soon as possible.

Library Hours of Operation

- M-W-F, 9 a.m. – 7 p.m.
- W & Th. 1 p.m. – 7 p.m.
- Saturdays, 9 a.m. – 1 p.m. (Closed July & August)

Approved 3-27-2019

Winslow Public Library Meeting Room Use Application Form

Name of Organization: _____

Contact Person: _____

Address: _____

Telephone

Day: _____ **Evening:** _____

Cell: _____

E-mail: _____

Date needed: _____ **Time: from** _____ **to** _____

Room requested: Meeting Room_____ **Josiah Hayden Room**_____

Both_____

Number of people expected: _____

I have read the meeting room policy and assume responsibility for compliance with the rules. (You must confirm availability of room **by phone** before submitting form.)

Signature: _____

Date: _____

~~~~~ **Staff Use Only** ~~~~~

**Application Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Winslow Public Library American Girl Doll Circulation Policy**

- Borrowing period will be one week.
- The doll may be checked out at the library, and reserves can be placed.
- The doll must be returned during open library hours. Please do not put her in the book drop.
- The kit comes with a doll, two changes of clothing, a comb, a brush and two pairs of shoes.
- The doll also comes with and the first book of the doll's corresponding series and a journal. This journal is for you to record her adventures!
- You may brush and style the doll's hair, but please do not cut or shampoo her hair.
- Please do not attempt to clean the doll. If you feel this is absolutely necessary, contact the library to ask about the proper way to do so.

March 2014

**Winslow Public Library-Exhibition Insurance Form**  
Page 1

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**Name:**

---

**Phone:**

---

**email :**

---

**Street Address:**

---

**Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

---

**Name of Show:**

---

**Dates of Show:**

---

---

**Type of Exhibit (Art, Photography, Sculpture , Other):**

---

|     | <b>Title of Piece</b> | <b>Medium</b> | <b>Values(\$)</b> |
|-----|-----------------------|---------------|-------------------|
| 1.  |                       |               |                   |
| 2.  |                       |               |                   |
| 3.  |                       |               |                   |
| 4.  |                       |               |                   |
| 5.  |                       |               |                   |
| 6.  |                       |               |                   |
| 7.  |                       |               |                   |
| 8.  |                       |               |                   |
| 9.  |                       |               |                   |
| 10. |                       |               |                   |
| 11. |                       |               |                   |
| 12. |                       |               |                   |
| 13. |                       |               |                   |
| 14. |                       |               |                   |
| 15. |                       |               |                   |
| 16. |                       |               |                   |

---

**Signature:**

---

**Date:**

---

|            | <b>Title of Piece</b> | <b>Medium</b> | <b>Values(\$)</b> |
|------------|-----------------------|---------------|-------------------|
| <b>17.</b> |                       |               |                   |
| <b>18.</b> |                       |               |                   |
| <b>19.</b> |                       |               |                   |
| <b>20.</b> |                       |               |                   |
| <b>21.</b> |                       |               |                   |
| <b>22.</b> |                       |               |                   |
| <b>23.</b> |                       |               |                   |
| <b>24.</b> |                       |               |                   |
| <b>25.</b> |                       |               |                   |
| <b>26.</b> |                       |               |                   |
| <b>27.</b> |                       |               |                   |
| <b>28.</b> |                       |               |                   |
| <b>29.</b> |                       |               |                   |
| <b>30.</b> |                       |               |                   |
| <b>31.</b> |                       |               |                   |
| <b>32.</b> |                       |               |                   |

**Signature:**

**Date:**

## Winslow Public Library-Material Reconsideration Policy

If patrons wish to file a complaint about library materials, Form I, Complaint About Library Materials, should be completed and returned to the Library Director.

### Procedure for Form I

- This form stays on file with the Library Director.
- The Library Director will examine the material, as well as critical reviews of the material.
- Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.

If patrons wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out **Form II, Request for Reconsideration of Library Materials** and return it to the Library Director.

### Procedure for Form II

- When Form II is completely filled out and returned to the library, the Library Director will review the complaint and the material to determine whether the item should remain or be removed from the collection, consulting with the Youth Services Librarian if the material is from the children's/young adult collection.
- The Library Director will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the disposition of the material in question. The letter may also include a statement inviting the patron to the library to discuss the matter with the Library Director.

After an interview with the Library Director, a patron desiring further action can make a request in writing for a hearing before the Board of Library Trustees, who has final authority.

Approved by Board of Trustees June 2013

**Winslow Public Library**  
**Form I - Complaint About Library Material**  
Page 1

**Material Title:** \_\_\_\_\_

**Author:** \_\_\_\_\_

**Barcode #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Patron Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Complaint Represents:** Individual \_\_\_\_\_ Organization: \_\_\_\_\_

**Reason for Complaint:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Patron Signature:** \_\_\_\_\_

**Took Form II:** Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Date Form II Returned:** \_\_\_\_\_

**Winslow Public Library**  
**Form II - Request for Reconsideration of Library Materials**  
Page 2

**Author:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Publisher or Distributor:** \_\_\_\_\_

**Barcode #:** \_\_\_\_\_

**Request Initiated by:** \_\_\_\_\_

**Library Card #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Request represents:**

- *Individual:* \_\_\_\_\_
- *Organization (list name):* \_\_\_\_\_
- *Other (list name):* \_\_\_\_\_

**Details about Challenged Title**

*Please answer all questions*

Have you read or viewed the entire work? \_\_\_\_\_

If not, what parts? \_\_\_\_\_

To what in the material do you object? (Please be specific; cite pages or sections.)

\_\_\_\_\_

---

What good or valuable features do you find in the material? \_\_\_\_\_

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What do you believe is the theme of this work? \_\_\_\_\_

---

What do you feel might be the result of reading or viewing this material?

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---

Have you read any reviews of this material? \_\_\_\_\_

If yes, specify: \_\_\_\_\_

---

Do you think this material would be more appropriate for a different age group?

Please explain: \_\_\_\_\_

---

What would you like the library to do about this material? \_\_\_\_\_

---

Can you recommend other material that would convey as valuable a picture?  
and /or perspective of the subject treated? \_\_\_\_\_

If yes, please specify: \_\_\_\_\_

---

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_