

## ***Collection Development Policy***

***Purpose*** – The purpose of this policy is to provide guidance in the development and maintenance of a well-balanced collection of useful materials that will meet the needs of the community within the limits of space and funding. A comprehensive range of interests, tastes, viewpoints, values, and levels of ability will be represented.

***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.

***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.

***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. The Young People's Library serves all children from birth. While this collection is specifically chosen to meet the needs of children, it may be accessed by patrons of any age. Through participation in the State Connecticut Program, the Jonathan Trumbull Library also serves any resident of the state with a valid Connecticut library card.

***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.

***Selection of Material*** – The selection of materials for the Adult Library will be the responsibility of the Library Director. The selection of materials for the Young People's Library will be the responsibility of the Youth Services Librarian. Selection of materials will be made on the merits of that particular work. Standard bibliographic sources and published reviews in professional and general periodicals will be used to evaluate materials in consideration for addition to the collection. Other review sources may be used for specialized items not covered in the usual review media. Suggestions from the library staff and patrons are welcome and will be taken into serious consideration. Space and economic constraints as well as the physical construction of materials will also be taken into consideration. An attempt to collect materials that support technological advances will be made if budgetary resources permit. Final decision on selection of materials is the responsibility of the Library Director. Other criteria which will be taken into consideration includes 1) user demand; 2) supplemental use to curriculum needs of students; 3) providing a balance between opposing points of view; and 4) maintaining a collection which is current.

***Weeding and Withdrawal of Material*** – To maintain a collection that is current and in good physical condition, it is necessary to weed the collection at regular intervals. This will be carried out by the librarians and staff of the respective library sections under the direction of that section's librarian. The CREW method will be employed in conjunction with standard reference sources such as the Public Library Catalog, the Children's Catalog, and the Fiction Catalog in the weeding process. The disposal of the weeded or withdrawn materials will be at the discretion of the Library Director. Items withdrawn because of loss or damage will not necessarily be replaced.

*Request for Reconsideration of Material* – Any patron 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.

*Procedure:*

- The patron will explain the objection to the material to the Library Director.
- 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.
- 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).
- The Library Director will review the form and reply to the patron.
- 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.
- The Library Board of Trustees will review the form and the material being challenged and respond to the patron when the review is completed.

*Gifts* – Gifts donated to the library will be made without conditions except under circumstances approved by the Library Director. The same criteria that are applied to the purchase of materials will be applied to donations. The decision as to the acceptance of the gift will lie with the Library Director. The library reserves the right to dispose of or sell gift materials that do not meet the library's criteria for inclusion in the collection.

## ***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 Connecticut 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).
4. Resident borrowers will be issued a library card upon registration and must present the card in order to borrow materials.
5. 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 applies to the Children's and Young People and Adult sections. This will ensure that materials will be available for circulation to all patrons. Magazines and "NEW" books are loaned for a three-week period. "NEW" books may not be renewed.
6. Patrons are responsible for the replacement of any lost or damaged library materials.
7. DVD circulation policy:
  - Fiction DVDs are loaned for one (1) week
  - "NEW" DVDs are loaned for three (3) days.
  - There is a limit of three (3) "NEW" DVDs at one time per cardholder.
  - Nonfiction and Series ("SET") DVDs are loaned for two (2) weeks.
  - DVDs may not be renewed.
  - DVDs from the library's collection may not be shown where a fee or donation is charged.
  - The library does not assume responsibility for damage or alleged damage to a borrower's equipment by library materials.
  - DVDs should be returned in the special drop for DVDs, not in the book drop, when the library is closed.

8. Overdue Fines – A fine of \$0.10 per day per book or magazine will be charged on overdue materials, with a maximum fine of \$3.00 per item. A charge of \$0.50 per day to a maximum of \$5.00 per video will be charged on overdue videos. A fee of \$2.00 will be charged for replacement of a lost library card.
9. 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.
10. Policy for passes to museums, aquariums, etc.:
  - One pass per family per visit may be borrowed.
  - Person signing out pass must be at least eighteen years old.
  - Passes are loaned for three (3) nights but patrons are encouraged to return them as soon as possible.
  - There is a \$5.00 per day overdue fine on passes.
  - Passes may be returned in book drop.
  - Patrons are encouraged to reserve passes up to one week in advance.
11. Policy for Computer Use by Public – Computers are available for patron use if they follow the following rules and regulations:
  - Printing in black and white will cost \$0.15 per page. Printing in color will cost \$0.50 per page.
  - Files created should not be saved on the hard disk of the computer. The library does not accept responsibility for anything saved in this manner.
  - Blocks of thirty (30) minutes of time may be reserved up to one (1) hour. If there is no one waiting, the time may be extended at the discretion of the librarian.
  - Patrons must observe copyright laws.
  - Children under the age of eight (8) must have adult supervision unless the librarian determines that the child is computer competent without supervision.
  - Patrons damaging the hardware or software are responsible for the repair or replacement of the damaged item.
  - Anyone not following the rules and regulations will not be allowed to use the computers.
12. Fax Use Policy:
  - The library will extend fax service to the public at the discretion of the Librarian.
  - The charge to fax a document is \$1.00 per page. Faxes going outside of the United States will be charged at \$2.00 per page.
  - 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.

## ***Library Use Policy***

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

Monday	9 am - 8 pm
Tuesday	1 pm - 8 pm
Wednesday	10 am - 6pm
Thursday	1 pm - 8 pm
Friday	Closed
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 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. 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.
12. 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.
13. Library Program Room Policy – The library program room is available for Lebanon nonprofit organizations and Lebanon community groups engaged in educational, cultural, intellectual or civic activities. It may be booked, through contacting library staff, by such members over eighteen (18) years of age for use during regular library hours, at the discretion of the Library Director. All meetings must be free and open to the public. Library activities and Friends of the Library activities supersede all other uses. No regular meetings of such nonprofits and community groups may be booked more than once in each month.

Bulletin Board and Handouts Policy – The library maintains a bulletin board to provide organizations an opportunity to publicize community events of a civic, cultural, educational, or recreational nature. In order to avoid the appearance of an endorsement, the library will not post notices of a partisan political nature or commercial events or activities. Placement of posters and handouts is at the discretion of the Library Director.