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JTL BYLAWS – 2/15/22
Reviewed/Revised: 1/17/24; 4/17/24

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Revised: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Bylaws of the Board of Trustees

ARTICLE I – NAME AND AFFILIATION

The name of this organization shall be *The Board of Trustees of the Jonathan Trumbull Library of Lebanon, Connecticut.*

The Library Board of Trustees is a public agency of the town of Lebanon, charged with administering the operation of the Jonathan Trumbull Library.

The library is funded, per Connecticut State Statutes for libraries, by the town of Lebanon and various trust funds. Bills are paid by the Town Treasurer from money allotted to the library account.

ARTICLE II – OBJECTIVES

Our goal is to provide books and other materials for the enrichment, enjoyment, and educational needs of the residents of Lebanon as well as provide a space for the community to come together.

ARTICLE III – BOARD OF TRUSTEES

Membership on the Board of Trustees is determined by municipal election as per Connecticut State Statutes. The Board consists of nine members. Every two years, one-third of the membership will be up for election for a term of six years. Newly elected members of the Board of Trustees must present themselves to the Town Clerk to be sworn into office after their election before they may assume their duties. The term of a newly elected member begins on the second Tuesday following the municipal election. (This is usually fourteen [14] days after the election.) Any resignation of a member of the Board should be submitted, in writing, to the Chairman of the Board of Trustees with a copy to the Town Clerk. The Board of Selectmen will then act to fill the vacancy.

ARTICLE IV – LIBRARY STAFF

The Board shall appoint a competent, qualified Library Director who shall be the administrative officer of the library on behalf of the Board and under its review and direction. The Library Director shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books and materials in keeping with the stated policy of the library, for the efficiency of library service to the public, and for its financial operations within the limitations of the budgeted appropriation.

All staff will be hired by the Board of Selectmen, under guidance by the Library Director.

ARTICLE V – OFFICERS

The Board shall elect the following officers:

- Chairman
- Vice Chairman
- Secretary

Officers shall serve a term of two years, or until their successors are duly elected. Officers shall be elected at the regular meeting of the Board of Trustees that immediately follows the Town election. In the

event that the regular meeting falls within the fourteen (14) day waiting period, a special meeting will be held after the fourteen (14) days.

Section I – Duties of Officers

Chairman

1. Presides over and conducts meetings of the members of the Board of Trustees; authorizes calls for special meetings.
2. Appoints special committees and is an ex-officio member of all committees except the nominating committee.
3. Oversees functioning of the library by working closely with the Library Director, and acts as liaison with the Town.
4. Warns all meetings with the Town Clerk.
5. Files the agenda on the Town website.
6. Is responsible for all correspondence.
7. Notifies the Town Clerk of the schedule of regular meetings of the Board of Trustees for the following year, no less than thirty (30) days prior to the January meeting as required by state statute.
8. Reads correspondence or reports the substance of it at meetings.

Vice Chairman

1. Performs the duties of the Chairman in his/her absence.

Recording Secretary

1. Notifies all members of meetings.
2. Records attendance at all meetings.
3. Keeps a true and accurate record of all meetings of the Board of Trustees.
4. Files minutes - Following the meeting, minutes must be filed on the Town Hall website within seven (7) days. Votes taken at the meeting (motions passed) must be available to the public within forty-eight (48) hours of that meeting.
5. Performs such other duties as are generally associated with that office.

Sub/Standing Committees

1. Chairman of the Board of Trustees is ex-officio member of and shall preside over all committees except the nominating committee.
2. Chairman shall warn all committee meetings as special Board Meetings, and file on the Town Hall website with the date, place, and agenda twenty-four (24) hours in advance of a meeting.
3. In the absence of the Chairman, the standing committee must elect a chairman after calling the meeting to order.
4. A secretary will be appointed by the Chairman for each meeting.
5. The chairman of a committee may vote on all questions.
 - a) The minutes of standing committees must be filed on the Town Hall website within seven (7) days of the special meeting.

ARTICLE VI – MEETINGS

Regular meetings of the Board of Trustees will be held on the third (3rd) Wednesday of each month. Special meetings will be held at the call of the Chairman or by written request of three (3) members to the Chairman.

1. Every meeting must have an agenda filed on the Town Hall website at least twenty-four (24) hours before the meeting is to be held.
2. Following the meeting, minutes must be filed on the Town Hall website within seven (7) days. Votes taken at the meeting (motions passed) must be available to the public within forty-eight (48) hours of that meeting.
3. Special meeting agendas must specifically state each item to be discussed.
4. Executive session can only be used for specific purposes, such as litigation or personnel matters. The motion to go into executive session must state the purpose of the session. No motions or votes can be taken during executive session.
5. A quorum shall consist of a majority of the current Board membership for regular and special meetings.
6. At the September meeting in the election year, the Board will appoint a Nominating Committee of three (3) individuals. The Nominating Committee shall present a slate of officers at the November meeting, at which time the election of officers will take place. Term of office will be two (2) years. Term of new officers will begin immediately following the November meeting.
7. Conduct of meetings: *Robert's Rules of Order* will be the governing authority unless in conflict with Freedom of Information Act, when FOIA takes precedence. FOIA rules are in place regardless of Robert's Rules of Order being to the contrary. (new language)

ARTICLE VII – COMMITTEES

1. At the November meeting the Board shall appoint permanent standing committees Term will be two (2) years.
2. Ad Hoc committees are created when deemed necessary. (new language)
3. For standing committees, quorum shall consist of a majority of the current standing committee membership.
4. No committee, Chairman, Vice Chairman, or member of a committee shall make any contract, incur any indebtedness, obligation, or liability in the name of the Jonathan Trumbull Library without the approval of the Board of Trustees.
5. The Bylaws Committee shall meet annually to review Bylaws and report to the Board.

ARTICLE VIII – AMENDMENTS

1. These Bylaws may be amended, by the amendment being submitted in writing to the Chairman, who will distribute them to the Board for discussion and action at the next meeting. They may be amended at any time by an affirmative vote of six (6) members at the next board meeting.
2. These revised Bylaws supersede all previous Bylaws.

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Role of the Board of Trustees – Duties and Responsibilities

1. Determine the purpose of the library and secure adequate funds to carry on the library program.
2. Know the program and needs of the library in relation to the community.
3. Keep abreast of standards and library trends. Be aware of the services of the Connecticut State Library Division of Library Development, Cooperating Library Service Units, and State Library Service Centers.
4. Establish, support, and participate in a planned public relations program.
5. Attend all board meetings and see that accurate records are kept.
6. Be represented, whenever possible, at regional and state library trustees meetings and workshops, as notified by Library Director.
7. The Board will adopt written policies to govern the operation and programs of the library. The Library Director will be responsible for administering daily operations of the library, including personnel, collection development, fiscal, physical plant, and programming functions.
8. The Board of Trustees and the Library Director should be familiar with and comply with local, state, and federal laws that affect library operation, such as minimum wage, hiring practices, criminal theft of library materials, privacy, Freedom of Information Act (FOIA), etc.
9. The Budget Committee, assisted by the Library Director, plans the proposed and revised budget. All budgets are presented to the entire Board of Trustees for approval.
10. The Board shall review the current status of the library budget at the regular trustee meetings in January, March, September, and November, when the Library Director reports current expenditures and income.
11. The Board of Trustees will recruit and employ a qualified Library Director and maintain an ongoing performance appraisal process for the Library Director.
12. The Board of Trustees is the governing body of the library, and is responsible for all facets of library operations.

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Library Mission Statement

The mission of the Jonathan Trumbull Library is to provide materials, information, and services for the enrichment, enjoyment, and educational needs of the residents of Lebanon as well as provide a space for the community to come together.

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Library Policies

Amendments to policies may be made at any time by an affirmative vote of six (6) members at a subsequent board meeting.

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Collection Development Policy

1. Purpose

This policy of the Jonathan Trumbull Library (the "Library") provides direction for the growth and development of collections. The Library strives to select, acquire, curate and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the Avon community. It also addresses collection maintenance, and replacement and weeding of materials. The Library makes every effort to provide the community with a collection that reflects a wide range of views, expressions, opinions and interests. Specific acquisitions may include items that may be unorthodox, unpopular or controversial in nature. The Library's acquisition of such items does not constitute endorsement of their content but rather allows for their free expression.

2. Collection Development Goal

The library shall provide free access to quality materials that are appropriate to the needs of the population served by the library. These needs include, but are not restricted to, informational needs, leisure interests, reading needs, and resources that support educational needs.

3. Intellectual Freedom

The library subscribes to the Library Bill of Rights, Freedom to Read Statement, and the Free Access to Libraries for Minors Statement, which have been adopted by the American Library Association. These are included in the appendices to the policies of the library.

4. Population Served

The Jonathan Trumbull Library serves all sectors of the Lebanon community regardless of religious, racial, social, economic, or political status, age or sexual orientation. Through participation in the State BorrowIt CT Program, the Jonathan Trumbull Library also serves any resident of the State with a valid Connecticut library card.

5. Roles and Responsibilities

The Library Board delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director and staff. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director. Consortium-level collections may be governed by an additional set of collection criteria.

6. Responsibility of Parents

The responsibility for library materials chosen by a child rests with the parents or guardians of the child and not with the library staff. It is also the responsibility of the parent or guardian to see that any overdue or replacement fees incurred by a child are paid.

7. Procedures

a) Selection

In order to build and maintain its high quality collection the Library applies the following general criteria when considering materials for acquisition:

- i) Public demand, interest or need
 - ii) Accuracy and effectiveness of material
 - iii) Anticipated potential for long-term public interest
 - iv) Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications
 - v) Prominence and credibility of author and publisher
 - vi) Relation to existing collection and other material on the subject
 - vii) Timeliness and importance of material as a document of the times; current or historical significance of the author or subject
 - viii) Availability and affordability
 - ix) Compatibility of format for Library use
 - x) Value as resource material
 - xi) Suitability of subject or style for intended audience
 - xii) Local origination or particular relevance to Lebanon and the region
 - xiii) Public's ability to procure item from alternative sources
 - xiv) Availability of electronic bibliographic records
- b) Selection of materials is based on the professional knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given serious consideration. Staff will determine which will be acted upon.
- c) Textbooks will generally not be considered for the collection unless they are the best or only available source of information in their subject area and serve the general public and adult learning community. The Library does not purchase multiple copies of textbooks for use by students, a responsibility of the Board of Education.
- d) Self-published books by local or Connecticut authors will be considered for the Library collection if they are donated, meet the Library's standards of quality, and are determined to be of suitable interest to the public.
- e) Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.

8. Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

9. Weeding

Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community standards, or in poor condition. At the Library weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful. Weeded materials in good condition may be sold, donated, or

disposed of however the Library deems appropriate. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for so doing.

10. Gifts

The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the Friends of the Jonathan Trumbull Library or other non-profit organizations. See the Library's Gifts Policy for more information.

11. Materials

- a) The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.
- b) Responsibility for the reading, listening and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children.
- c) Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.
- d) The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 11/28/23
Reviewed: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Request for Reconsideration of Material Policy

1. Any resident of the Town of Lebanon may request to have selected material reconsidered. Material will not be removed from the shelves if a controversy arises over it. The material will remain available while the procedures for reconsideration of material are followed.

2. Procedure:
 - a) The patron will explain the objection to the material to the Library Director.
 - b) The Library Director will provide a copy of the selection policy to the patron initiating a reconsideration of material and explain why that material was chosen.
 - c) If the material still is challenged, a Form for Patron Request for Reconsideration of a Work will be given to the patron to fill out (included as Appendix H).
 - d) The Library Director will review the form and reply to the patron.
 - e) If further reconsideration is requested by the patron, the Form for Patron Request for Reconsideration of a Work will be forwarded to the Library Board of Trustees.
 - f) The Library Board of Trustees will review the form and the material being challenged and respond to the patron when the review is completed.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Gifts Policy

1. The Board of Trustees encourages gifts to the library consistent with the library's mission and policies. Donations are not intended to replace regularly budgeted expenditures; however, private resources can extend and enrich library services.
 - a) The Director may accept or reject gift books or other items for the library collection as he/she feels are appropriate. The Director is authorized to accept gifts of cash, or check made out to the Jonathan Trumbull Library.
 - b) The Library Director will discuss with the Board gift items other than books, or monetary donations of more than \$1,000. Acceptance of items that would impact the appearance of the building, such as furniture or art will be a joint decision of the Director and the Board of Trustees.
 - c) If requested, anyone giving a donation may receive written verification (Appendix K) of their gift. No monetary value will be placed on the gift by the library, unless such gift is a monetary donation.
 - d) All donations are considered outright and unconditional to be used or disposed of at the library's discretion. A gift to the library may not be reclaimed by the donor or his/her heirs. Any proceeds derived from the disposal of a gift may be used at the discretion of the Library Director and Board of Trustees.
 - e) Gift items may be removed from the library at any time at the discretion of the Library Director and the Board of Trustees.
 - f) A copy of the 'Jonathan Trumbull Library Gifts Policy' will be given to anyone upon request.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Circulation Policy

1. The Jonathan Trumbull Library is the Principal Public Library for all residents of Lebanon, Connecticut. As such, all residents are entitled to borrow materials without fee.
2. The Jonathan Trumbull Library is a participant in the borrowIT CT program. Under this program, all nonresidents with a valid library card from the town where they reside may borrow materials from the Jonathan Trumbull Library without fee.
3. All borrowers will be registered in the library's ILS (Integrated Library System).
 - a) Resident borrowers will be issued a library card upon registration and must present the card in order to borrow materials. A fee of \$2.00 will be charged for replacement of a lost library card.
4. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This will ensure that materials will be available for circulation to all patrons. Magazines are loaned for a two-week period and "NEW" books are loaned for a three-week period. "NEW" books may not be renewed.
5. Patrons are responsible for the replacement of any lost or damaged library materials.
6. DVD circulation policy:
 - a) Fiction DVDs are loaned for one (1) week
 - b) "NEW" DVDs are loaned for one (1) week
 - c) There is a limit of three (3) "NEW" DVDs at one time per cardholder.
 - d) Nonfiction and Series ("SET") DVDs are loaned for two (2) weeks.
 - e) DVDs may not be renewed.
 - f) DVD's are loaned to patrons for their personal use only. No DVD may be used for public viewing purposes without proper licensing.
 - g) The library does not assume responsibility for damage or alleged damage to a borrower's equipment by library materials.
 - h) DVDs should be returned in the special drop for DVDs, not in the book drop, when the library is closed.
7. Teachers may borrow books for school use. Teachers and homeschoolers may borrow library materials for six (6) weeks. They may renew the materials once for three (3) weeks.
8. Policy for passes to museums, aquariums, etc.:
 - a) One pass per family per visit may be borrowed.
 - b) Person signing out pass must be at least eighteen years old.
 - c) Passes are loaned for three (3) nights but patrons are encouraged to return them as soon as possible.
 - d) There is a \$5.00 per day overdue fine on passes.
 - e) Passes may be returned in book drop.
 - f) Patrons are encouraged to reserve passes up to one week in advance.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Computer and Internet Safety Policy

1. Jonathan Trumbull Library ("the Library") offers free access to computers and the internet in accordance with its mission statement. This policy establishes guidelines for responsible use of supportive technology.
2. Key Definitions:
 - a) The internet is a global computer network providing a variety of communication and information facilities.
 - b) Wi-Fi is a family of network protocols that allows computers and other devices to connect wirelessly to the internet and to each other.
3. Scope:
 - a) This policy applies to all who use the Library: patrons, staff, and the visiting public, whether using the Library's computers or personally owned devices.
4. Roles and Responsibilities:
 - a) The internet enables access to a wide variety of valuable resources. As an unregulated worldwide network, it also includes material which is inaccurate or controversial, as well as material which may be offensive or harmful to some. The Library does not and cannot monitor or control information found on the internet and is not responsible for its content.
 - b) Internet users are responsible for appropriate computer use, which includes but is not limited to, being considerate of others when accessing potentially offensive information and images. Workstations are located in public areas shared by library users of all ages, backgrounds and sensibilities. The space surrounding the workstations is "public space" and internet users are subject to the Library's policy and rules regarding behavior.
 - c) Inappropriate or unusually heavy use of the network which could cause detrimental effect to the network or connected devices is not allowed.
 - d) To encourage a safe and appropriate environment for minors, internet filters may be employed on computers used primarily by children or teens. All users have the right to use unfiltered workstations in the adult department. Parents or legal guardians of children under the age of 18 are responsible for supervision and/or restriction of that child's access to and use of the internet. At its discretion, the Library administration reserves the right to deny minors use of the internet when unaccompanied by a parent or legal guardian.
 - e) The Library respects a patron's right to both confidentiality and privacy. Where possible, the Library limits the information it collects on Library computers or wireless devices connected to the Library's network by patrons, and will not release information unless required to do so by law.
 - f) Individuals are responsible for having the proper hardware, software and network settings on their wireless device to connect to the Library-provided Wi-Fi. Users may not modify any Library

hardware device, software application, or program code. Patrons damaging the hardware or software are responsible for the repair or replacement of the damaged item.

- g) The library is not responsible for any theft, damage, or misuse of personal hardware, software, or peripherals while they are in use in the Library. The Library will not be responsible for any information, such as passwords and credit card numbers, which may become compromised while accessing the internet at the Library.

5. Procedures:

- a) Staff Protocols

Library staff will take reasonable and appropriate action to resolve problems that arise during use of the Library's computer and internet services and will enforce applicable Library policies and rules. To this end, Library staff members may need to observe computer use, question users, and restrict inappropriate computer use or other conduct by users who violate this policy.

- b) Privacy

Library policies protect customer privacy in the use of Library materials and reference service. However, the Library is a public place, and the Library cannot provide private computer workstations or seating areas. At the same time, passersby should respect the privacy of computer users.

- c) Equitable Access

To provide equitable access to computers and network bandwidth, time and capacity limits may be enforced on computer workstations and Wi-Fi access.

- d) Downtimes

The Library strives to maintain internet access via Library computers, networks and wireless access whenever the Library is open. Given the nature of technology, downtimes—scheduled and unscheduled—may sometimes occur. They will be made known in advance whenever possible.

- e) Personal Data

Personal data may not be saved to the Library computers.

- f) Printing and Faxing

Printing and faxing fees apply if printing to Library printers from Library workstations or from a personal device. Fees are as follows: black and white \$0.20 per page; color \$0.50 per page; \$1.00 per page to fax. The library will not be responsible for the addressee's receipt of transmitted faxes. The Library will not be responsible for receiving faxes for the public.

6. Enforcement and Appeal Process:

- a) Library staff may monitor patrons' use of the internet to assure that Library policies and

procedures are being upheld. The Library reserves the right to ask users to discontinue the display of information and images that cause a disruption or discomfort to others. The Library may also ask users to discontinue use of the network if a user is causing detrimental effects on the network or connected devices. It reserves the right to contact law enforcement should it be deemed appropriate.

- b) Internet privileges and/or Library privileges may be suspended for misuse, abuse or illegal use of the internet, or behavior which is disruptive to the operation of the Library and/or the quiet

enjoyment of the Library by others, or because of other violations of this policy as determined by the Director.

7. Applicable State and Federal Laws:

- a) Materials obtained or copied from the internet may be subject to copyright laws. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 10/24/23
Reviewed: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Library Use Policy

1. Library hours are set by the Board of Trustees. Currently, the library is open as follows:

Monday	10 am - 8 pm
Tuesday	1 pm - 8 pm
Wednesday	10 am – 6 pm
Thursday	1 pm - 8 pm
Friday	1 pm - 6 pm
Saturday	9 am - 2 pm
2. No soliciting is allowed in the library.
3. No smoking is allowed in the library.
4. Beverages with lids are permitted in the library. Other food and beverages are allowed at designated programs with the approval of the Library Director.
5. The library telephone may be used by patrons only with permission of the staff.
6. Shirts and shoes must be worn in the library.
7. No animals are allowed in the library, except for guide dogs on leash or for designated programs. Therapy or service dogs in training may be admitted only with the permission of library staff.
8. All sports equipment must be left outside the building, or in the foyer, where it will not obstruct access of patrons or cause a hazard.
9. Deliberate destruction of library property will not be tolerated. Patrons who consistently abuse library materials by returning them incomplete or in damaged condition will lose library privileges until restitution is made.
10. Patrons must respect the rights of other patrons. Patrons have the right to a safe and healthy environment. Disruptive behavior shall be considered any behavior that prevents the legitimate use of the library or its resources by staff or patrons. This behavior will include, but not be limited to, loud talking, swearing, laughing, running, or roughhousing. Patrons who cause a disturbance will be told that their behavior is disruptive and that they should cease the activity, and that only one warning will be given. If the disruptive behavior continues, he/she will be asked to leave. If they refuse to leave, the person in charge will call the police.
11. Injuries to patrons or staff that occur on library premises should be reported immediately to the Library Director, Library Board Chairman, and First Selectman.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Unattended Children Policy

Children under the age of eight (8) may not be left in the library unsupervised by a parent or responsible adult. If a child is causing a disturbance, the staff may ask the child to correct the behavior. If the child persists, the parent or person responsible for the child will be notified of the behavior and asked to correct it. If the disruptive behavior continues, the parent or person responsible for the child will be asked to remove the child from the library. If the person responsible refuses to remove the child, the steps for adult disruptive patrons will be followed.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Teen Room Policy

A designated distinct teen space is offered to continue engagement, growth and achievement. Their sense of a safe environment will engage them in being lifelong library users. Appropriate acceptable use must be maintained by behavior, language, no fighting, no public displays of affection and keeping the area clean.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 11/28/23
Reviewed: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Community Room Use Policy

1. Reservations and Access:
 - a) The Jonathon Trumbull Library Community Room is available to Lebanon residents and Lebanon-based non-profit organizations and community groups engaged in educational, cultural, intellectual or civic activities. The Community Room is not available for commercial purposes or private functions.
 - b) Library activities and Friends of the Library activities supersede all other requested uses.
 - c) The Community Room may be reserved through contacting the Library during regular business hours and completing the attached application. Reservations are taken on a first-come, first-served basis based on receipt of the completed and signed application.
 - d) Applicants must clearly identify themselves, their organizational affiliation, and the purpose of the meeting.
 - e) The Library will not accept reservations for a series of meetings which would designate the Library as a regular meeting place for any organization. Groups may use a meeting room no more than six (6) times per year.
 - f) Applicants must provide a contact name and phone number that the Library can give to the public for referrals to their organization
 - g) Authorization to use a meeting room is not transferable to another organization.
 - h) Notice of cancellation of room use should be given to the Library as soon as possible. It is the responsibility of those using the room to notify the public of a change of date, time or cancellation.
 - i) If the Library finds it necessary to cancel a scheduled event, it will notify the person identified on the reservation.
 - j) The policy for the use of the facility is established by the Library Board of Trustees and is subject to change at any time.
 - k) Individuals or groups which do not abide by this policy or whose programs disrupt Library operations will not be allowed to use the meeting room.
 - l) Events may be scheduled during regular Library hours or at the discretion of the Library Director. Groups using the room must end programs at least fifteen (15) minutes prior to the Library's closing time. All events must be free and open to the public and must not be restricted to the membership of the sponsoring organization.
 - m) Groups may not charge admission nor request donations for attendance or participation.

2. Guidelines for Use and User Responsibilities:

- a) Organizations must comply with applicable Americans with Disabilities Act (ADA) requirements when using library meeting room facilities.
- b) Alcoholic beverages, drugs or smoking are not permitted. Candles or other open-flame devices are not permitted. No hazardous materials are permitted.
- c) Weapons are not allowed in or on Library property unless carried by a deputized officer or as allowed by state or federal law.
- d) Groups using the facility are responsible for setting up chairs and tables as well as breaking down equipment following the event. Staff assistance is not available for setting up equipment and materials or for carrying items in or out of the building. The Community Room area must be vacuumed and any spills cleaned up.
- e) Decorations can be placed on the tables ONLY. No tape, thumbtacks, streamers or decorations may be affixed to the walls, ceilings or furniture.
- f) One adult must be in charge and identified at the time of reservation. The person or organization making the reservation is responsible to pay for any damage, breakage or extraordinary cleaning expenses created by their function. Please report any problems to the Library Director.
- g) Only light refreshments are permitted. The kitchenette may be used, but must be cleaned and left in the condition in which it was found.
- h) Vacuum, broom and cleaning supplies will be available in the kitchenette.
- i) Garbage must be placed in the lidded garbage can in the kitchenette.
- j) Use of Library owned Audiovisual equipment is prohibited unless previously authorized.
- k) Groups using the facility must conform to all applicable laws and local ordinances, and fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.
- l) The applicant is responsible for making all program participants aware of the provisions of this policy.
- m) Library staff is not available to change the room arrangement or to provide support services.
- n) Adequate supervision of minors is required at all times.
- o) Activities and materials must be contained within the room, and they must not interfere with normal Library operations.
- p) The Library is not responsible for equipment, supplies, materials or personal possessions owned by those sponsoring or attending an event and will not be held liable for any injury sustained or damage done related to the use/misuse of equipment or facilities.
- q) The Library Director will have complete administrative responsibility for approval of applications and scheduling of events. The Library Director has full authority to grant, refuse or revoke permission or to set conditions on use of meeting rooms.
- r) Room reservations may be made up to six (6) months in advance.
- s) The Library cannot guarantee that an individual or group can reserve or use the facility on a regular or consistent basis.

3. Publicity:

- a) Individuals and organizations reserving the use of the meeting room are responsible for their own publicity.
- b) No advertisements, announcements, press releases, flyers, etc. relating to meetings may state that the meeting is sponsored by the Library.
- c) The location of the Library should be publicized, but the Library's telephone number may not be used for any purpose.

- d) The Library is not to be included as a source for further information.
- e) The Library will not handle attendee registration or take messages for non-Library sponsored program participants.
- f) No signs, posters, displays or decorations may be put up in the Library.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 10/24/23
Reviewed: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Exhibit and Display Policy

1. The Library periodically allows exhibits and displays created by members of the public. Such displays are usually temporary and non-commercial in nature. Acceptance of any display or artwork in the library does not imply endorsement of or agreement with the artist's viewpoints, beliefs, or artistic expression by the Town Of Lebanon, The Jonathan Trumbull Library staff or Board of Trustees. Acceptance for any exhibit or display must meet existing, local, state, and federal laws on obscenity, copyright, libel, defamation of character or invasion of privacy. Such works will be not displayed that, in the opinion of the Library Director, is deemed to be patently offensive to the community as a whole.
 - a) Any Library patron who believes that a particular piece of art or display is so offensive that should be removed may complete a "Form for Patron Request for Reconsideration of a Work", providing detail of the offensive aspects, and submit such Form to the Library Director.
 - b) Primary use of spaces is reserved for the library first at the Director's discretion of material. When not in use by the library the facilities are available for non-profit, non-commercial exhibits and notices. Individuals and community organizations may use the display cases for presentations of visual arts, crafts, collections and other educational, cultural and information exhibits. Supportive materials for all ages, which can be found here at the Library, are encouraged to be included with displays.
2. Application and Scheduling:
 - a) Groups or individuals desiring to schedule an art exhibit or to book a display area should submit an application to the Library at least 2 months in advance. Applicants will be considered on a first come, first served basis. One person should represent a group and to coordinate their exhibit with the Library. Artists or Collectors interested in exhibiting their work or collections should provide example of representative work before is stated to display.
 - b) The Library Director will schedule and coordinate displays and maintain a waiting list. As a general rule, the same group or individual may display items once per year. Each exhibit is scheduled on a 1 month basis, depending on the calendar and the convenience of the library. Available spaces are wall hanging tracks and the top of bookcases in varying location.
 - c) It is the responsibility of the exhibitor to set up and remove the exhibit or display during library hours at a time agreed upon with the Library Director. It is expected that the individual or organization will be prepared and have items ready for hanging. No tape/glue or nails can be used for hanging. The Library Director may reject any exhibit or display that is not neatly presented. Publicity may or may not be publicized in JTL newsletter or on website.
 - d) All materials must be removed as scheduled or they will be removed and stored by staff for 2 weeks. After 2 weeks, they will be disposed of in accordance with local law. The Library reserves

the right to direct the exhibitor to remove the display at any time. The Library is unable to provide storage for the property.

- e) The Library is not in any way involved in the sale of any item. Labels for exhibit items will be furnished by the exhibitor. Items displayed may not include price tags or other information regarding the purchase of items. NO exhibits or displays may contain advertisements for products or services for purchase. And no requests for any kind of monetary contribution can be included.

3. Responsibility and Liability:

- a) Exhibitors should recognize that the Library is a public building and used by a large number of people. Exhibitors are encouraged to insure items of value and will be required to sign a Display and Exhibit Application and Release Form, listing the contents of their exhibit, acknowledging receipt of a copy of this Displays and Exhibits policy, and further holding the Library harmless due to loss, damage, theft, injury, or destruction.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 11/28/23
Reviewed: 1/17/24

**JONATHAN TRUMBULL LIBRARY
LEBANON, CT 06249**

Director Evaluation Policy

Prior to the September Board meeting, the Personnel Committee will elicit feedback from the Library Board members regarding the Library Director's performance. The members of the Library Board will utilize the Library Director Performance Evaluation document as a reference.

1. Using the feedback provided, the Personnel Standing Committee will meet prior to the September meeting to complete a draft of the Annual Evaluation.
2. At the September Board meeting, the Board will adjourn to Executive Session to review the draft evaluation and make any additional suggested revisions.
3. Barring any unforeseen obstacles, prior to the October Board meeting, the Chair of the Library Board and one other member of the Personnel Committee will meet with the Library Director to deliver the review and give the Director opportunity to respond. The review will be delivered to the Library Director prior to the meeting to allow him/her time to read the review and prepare any comments.

This policy was adopted by the Jonathan Trumbull Library Board of Trustees on: 1/17/24

APPENDIX A:
The 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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

APPENDIX B:
The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those, which are unorthodox or unpopular with the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept, which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

0. **Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

0. **It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.**

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

0. **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.**

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

0. **It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

0. **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.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

0. **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.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX C: Free Access to Libraries for Minors

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies. Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³ The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.⁵ Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

1 *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

2 *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

3 "[Privacy: An Interpretation of the Library Bill of Rights](#)," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 "[Libraries: An American Value](#)," adopted on February 3, 1999, by ALA Council.

5 "[Rating Systems: An Interpretation of the Library Bill of Rights](#)," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

An Interpretation of the Library Bill of Rights

Some library procedures and practices effectively deny minors access to certain services and materials available to adults. Such procedures and practices are not in accord with the Library Bill of Rights and are opposed by the American Library Association.

Restrictions take a variety of forms, including, among others, restricted reading rooms for adult use only, library cards limiting circulation of some materials to adults only, closed collections for adult use only, collections limited to teacher use, or restricted according to a student's grade level, and interlibrary loan service for adult use only.

Article 5 of the Library Bill of Rights states that, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." All limitations on minors' access to library materials and services violate that article. The "right to use a library" includes use of, and access to, all library materials and services. Thus practices which allow adults to use some services and materials which are denied to minors abridge the use of libraries based on age.

Material selection decisions are often made and restrictions are often initiated under the assumption that certain materials may be "harmful" to minors, or in an effort to avoid controversy with parents. Libraries or library boards which would restrict the access of minors to materials and services because of actual or suspected parental objections should bear in mind that they do not serve in loco parentis. Varied levels of intellectual development among young people and differing family background and child-rearing philosophies are significant factors not accommodated by a uniform policy based upon age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to serve young people effectively. Librarians have a responsibility to ensure that young people have access to a wide range of informational and recreational materials and services that reflects sufficient diversity to meet the young person's needs.

The American Library Association opposes libraries restricting access to library materials and services for minors and holds that it is the parents - and only parents - who may restrict their children - and only their children - from access to library materials and services. Parents who would rather their children did not have access to certain materials should so advise their children. The library and its staff are responsible for providing equal access to library materials and services for all library users.

The word "age" was incorporated into Article 5 of the Library Bill of Rights because young people are entitled to the same access to libraries and to the materials in libraries as are adults. Materials selection should not be diluted on that account.

Adopted June 30, 1972; amended July 1, 1981, by the ALA Council

APPENDIX D:
Sample of Annual Schedule of Regular Meetings of the Library Board of Trustees
(must be submitted no less than 30 days prior to the January meeting)

[Date]

[Name], Town Clerk
Town Hall
Lebanon, CT 06249

At a meeting on [date] the Board of Trustees of the Jonathan Trumbull Library voted to hold their regular meetings at 6:00 p.m. at [location] on the following dates in the year [date]:

2024 Meeting Schedule:

January 17, 2024
February 21, 2024
March 20, 2024
April 17, 2024
May 15, 2024
June 19, 2024
July 17, 2024
August 21, 2024
September 18, 2024
October 16, 2024
November 20, 2024
(No December 2024 meeting)

(Secretary)

***APPENDIX E:
Board of Trustees Address List***

**Jonathan Trumbull Library
Board of Trustees
2024-2030**

Available to board members and town officials as needed.

***APPENDIX F:
Library Staff Address List***

**Jonathan Trumbull Library
Staff**

Available to board members and town officials as needed.

APPENDIX G:
Board of Trustees Officers, Committees, and Meeting Dates

Board Members 2024

Name	Title
Eilleen Weinstein	(R) Chair (11/19/2029)
Michelle Kersey	(R) Vice Chair (11/18/2025)
Bill Goba	(D) Trustee (11/18/2025)
Janice Knudsen	(D) Trustee (11/18/2025)
Guthrie Dinda	(R) Trustee (11/15/2027)
Christine Hadyka	(R) Trustee (11/15/2027)
Suzanne Ninteau	(R) Secretary (11/15/2027)
Margaret McCarthy	(D) Trustee (11/19/2029)
Patricia Chesmer-McMahon	(D) Trustee (11/19/2029)

Standing Committees 2023-2024

1. Budget (Hadyka, McCarthy, Dinda)
2. Bylaws (Ninteau, Knudsen, Kersey)
3. Personnel (Goba, Knudsen, Kersey, Chesmer-McMahon)
4. Nominating (Ninteau, Dinda) (new language)

*Chairman is ex-officio member of all committees except Nominating

All regular meetings begin at 6:00 p.m. as warned on the Third Wednesday of each month.

January 17, 2024
February 21, 2024
March 20, 2024
April 17, 2024
May 15, 2024
June 19, 2024
July 17, 2024
August 21, 2024
September 18, 2024
October 16, 2024
November 20, 2024
(No December 2024 meeting)

APPENDIX H:
Form for Patron Request for Reconsideration of a Work

Type of material: Book _____ Video _____ Audio CD _____ Magazine _____ Other (Please specify) _____

Title _____

Author _____

Publisher _____

Request initiated by: Name _____

Address _____

Library Card # _____

Telephone number _____

Email Address _____

Complainant represents: Self _____ Organization _____ Child _____

Other (Please specify) _____

1. To what in the work do you object? Please be specific, cite page, passages, etc.

2. What of value is there in this work? _____

3. What do you feel might be the result of reading/viewing/listening to this work?

4. For what age group would you recommend this work? _____

5. Did you read/listen to/view the entire work? _____

6. Are you aware of the judgment of this work by critics? _____

7. What do you believe is the theme or purpose of this work? _____

8. What would you prefer the library do about this work? _____

9. What work would you suggest be added to counterbalance the viewpoint expressed in this work?

APPENDIX I:
Community Room Agreement
Maximum Capacity = 89 people

Date of Event: _____

Time of Event: _____

Type of Event: _____

Name of Organization/Group: _____

Responsible Person: _____

Home Phone: _____ Cell Phone: _____

Address: _____

Email: _____

The Library will provide the contact information of the person/group holding the event to persons requesting information on the scheduled event.

I have read and agree to comply with the Community Room Use Policy.

Signature of Applicant: _____

Print name of applicant: _____

Date of Application: _____

Approved: _____

Denied: _____

Date of approval/denial: _____

**APPENDIX J:
EXHIBIT AND DISPLAY APPLICATION AND RELEASE FORM**

Please complete application and return to:
Jonathan Trumbull Library
Attn: Library Director
PO Box 145
Lebanon, CT 06249

This application must be signed and returned to the library at least 30 days in advance.

Exhibitor's Name: _____

Contact Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Description of Items to be Exhibited: _____

Number of Items to be Exhibited: _____

Placement of Exhibit: _____ Library's Interior Walls _____ Display Shelves

Dates of Exhibit (TO/FROM): _____

I, the undersigned, hereby lend the following works of art or other material to the Jonathan Trumbull Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, theft, or destruction while they are being displayed at the Library.

Further, I hereby agree to the policies set forth by the Jonathan Trumbull Library in accordance to the description in the Bylaws of the Board of Trustees and Library Policies and any agreement made on this application.

Signature: _____

**APPENDIX K:
Library Professional Association Memberships**

The Jonathan Trumbull Library belongs to the following professional associations:

- Connecticut Library Consortium (CLC)
- Connecticut Library Association (CLA)
- American Library Association (ALA)
- Public Library Association (PLA)

The Library Board of Trustees is a member of the Association of Connecticut Library Boards (ACLB).

**APPENDIX L:
Library Closings
2024**

Closings 2024

Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King Day January
Monday, February 19	President's Day
Friday, March 29	Good Friday
Saturday, May 25	Memorial Day Parade Day
Monday, May 27	Memorial Day
Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, October 14	Indigenous Peoples/Columbus Day
Monday, November 11	Veterans Day
Thursday, November 28	Thanksgiving
Friday, November 29	Day after thanksgiving
Wednesday, December 25	Christmas Day

APPENDIX M:
Jonathan Trumbull Library Gift Receipt

The Jonathan Trumbull Library Board of Trustees encourages gifts to the library consistent with the library's mission and policies.

The Director may accept or reject gift books or other items for the library collection as he / she feels are appropriate. The Director is authorized to accept gifts of cash, or checks made out to the Jonathan Trumbull Library.

If requested, anyone giving a donation may receive written verification of their gift. No value will be placed on the gift by the library, unless such gift is a monetary donation.

All donations are considered outright and unconditional to be used or disposed of at the library's discretion. A gift to the library may not be reclaimed by the donor or his / her heirs. Any proceeds derived from the disposal of a gift may be used at the discretion of the Library Director and Board of Trustees.

Gift items may be removed from the library at any time at the discretion of the Library Director and the Board of Trustees.

A donation of _____

Has been given to the Jonathan Trumbull Library on this date _____

We thank you for your support of the library!

Library Official _____