



IMPORTANT FORMS

GRIFFIN FREE PUBLIC LIBRARY | 22 Hooksett Rd. Auburn, NH 03032

www.griffinfree.org | staff@griffinfree.org



Important Forms

Contents

Griffin Free Public Library Volunteer Application	2
Telescope Borrowing Policy	3
Receipt For Donation To The Griffin Free Public Library & Museum	5
Material Reconsideration Form	7
Meeting Space Rental Application	10
Museum Artifact and Exhibition Loan Agreement	11
Outgoing Loan Conditions	12
WIFI Hotspot Borrowing Agreement	13

Griffin Free Public Library Volunteer Application

Name _____ DOB _____

Address (street, city, state, zip) _____

Telephone (home) _____ (cell) _____

Email address _____

In case of emergency, contact:

Name _____ Relationship _____

Address _____

Telephone (home) _____ (cell) _____

How often, and what days and times, would you like to volunteer?

Please provide at least two references who are not members of your family. (Name, phone or email, relationship)

I acknowledge that all information provided is accurate to the best of my knowledge. If chosen as a volunteer, I agree to abide by all policies of Griffin Free Public Library. I understand that no compensation will be provided for services I provide as a volunteer.

Signature _____ Date _____

Telescope Borrowing Policy

1. Patron must be 18 years of age or older with a Griffin Free Public Library card in good standing.
2. The telescope may be borrowed for one week and may be renewed once, if there is no waiting list.
3. Patron is responsible for reading and following the instruction manual for the telescope's proper use and care, including buckling the telescope into a seatbelt to stabilize and secure it while in patron's car.
4. Patron will return the telescope and all accompanying materials to the library in the condition in which it was borrowed. Patron shall accept full financial liability for the telescope and accessories while in his or her possession and shall be required to pay all costs up to \$325.00 associated with failure to return, damage to, loss of or theft during the period it is checked out. The replacement fee of the telescope is \$325.00. A library staff member of the Griffin Free Public Library shall determine the condition of the returned telescope.
5. Patron must return the telescope during main library hours inside the Griffin Free Public Library by handing it to a staff member at the desk. Patron shall allow sufficient time for the telescope to be checked in by a staff member. All contents of the telescope package must be present for the item to be considered returned.
6. Patron agrees to not wipe or clean the lens (there is a protective coating that will be damaged if touched).
7. Patron agrees to never look directly at the sun through the telescope or its finder scope, even for a moment. It is understood that permanent eye damage could result. _____ (Initial)
8. Patron agrees to assume all risks with use of the telescope and not to hold the Griffin Free Public Library liable for any damages to patron or others as a result of telescope use.
9. Failure to comply with any of the rules and guidelines will result in the loss of the privilege of borrowing the telescope.

I have read and agree to the terms of the Borrowing Agreement and take full responsibility for the telescope I am checking out.

Patron Name (print): _____

Patron Phone #: _____

Patron Signature: _____

Telescope Check Out

- Confirmed patron contact information and that library account is in good standing
- Confirmed telescope has no damage
- Provided patron with copy of Telescope Borrowing Agreement

Items included at checkout:

- Telescope
- Audubon Society pocket guide
- Laminated user's manual
- Pouch on telescope
- Head lamp/red light

Checkout date: _____

Staff Initials: _____

Patron initials: _____

Telescope Check In

- Confirmed telescope has no damage

All Items Returned

- Telescope
- Audubon Society pocket guide
- Laminated user's manual
- Pouch on telescope
- Head lamp/red light

Return date: _____

Staff initials: _____

Patron initials: _____

Adopted and approved by the Board of Trustees:
May 9, 2016

Receipt For Donation To The Griffin Free Public Library & Museum

Date: _____

Name: _____

Address: _____

City/state/zip: _____

The above person has donated books and/or other materials to the Griffin Free Public Library and Museum. This form will serve as a receipt for income tax purposes. The Internal Revenue Service advises that it is the responsibility of the contributor to determine the fair market value of the contribution. Our tax ID number is 02-0464385.

Description of item(s):

I assign and convey legal title and all literary property rights which I may possess to the material described above to the Griffin Free Public Library. I agree that the Library may use the material as it seems most beneficial, with the exception of the restrictions or conditions stated above.

This donation is made after reading and agreeing to the conditions set forth in the Library's Donation Policy.

Signature of donor:

Signature of Trustee/Director:

The original of this form goes to the donor and a duplicate will be retained by the library.

Approved by the Board of Trustees: July 22, 2004

Material Reconsideration Form

Griffin Free Public Library is dedicated to providing materials to suit the needs of all members of the community. Selection of materials is based on a variety of criteria, which are outlined in the Collection Development policy (copies available on request at the library). The Griffin Free Public Library Board of Trustees has endorsed the American Library Association's *Library Bill of Rights*, *Freedom To Read Statement*, and *Freedom To View Statement*.

Any Auburn Resident has the right to request reconsideration of a library material, program, or display. To make a request, please complete and submit the following form *in full* to the Library Director. The Trustees will review the merits of such requests at their next regularly scheduled meeting. The decision of the board is final.

Request for Reconsideration Form

Name: _____

Date: _____

Mailing Address:

City/State/Zip: _____

Phone: _____

Email: _____

Do you represent self? _____

Or an organization? _____ Name of Organization _____

1. What is the title, author, performer, or producer, if applicable?

2. What brought this material, program, or display to your attention?

3. Have you examined the entire material, program, or display in its entirety? If not, which sections did you review?

4. In your view, the topic or theme of the material, program, or display is:

5. Your objection to the material, program, or display is:

6. Are there resource(s) you suggest that provide additional information and/or other viewpoints on this topic?

7. What action are you requesting the committee consider?

What happens next?

The request will be reviewed by the Library Director and the material will be reviewed based on the complaint. The Library Director will issue a written decision to the challenger that may be appealed to the Board of Trustees.

The Board will add the discussion to the agenda of their next regularly scheduled meeting, and provide opportunity for the individual to state their objection. However, the Board reserves the right to limit the length of the presentation as well as the number of speakers. They will then make a determination based on library policy on whether to uphold or override the Director's decision. The Board's decision will be rendered in writing and considered final.

Approved by the Board of Trustees: 13 December 2021

Meeting Space Rental Application

Name of Group _____

Address (if applicable)

Website or Social Media Platform _____

Signature and Contact Information of Official Group Representative

Date Requested _____ **Meeting Time/Length** _____

Museum Artifact and Exhibition Loan Agreement

Borrower: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Museum Ref. No.	Item Description	Condition	Value

The above object(s) is being borrowed for the following purposes only:

___ Exhibition ___ Research/Study ___ Conservation/Restoration/Examination

___ Other: _____

Loan Period: From _____ To _____

Additional Comments:

Borrower hereby acknowledges receipt of the object(s) listed above. The undersigned assumes full responsibility for the object(s) subject to the conditions printed above until its return.

I have read and agree to the above conditions and certify that I am authorized to sign this document.

Signed (For the Borrower): _____ Date: _____

Approved for the Griffin Free Public Library and Museum by the Trustees:

Trustee 1 Signed : _____ Date: _____

Trustee 2 Signed : _____ Date: _____

Trustee 3 Signed : _____ Date: _____

Returned in Good Condition (borrower): _____ Date: _____

Returned in Good Condition (GFPL) : _____ Date: _____

Outgoing Loan Conditions

Objects in the permanent collection may be loaned to other museums, agencies, and educational or cultural institutions for the purposes of exhibit, research, identification, education, or conservation. In the special instances, at the discretion of the GFPL board of trustees select individuals who are conducting legitimate research may borrow materials. A facility reports from the borrowing institution and assurance that the borrowing institutions collections care practices meet GFPL standards may be required before a loan is executed.

Objects are not loaned if there is an unreasonable risk to the objects, or if the objects may be put to objectionable use that would reflect upon the integrity of the objects or the GFPL. Irreplaceable objects, including fair, fragile, or culturally sensitive objects are not available for loan original photographs and documents are not available for loan. Generally, museum materials may be used only on site at the GFPL.

GFPL board of trustee's review and make the final decision to approve or not approve all loan requests. Loan agreements list objects, with loan terms and conditions. Approved loan agreements must be signed by the GFPL board of trustees and by the borrower.

Agreements are executed generally for a maximum of three months. An extension is granted if approved by the board of trustees. Loan to objects may not be transferred or loaned to a third party. If the borrower wishes to transfer material, a new loan agreement with that third party must be requested from the GFPL board of trustees.

Objects must be protected from extreme temperatures and humidity, excessive light and from insects and vermin, dirt or other environmental hazards. Objects will be secured from damage and theft by appropriate barriers, and they will be displayed with maximum attention to security. Borrowers must agree to pay any assessments arising from loss or damage. When requested, the borrower must provide the museum with proof of insurance coverage or may require its name on the policy.

All damages to objects at any point in this loan from the date out until returned will be reported to the GFPL trustees immediately, followed by a full written and photographic report.

The borrower is responsible for packing, transportation, insurance and all other factors for transporting the loan, unless otherwise stated. Arrangements for the return of borrowed materials must be agreed upon by the GFPL board of trustees in advance for their return and the borrower is responsible for returning the object at the time stated.

If loaned objects are used in public exhibit or referenced publications, appropriate acknowledgement of the GFL is required. Unless otherwise agreed upon, proper credit is 'On loan from the Griffin free Public Library, Auburn, New Hampshire'. The GFP L requests one electronic copy and two paper copies of any publication resulting from the use of collection materials.

loaned materials may not be repaired, restored, cleaned or altered in any way, or reproduced by casting, photographing, copying, or other methods without written permission from the GFPL. Reproduction in no way transfers the GFP L's copyright or permissions to publish or display. Use of borrowed materials in excess of "fair use" may constitute copyright infringement. Objects borrowed from the GFDL museum collections may not be reproduced for Sale by other institutions or individuals without written permission identification markings or labels on loaned materials may not be removed or altered in any way by the borrower.

Loaned material may not be subjected to technical examination of any type without the GFL written permission. This loan is subject to the NH Museum Property Act RSA 201-E available at:
<http://www.gencourt.state.nh.us/rsa/html/xvi/201-e/201-e/201-e-mrg.htm>

Any dispute arising from the loan shall be determined in the State of New Hampshire court of law.

WIFI Hotspot Borrowing Agreement

I, _____, have read and understood the complete Griffin Free Public Library Hotspot lending Agreement and take full responsibility for the device that I am checking out.

Patron Signature

Patron Card #

Date

Patron Contact Number

STAFF USE ONLY

Check Out

Staff Member: _____

Date: _____

Device: Hotspot Barcode #: _____

Due Date: _____

- Hotspot is inside individual carrying case, with the power cord and 2 information pamphlets
- Confirmed Patron Contact Information
- Review and copy agreement form for patron

Check In

Staff Member: _____

Date: _____

Device: Hotspot Barcode #: _____

- Hotspot has been returned directly to staff member (NOT Drop Box)
- Hotspot has been tested, power and functionality checked
- Hotspot is accompanied by carrying case, power cord, and 2 information pamphlets

If Damaged, Please Note Here:

(Return damaged devices to Library Director with completed form)