



# POLICIES & PROCEDURES

## **Mission Statement**

GFPL is dedicated to providing the people of Auburn with access to materials and information through friendly and professional service, and by serving as a center for community activity.

## **Vision Statement**

A community enlightened by the love of learning, enriched by the pleasure of reading, and strengthened by access to information.

## **Core Values**

Adaptability – The ability to adjust to changes

Community – The value of shared lives

Cooperation – Working together to achieve more

Learning – A lifelong pursuit of knowledge

Respect – Treating people fairly

Stewardship – Fulfilling our duty to the people of Auburn



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## **BOARD OF TRUSTEE MEETINGS**

Notices of all meetings of the Board of Library Trustees shall be posted to the public a minimum of three days before the meeting. The notice will be posted in 3 public places and shall include the date, time and location of such meeting. These posting places may include: Griffin Free Public Library, Griffin Free Public Library Web Site, Town Bulletin Board at the Auburn Post Office and/or the Town of Auburn Web Site.

On occasions, when the need for an emergency meeting is required, public notice may be made 24 hours prior to the meeting as allowed under RSA 91-A:2, II. The minutes of such meeting shall clearly spell out the need for the emergency meeting.

Subject to the provisions of RSA 91-A:3 (non-public sessions), all meetings shall be open to the public.

Minutes of all such meetings, including names of members, persons appearing before the public bodies, a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to public inspection not more than 5 business days after the meeting. For this purpose, a paper copy of the minutes will be made available at the Griffin Free Public Library and an electronic copy sent to the Executive Assistant to be posted to the Town of Auburn web site. To ensure the minutes are available within this period, the minutes may be marked "draft" until they are approved at the next Board meeting. Once the minutes have been approved by the Board of Trustees, the final copy will be made available at the Griffin Free Public Library, provided to the Town Clerk for permanent record and sent again to the Executive Assistant marked as "final".

In the event the Board of Trustees meets in non-public session, then the minutes of that meeting must be made available to the public within 72 hours of the meeting being held unless the minutes have been sealed by a two-thirds vote of the board pursuant to RSA 91-A:3, III.

## **BULLETIN BOARD & DISPLAY POLICY**

In order to promote the interests of the community of Auburn and its citizens, Griffin Free Public Library provides options for outside organizations to post fliers, brochures, pamphlets, posters, or other material. This policy governs the use of all space used for public postings within the library; however, the specific locations available for public posting are subject to availability and library needs, and can change at any time without notice.

In all cases, library postings will take precedence over non-library postings.

Postings from outside organizations will be accepted if they meet the following criteria:

- The organization must be not-for-profit, or must be promoting an event that is both free and open to the public, or must be of significant local interest
- The material to be posted should include contact information (name and phone # at minimum) for a person in charge of the event
- The posted item should measure no larger than 11 in. x 14 in.
- Posted items cannot promote political or religious agendas
- Fliers from individuals unaffiliated with organizations must contain contact information, and must promote a free event or service

Upon submission, all postings will be reviewed by Griffin Free Public Library staff to ensure adherence to this policy. Postings will be dated, and will remain posted for 30 days, or until the advertised event has passed, whichever comes first. In order to maintain a posting for longer than 30 days, groups must resubmit a posting request at each 30 day interval.

Posted materials become the property of Griffin Free Public Library and may be moved to accommodate space issues, or removed and discarded as necessary.

The final determination about the acceptability of posted materials lies with the Library Director.

Approved by Board of Trustees: May 18, 2013

# **CIRCULATION POLICY**

## **A. Issuing of Library Cards**

Griffin Free Public Library issues library cards free of charge to the following groups: Auburn residents, Auburn landowners and employees of Auburn businesses. All cardholders must be age 6 years or older.

In order to obtain a library card, users must provide a photo ID. If photo ID does not establish eligibility for a free card, the user must also provide proof of residency (lease/mortgage, recent mail addressed to the user, car registration, etc.), proof of landowner status (most recent tax bill), or proof of employment in Auburn (most recent pay stub or official letter from employer on company letterhead). All items provided in application for a card will be examined and immediately returned to the user. The library requires parental identification and permission in order to issue a card to children between 6 and 17 years of age.

For those not belonging to one of those groups, library cards are available under the following conditions:

- Full-privilege cards are available for any non-resident or long-term visitor to the area. These cards can be obtained for a 6 month period for \$20, or for one year for \$35. Fees for cards are not refundable, cannot be prorated to shorter terms, and are not applicable to “upgrade” for longer periods.

Regular library cards are valid for three years from date of issue. Upon expiration, all cards can be renewed as long as the account is cleared of all overdue fines and contact information (phone/email/address) has been updated. Non-resident/visitor cards may be renewed with payment for another 6 or 12 month term.

## **B. Use of Library Cards**

In order to protect the private information of our patrons, all patrons are required to provide their library card OR a valid ID (containing both photo and name) in order to access their accounts. Information contained in library accounts is considered confidential (RSA 201-D:11) *regardless of the age of the cardholder*. For this reason, Griffin Free Public Library allows cardholders to create a “family” account.

In order to create a family account, the cardholder must authorize users to have access to the account. Only members of the same household or approved family members are eligible to be authorized users. Regardless of the number of authorized users, or the specifics of any given situation, the named cardholder remains the sole individual responsible for all activity on their account, including all fines, fees, and charges.

If, while holding an active library card, a user's name, address, phone, email or other personal information changes, the user is responsible for notifying the library of the change.

### **C. Lost Cards**

A valid photo ID must be presented in order to receive a replacement card (or, in the case of minor children, the valid photo ID of a parent or legal guardian).

### **D. Use of Library Materials**

Books, audiobooks and magazines check out for a period of two weeks. DVDs check out for a period of one week. These items, including new releases, may be renewed up to two times (once for DVDs) if no one has placed a hold request on them. Reference material is available for in-library use only.

Renewals will generate a new due date based on the date of the renewal, not of the original checkout. Museum passes are not eligible for renewal.

Museum passes are available through the online reservation system, TixKeeper. A link to this site is provided on the GFPL website. Museum passes are not renewable or transferable and must be used on the date assigned. Museum passes can only be used according to the benefits and instructions of the individual museums and attractions. Patrons may request passes in person at GFPL.

### **E. Interlibrary Loan**

Griffin Free Public Library participates in the statewide Interlibrary Loan system (ILL). Items not owned by Griffin Free Public Library, or that are otherwise unavailable, can usually be requested through this program. New, exceedingly popular, rare, or historical items may not be available. Griffin Free Public Library makes no guarantee as to the availability or condition of any item obtained through ILL.

Patrons are responsible for observing the due date provided by the lending library for all ILL. Failure to meet these dates may result in suspension of ILL service, billing for any fees incurred by the library, or suspension of library privileges.

### **F. Fines and Fees\***

*\*In 2014, the Board of Trustees voted to indefinitely extend the no-fines program started in November of 2013. This program will be assessed on an ongoing basis, and may be ended at any time.*

#### ***GFPL Loans:***

***If items are two weeks overdue:*** Patrons will be notified of overdue items and asked to return items. We are a no fine library.

*If items are six weeks overdue: Patron account will be blocked. The library will assume that the items have been lost, and patrons will be sent a bill for the full replacement cost of the items. The patron may choose to return the items in lieu of paying for them, as long as the items have not been damaged. When all items are returned or paid for, the account will be reinstated in full.*

*ILL Loans: GFPL will review overdue ILL loans once a month and contact patrons according to the loaning policy of the borrowing library. Patron accounts may be blocked depending on how late the overdue items are and according to the loaning policy of the borrowing library. After a certain amount of time, GFPL will assume that the items have been lost, and patrons will be sent a bill for the full replacement cost of the items. The patron may choose to return the items in lieu of paying for them, as long as the items have not been damaged and as long as the lending library approves. When all items are returned or paid for, the account will be reinstated in full.*

*In addition, for those who feel guilty about being late, there will be a conscience jar – a completely voluntary way to ease your mind and help the library at the same time. The amount you put in is totally up to you.*

## **G. Confidentiality of Library Records**

All information obtained in the creation of a library account is kept only for library purposes. All account activity, including checkouts and fines, is considered confidential, and will be handled according to RSA 201-D:11.

Approved by the Board of Trustees: December 1, 1999  
Amended by the Board of Trustees: December 2, 2003  
Amended by the Board of Trustees: February 22, 2007  
Amended by the Board of Trustees: April 15, 2008  
Amended by the Board of Trustees: September 10, 2009  
Amended by the Board of Trustees: April 15, 2010  
Amended by the Board of Trustees: November 9, 2010  
Amended by the Board of Trustees: January 14, 2011  
Amended by the Board of Trustees: June 27, 2013  
Amended by the Board of Trustees: November 10, 2014 (effective Jan. 1, 2015)  
Amended by the Board of Trustees: January 8, 2018  
Amended by the Board of Trustees: January 9, 2023

# **COLLECTION DEVELOPMENT AND RESOURCES POLICY**

## **A. Objectives**

The purpose of the Griffin Free Public Library is to provide all individuals in the community with carefully selected books, resources, events and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Due to budget and space limitations, the volume of published materials, and a variety of other contributing factors, the library must have a selection policy to ensure that materials and resources meet community interests and needs. This collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement* have been endorsed by the Griffin Free Public Library Board of Trustees and are integral parts of the policy. (Statements Attached.)

The materials selection/collection and resource development policy, like all other policies, will be reviewed and/or revised as the need arises.

## **B. Responsibility for Selection**

The ultimate responsibility for selection of library materials and resources rests with the library director who operates within the framework of the policies determined by the Griffin Free Public Library Board of Trustees. Though the tasks of selection may be shared with library staff, only the director can make final decisions about the suitability of a particular item.

## **C. Criteria for Selection**

1. The main points considered in the selection of materials, events and resources are (in no particular order, and with knowledge that not all points will be considered for all items):
  - a. individual merit of each item
  - b. popular appeal/demand
  - c. intended audience of the material (e.g. items written for a general audience, rather than a highly specialized one)
  - d. existing library holdings
  - e. budget
  - f. local interest
  - g. timeliness
  - h. availability of material through other library sources
  - i. author's expertise or stature within a given field

- j. accuracy of content
- 2. Reviews are a major source of information about new materials. The primary sources of reviews are (but are not limited to) Publishers' Weekly, Library Journal, and New York Times Book Review.
- 3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is therefore given to requests from library patrons and books/performers/resources discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

## **D. Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. Griffin Free Public Library has no control over the collections of other libraries or selection availability when requests are sent to the loaning library.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Griffin Free Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## **E. Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection that are applied to purchased materials are likewise applied to gifts. The Griffin Free Public Library encourages and appreciates gifts and donations intended to strengthen the library collection, and encourages donors to request a meeting with the library director if considering a significant donation.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

## **F. Weeding**

See the Weeding Policy.

## **G. Access**

The Griffin Free Public Library recognizes that full, confidential, and unrestricted access to information, events and resources is essential for patrons to exercise their rights as citizens. The Library believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted.

The library strives to maintain materials that represent a range of viewpoints about various issues. Selection of materials by the library does not mean endorsement of the contents of views expressed in those materials. The existence of a particular viewpoint in the collection is a reflection of the library's policy of intellectual freedom, not an endorsement of that particular point of view.

The library patron is an important part of the selection process. An individual request from a patron for a title is usually honored if the request conforms to the guidelines outlined in this policy statement.

The library does not stand in loco parentis. Parents and guardians, not the library, have the responsibility of guiding and directing the reading, listening, and viewing choices of their own minor children. Selection of adult collection materials will not be inhibited by the possibility that the items may be utilized by minors.

## **H. Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material, resources or events/programs be withdrawn from or restricted within the collection may complete a "Request for Reconsideration" form which is available in the library.

Only current Auburn residents will be allowed to submit "Request for Reconsideration" forms.

The director will reconsider the item carefully to determine whether it meets the above criteria, and relay that finding to the patron. In addition, the Director will report book challenges to the American Library Association. If a patron is dissatisfied with the director's decision, they may contact the Board of Trustees to have the request considered at the next meeting. Any requests will be included in the Board of Trustees meeting agenda. The Board's decision will be rendered in writing and considered final. Once any item in the collection is determined, through the proper means, to fit the policy standards, that item cannot be reconsidered again.

In the case of digital resources offered by vendors, including but not limited to Hoopla, Kanopy and OverDrive, it is acknowledged that Griffin Free Library staff do not select the resources available through these services.

In the event that a patron wishes to protest the inclusion of a particular resource available through Kanopy or Hoopla, the patron will be given an opportunity to submit the "Request for Reconsideration" form. This form should be filled out in full and submitted to the Library Director who will refer it to the Board of Trustees with a written recommendation for appropriate action. Upon approval by the Board, a copy of the recommendation will be sent to the challenger, as well as to Kanopy or Hoopla. The item in question will remain accessible until a final decision is made. Please note, Griffin Free Public Library has no input in the accessibility or removal of items from digital resources.

In the event that a patron wishes to protest the inclusion of a particular resource available through OverDrive, the patron will be directed to the New Hampshire Downloadable Books (NHDB) Consortium Collection Development Policy and the NHDB Consortium Request for Reconsideration of Digital Materials form. That material is available at:  
<http://nhdbooks.blogspot.com/p/policies.html>

Approved by Griffin Free Public Library Board of Trustees April 11, 2014

Revised July 11, 2014

Revised November 10, 2014 (Effective January 1, 2015)

Amended by the Griffin Free Public Library Board of Trustees June 11, 2018

Amended by the Griffin Free Public Library Board of Trustees Sept. 12, 2022

Amended by the Griffin Free Public Library Board of Trustees Jan. 9, 2023

## **COMPUTER AND INTERNET PUBLIC ACCESS POLICY**

### **Mission Statement For Internet Use**

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Griffin Free Public Library is pleased to offer public access to the Internet, both through library computers and wifi access.

### **Internet Policy**

- This policy applies to all users of library computers or wifi, and as such will be displayed prominently throughout the library, including at all public computer terminals.
- Griffin Free Public Library does not regulate the use of computers based on age of user; however, as with all library materials, it is highly recommended that parents use their own judgment and caution in allowing children to use library computers.
- The library allows patrons to use their personal email, but does not host any emails or email service.
- All files saved to library computers are subject to immediate deletion. Users should save files to a personal device or a cloud service.
- Installing software on library computers is prohibited without staff approval.
- Any orders or purchases made on the Internet are the responsibility of the user. Library staff is not responsible for any privacy or data concerns involved with internet purchasing.
- Library staff are happy to answer general questions and provide basic assistance. However, in-depth training is available only by appointment or by attending computer classes.
- Because of the public nature of library computers, users must be aware that images on the screen may be visible by others, including children. For this reason, the display of sexually explicit material is prohibited.

### **Internet Guidelines**

- The Griffin Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a worldwide community with a highly diverse user population and it is each user's responsibility to use this resource wisely.
- Available information can be inaccurate, incomplete or out-of-date. Some materials may be controversial or undesirable. The library is not responsible for Internet content.
- Internet resources accessible through the library are provided equally to all library users.
- Parents and guardians (not the library or its staff) are responsible for the information selected and/or accessed by their children.
- Material on the Internet may be copyrighted. It is the user's responsibility to be aware of the display of any notices concerning the copyright of information and to respect the copyright laws of the United States.

## Computer Policy

- Public use desktop computer
  - Available to all library users with or without a library card.
  - Use is permitted for 30 minutes; any patron on the computer for 30 minutes or longer will be required to end their session if another patron requests to use the computer.
- Wifi access
  - Available to all library users with or without a library card.
  - Access is password protected; see staff to retrieve password.
  - User is responsible for all content and transactions conducted over wifi.
- Public use laptop computer
  - Available to library card holders only, with presentation of current ID or library card
  - Computer is available for use only in the library building or on the patio of the library (during good weather).
  - Computer is checked out for a period of 1 hour, and must be returned to a library staff member directly.
  - The laptop may be checked out repeatedly if no other patron is waiting to use it.

Accepted by the Board of Trustees: October 30, 2002  
Amended by the Board of Trustees: September 3, 2003  
Amended by the Board of Trustees: August 9, 2013  
Amended by the Board of Trustees: June 8, 2015  
Amended by the Board of Trustees: August 8, 2022

## **DONATION POLICY**

Griffin Free Public Library is grateful for gifts. Its collection has been enriched by both material and financial donations. In many cases, donations have allowed the library to acquire materials or hold programs that it could not otherwise support. For interested donors, the Library Director can supply a list of desired materials, upgrades, and improvements toward which your donation can be applied.

### Donation of Books and Audiovisual Materials:

Materials are accepted with the understanding that items that are useful to the library collection will be retained and other items will be disposed of in whatever manner the Library Director deems best. Due to the library's small space and purchasing policies, the bulk of all donated items will be placed into the Annual Book Sale. Donors interested in providing materials for the circulating collection are encouraged to work out titles with the Director in advance of their donation.

### Gift Book Program:

The library welcomes monetary contributions specifically for book (or other lending material) purchases in memory of or in honor of named individuals. So that the Library can properly recognize the gift a donation form must be filled out. If desired, these books can be marked with a special bookplate.

### Monetary Donations:

The Library welcomes donations of money, real property, stocks and bonds. Unrestricted funds provide flexibility for the library to meet rapidly changing needs; however, restricted funds are equally welcome. All monetary donations must be approved by the Board of Trustees.

### Donation of Personal Property, Museum Artifacts, Art Objects or other items:

These items will be accepted only upon approval of the Board of Trustees.

### Use of Gifts:

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

### Restriction:

No donation can be accepted unless it is given to the Library without restrictions unless the Board of Trustees has specifically adopted an agreement to do so. All gifts may be used sold or disposed of in the best interest of the library. All donations are accepted only if in the opinion of the Library Director and the Board of Trustees they are in the best interests of the library. Pursuant to RSAs 202-A:4-c and 202-A:4-d, monetary gifts of \$5,000 or more and non-monetary gifts valued at \$5,000 or more must be approved in a public hearing held by the Board of Trustees.

Return of items:

Once a gift is accepted by the library it will not be returned, unless by special agreement with the Board of Trustees and the Library Director.

Donation Receipt:

The Library will, if requested, provide a written acknowledgement of the receipt of gifts, but in accordance with IRS regulations cannot place a financial value on the items.

Approved by the Board of Trustees: July 22, 2004

Amended by the Board of Trustees: June 8, 2015

## **EMERGENCY CLOSINGS**

### **Policy**

In keeping with the mission of the Library, unscheduled closings due to inclement weather or other public health and safety emergencies will be kept to a minimum. The primary concern is for the safety of the employees and patrons. Emergency closings for reasons other than inclement weather will follow the same procedures. This also applies to delayed opening or early closing.

The Library Director will make the decision of whether to close the library for inclement weather or other emergencies according to the procedures below. If the Director is not available, the board of trustees will make the decision.

### **Procedure:**

In the event of an unscheduled closing, all practicable means of communication will be used, including but not limited to:

- Notify the Board of Trustees
- Notify WZID radio (669-1323)
- Notify WMUR-TV (669-9999)
- Notify the workers and volunteers for that day
- Notify Town Road Agent regarding plowing
- Notify person at Parks and Rec who shovels/sands walkways
- Reschedule any programs scheduled for that day
- Post to the Library Website
- Post to the Library Community Social Media
- Post sign on the Library door

### **Personnel:**

Employees who did not work as scheduled during the emergency closing will be paid accordingly to office schedule.

Approved by the Board of Trustees: February 23, 2005  
Amended by the Board of Trustees: March 9, 2012  
Amended by the Board of Trustees: January 11, 2013  
Amended by the Board of Trustees: August 8, 2022

## **INVESTMENT POLICY**

### **Preamble**

This statement shall govern the organization and maintenance of the financial accounts of the Griffin Free Public Library (GFPL). Funds shall be placed in such accounts that allows for the maximum preservation of principal while satisfying cash flow demands and providing the highest rate of return consistent with, and conforming to, all applicable laws and regulations. Such laws and regulations governing the investment of funds held by local government bodies include (but are not limited to) New Hampshire RSA 202 (Public Libraries) and RSA 292-B (Uniform Management of Institutional Funds).

This investment policy applies to funds held by the GFPL. It does not apply to monies held for the benefit of the GFPL by the Auburn Trustees of Trust Funds, nor to those funds held by the Friends of the Griffin Free Public Library.

### **Objectives**

The primary objectives of those individuals organizing and maintaining the financial investments of the GFPL are (in order of priority)

1. the preservation of capital with a minimal amount of risk consistent with sound financial practices,
2. the maintenance of sufficient liquidity to meet anticipated operating requirements, and
3. the highest rate of return consistent with the above objectives.

### **Implementation**

The Board of Trustees may choose to seek the expertise of qualified individuals not on the Board for guidance in fulfilling the above objectives. Such individuals shall not be engaged in personal or professional activities which may be, or perceived to be, in a conflict of interest with the goals of the GFPL.

In like manner, each trustee shall refrain from business and/or financial activities which may be in a conflict of interest with their ability to make impartial decisions consistent with this policy. Trustees shall disclose any outside activity or interest that could affect discussions or actions related to the Board's performance in organizing or maintaining the financial accounts of the GFPL, and shall recuse themselves from such discussions or actions if appropriate.

As of the initial implementation of this policy, suitable investments under this policy include

- bonds, notes, bills, and other obligations issued by the federal government or an agency of the U. S. government where payment of principal and interest are guaranteed by the United States of America;
- funds on deposit (“purchased”) through the New Hampshire Public Deposit Investment Fund (NHPDIP);

- monies deposited in accounts with banks and thrift institutions where such accounts are insured in full by FDIC, or credit unions where such accounts are insured in full by NCUA (the National Credit Union Administration).

The Treasurer of the Board of Trustees shall provide the Board of Trustees with monthly reports on all investments. Such reports shall, at a minimum, consist of an accounting of all account transactions and the month-end balance for each account under the Treasurer's management.

No Trustee shall be held liable for losses resulting from the default or insolvency of a depository, provided that their actions were conducted in accordance with this policy.

Approved by the Griffin Free Public Library Board of Trustees Nov. 11, 2019

## **LITTLE FREE SEED LIBRARY DONATION AND USAGE POLICY**

The Little Free Seed Library of Griffin Free Public Library encourages the tradition of seed saving, nurtures locally adapted plant varieties and fosters a community culture of sharing. The Little Free Seed Library focuses on the following two activities:

1. Establishing, growing and curating a collection of seeds available to all Griffin Free Library card holders, seed enthusiasts, and the general public at no cost.
2. Providing education, instruction and information about sustainable gardening.

### **Donation of Seeds**

Griffin Free Public Library accepts donations of vegetable, herb and flower seeds from commercial companies, seed banks, individuals, and other local partner organizations with a shared interest in seed collection. Donated seeds must be:

- Open-pollinated (Plants pollinated naturally by birds, insects, wind or human hands)
- Non-genetically modified (NO GMO)
- Heirloom (Non-Hybrid)
- legal
- NOT listed as an invasive species by the NH department of agriculture. (Ex: No Bittersweet or Burning Bush)

Griffin Free Public Library reserves the right to refuse or dispose of donated seeds that do not meet these criteria.

If possible, donated seeds should include the following information prior to acceptance from the library: -Common name

- Variety
- Year of harvest
- Any notes pertinent to the seeds.

\*Donations can be made to the front desk only-please do not leave seeds on the porch or in the book drop off box.\*

## Organization of Seeds

Donated seeds will be sorted, packaged, and labeled by library staff or library partners volunteering to assist with the seed library project. Each seed label will include name of the seed, number of seeds and year packaged. Seeds will be kept in the library in the index card catalog purchased for this purpose. A seed inventory, which will be subject to change will be maintained in a binder and kept on top of the card catalog. Seeds may also be cataloged in the library's website.

## Borrowing Seeds

Griffin Free Public Library card holders and the public may take out up to 10 seed packets per year, including no more than 2 packets of any one variety. This limit is subject to change as the Seed Library expands. Card holders may check out seeds by completing the appropriate form at the front desk. Check out forms will be treated with the same confidentiality as other library records. No personal information will be shared and records retained only as long as administratively necessary.

## Returning Seeds

Card holders are encouraged to return at least twice the amount of seeds they originally borrowed. Seeds should be saved according to best practices, as explained in seed saving workshops offered by the library or by partnering organizations. Alternatively, the library can recommend seed saving books or literature. Seeds should not be returned to the library unless the grower knows how to properly save them. Returned seeds should be dry and labeled clearly with the information specified in the *Donation of Seeds* section.

## Disposal of Seeds

Seed packets may be disposed of as necessary due to age, exposure, contamination, report of problems, etc. Griffin Free Public Library reserves the right to cease borrowing of any variety of seed at any time. The Griffin Free Little Seed Library will operate as time allows and Griffin Free Public Library reserves the right to close the Little Free Seed Library at any time due to needs of the library.

## **MEETING SPACE POLICY**

Griffin Free Public Library has two meeting locations available for scheduled use. The primary space is the front room, containing the non-fiction and biography collections. This space can hold up to approximately 30 people, depending on arrangement. The children's room can hold up to approximately 16 combined children and adults. A third area – the outdoor patio – is available for informal use or walk-ins, when not being used for library events.

All library programs will be given priority in use of these meeting spaces.

Use of Griffin Free meeting space may not disrupt the use of the library for others. All participants are subject to the code of conduct, and the arranging organization must assume responsibility for any damages caused by their group.

Should permission of its use be granted, the conditions above and the following rules must be followed:

- A copy of these rules must be signed and kept on file.
- The room must be left clean and returned to its normal set-up. (Library staff will help when available.)
- Meeting space is available at no charge to the following groups:
  - Registered non-profits
  - Organizations and clubs that meet ALL of the following criteria:
    - The organization is open to the public
    - The organization charges no fee for entrance or attendance
    - The organization does not use library space for sales of any kind
- Meeting space is available for a fee of \$20/session to any group that does not meet the “no charge” descriptions.
- Meeting time may be available outside of library operating hours with advance notice and depending on availability of library representatives.
- Food and drink are permitted in the library, but cleanup is the responsibility of the organizers of the meeting.

# **MUSEUM ARTIFACT AND EXHIBITION LOANS POLICY**

## **Summary**

In general, the Griffin Free Public Library (GFPL) policy is that museum materials in our holdings should be used in house, and so loans are made infrequently.

All requests for loans of museum artifacts or loans for exhibition of any library material (whether from museum or library collections) will be submitted in writing to the Griffin Free Public Library Board of Trustees. Each loan request is judged on its own merits and the final decision to loan an item(s) is at the sole discretion of the GFPL Board of Trustees. Some objects in the GFPL's collections are not available for loan, including those judged too fragile or too environmentally sensitive to travel.

## **Details**

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 special instances, at the discretion of the GFPL Board of Trustees, select individuals who are conducting legitimate research may borrow materials. A facility report from the borrowing institution and assurance that the borrowing institution's 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 rare, fragile, or culturally sensitive objects are not available for loan. Generally, museum materials may be used only on site at the GFPL.

GFPL Board of Trustees 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. Loaned 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 and 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 of 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 of 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 in publications, appropriate acknowledgement of the GFPL is required. Unless otherwise agreed upon, proper credit is: 'On loan from the Griffin Free Public Library, Auburn, NH'. The GFPL 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 of the GFPL. Reproduction in no way transfers the GFPL's copyrights or permissions to publish or display. Use of borrowed materials in excess of "fair use" may constitute copyright infringement. Objects borrowed from the GFPL 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 GFPL 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-mrg.htm>.

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

### **Submitting A Request**

Requests should be made in writing to the GFPL Board of Trustees either electronically to [director@griffinfree.com](mailto:director@griffinfree.com) or by mail to:

Griffin Free Public Library  
PO Box 308  
Auburn, NH 03032

Requests should contain the following information:

- The name of the institution/individual, contact name, contact address, contact phone, contact email.
- The purpose of the request (exhibition, research, education, conservation).
- The location(s), title and dates of the exhibition (if applicable).
- Full details of the item(s) requested including museum number if applicable.
- Information about exhibition catalogs and/or web versions of the exhibition.

- Additional information may be requested prior to a decision or approval of loan.

Requests will be brought to the next regularly scheduled meeting of the GFPL Board of Trustees for consideration. If the loan is approved, the borrower will be required to sign the Loan Agreement Form prior to the loan being initiated. Additional terms or conditions may be required and are at the discretion of the GFPL Board of Trustees.

Approved by the Board of Trustees: April 12, 2016

## **PATRON CODE OF CONDUCT**

In order to ensure the enjoyment of the library as a place of study, work, and community, the following guidelines must be observed by all patrons.

1. Materials will be handled and used carefully, so that they may be reused by other patrons. Patrons will be responsible for damage to materials in their care, even during in-library use.
2. Conversations will be held no louder than regular speaking volume.
3. Due to the importance of personal electronic devices in everyday life, cell phones and other devices may be used in the library. However, phone should be set to the lowest volume setting, or to vibrate, and other electronic devices that create sound should be used with headphones, or on mute.
4. Walkways and aisles in the library will be kept clear whenever possible.
5. Food and drink brought into the library will be properly contained (including lids on drinks) and used without causing excess debris, mess, or odors.
6. Personal possessions will remain in control of the owner at all times.
7. Patrons will not enter staff only areas (the work area of the circulation desk or the director's office) without permission.
8. Solicitation of any type is prohibited.
9. All weapons, except when explicitly permitted by law, are prohibited.
10. Any behavior not covered in this code, or the Town Municipal RSA codes, that disrupts the regular work of staff, or the regular use of the library by other patrons, is prohibited.

## **PUBLIC RELATIONS POLICY**

Public relations is vital to the mission of any public library. Griffin Free Public Library strives to provide consistent and accurate information to the public about library policies, programs, and services and to ensure that the public presentation of the library is always positive and professional.

### **Media Contact**

All outreach to media outlets will be conducted only with approval from the Library Director or Chair of the Board of Trustees. All written materials intended for publication will be submitted only after review by the Library Director.

Media requests for comment should be directed to the Library Director or the Chair of the Board of Trustees.

### **Speaking Engagements**

Public speaking engagements on behalf of the library will be coordinated through the Library Director.

### **Promotional Library Materials**

All material designed to inform the public about library activities, policies, and services, will include the official library logo. The blue version of the logo will be used unless otherwise approved.

All material will be designed and produced at the highest possible standard of quality, with the goal of maintaining consistently high quality for all library promotional materials, and adherence to applicable copyright laws for design and art.

### **In-House**

Library signage and posted materials will present a professional face, including use of appropriate language, grammar, and spelling, and will be as clear, easy-to-read, and unambiguous as possible.

Staff will use their first names and the name of the library when answering the telephone or sending and responding to email. All communications will be conducted at the library standard of professionalism.

### **Emergency Situations**

In emergency situations, official library statements will be issued by the Chair of the Board of Trustees or the Library Director, or by one of their designees.

Approved by Board of Trustees: May 11, 2015.

## **PURCHASING POLICY**

The purchasing of goods and services for the Griffin Free Public Library is shared by the Board of Trustees and the Library Director. The Board will designate which items may be purchased by the Director without specific approval of the Board, but at all times the purchases will be within the boundaries of the current Board-approved budget.

### **General Philosophy**

Purchases for library materials are sometimes available through a statewide or national discount program for libraries. Other means may also be available for improved pricing and/or services. When practicable, both the Board and the Director will search for the best price and the best product.

In the case of larger purchases (including but not limited to maintenance costs), several bids will be obtained unless the Board decides to continue with a current or known vendor.

### **Authority & Responsibility**

1. The Director will make purchases of library lending materials, reference materials, and general office supplies.
2. The Director will determine and approve the programs to be held in or through the library. The costs of these programs must be covered by the program budget line, by funds donated through The Friends or other Board-approved group, or through Board-approved fund raising.
3. Within the designated budget line, the Director will authorize expenditures for dues, conferences, and training, where the expense will include these direct costs and the cost of mileage. Meals and accommodations, to the extent deemed appropriate, must be approved by the Board, and will also come from this budget line. If the attendee is an hourly employee, the payroll and benefits cost will be borne by the regular payroll budget line, which is overseen by the Director.
4. Computers (hardware, software, hosting/support), office equipment and furniture expenditures will be determined by the Board, with strong input by the Director.
5. In general, the Board will be responsible for purchases concerning the maintenance of the building, both inside and out. The Board will also be responsible for utilities.
6. In an emergency situation, the Director is encouraged to contact at least one member of the Board, if practicable, before expending funds. If such contact is not feasible or appropriate for the situation, the Director is authorized to expend funds or make a financial commitment that is reasonable and prudent.

## **TABLETOP GAMES CIRCULATION POLICY**

The Griffin Free Public library offers a collection of tabletop games both for use in the library and for circulation outside of the building. Far from the simple games of years past, today's tabletop games promote deep strategic thinking, creative problem solving, and empathy. Tabletop games are a fun and rewarding way for friends and families to enjoy time together.

- Games may be checked out by Griffin Free Public Library card holders with library accounts in good standing.
- Games circulate for one week.
- A patron may check out one game at a time.
- Holds and renewals are permitted.
- Games cannot be requested by other libraries through interlibrary loan.
- Games must be returned directly to a Griffin Free Public Library Staff member at the desk during regular library hours. They cannot be returned via a different library or through the book drop.
- A fine will be assigned to the most recent borrower for any missing pieces.

Library staff strongly recommends that borrowers inspect the game they are checking out before leaving the library so that they may immediately report any problems with it. Upon checkout, the borrower assumes full responsibility for the board game and all components. All returned board games must be assessed for condition and components by library staff or library volunteers.

The board game is not considered returned until all items within the box/case have been returned to the library in working and complete condition. A lost, damaged or stolen game will result in a full replacement charge of the game. Failure to return or damage to any part of each game will result in a charge of the individual items whenever possible.

If the board game is not returned 7 days after its due date, it will be considered lost and the borrower will then be charged the full cost of replacing the item.

**NOTE:** This is a loan program ONLY. The library staff is not available for instruction. Detailed instructions are provided in the game box.

## 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.

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

## **TRUSTEE ACCESS TO PERSONNEL FILES POLICY**

No Trustee shall have access to view employee personnel records without the approval of the Board of Trustees. Any Trustee who wishes to review an employee's personnel file shall make the request in open session at a duly organized Library Trustee meeting. A majority vote in the affirmative is required for the Trustee to view the records. The request must be noted on the agenda for the next scheduled meeting. The agenda shall name the Trustee(s) who are requesting to view the records and the name of the employee(s) whose records are to be viewed.

No records shall be reproduced in any manner and the Director must be present.

Approved by the Board of Trustees: December 12, 2017  
Amended by the Board of Trustees: January, 21, 2019

## **UNATTENDED CHILDREN**

Griffin Free Public Library believes that the library is best enjoyed by children who are safe and provided the appropriate assistance and supervision for their maturity.

For this reason, GFPL requires young children to be accompanied by a caregiver at all times. Older children may use the library unaccompanied for purposes of study, browsing, reading, or using computers. In all circumstances, parents or legal guardians remain responsible for the welfare and behavior of children. In order to ensure fair use of the library for all patrons, problems with unaccompanied children will be logged and reported to parents or legal guardians, and will be subject to action according to our Code of Conduct.

GFPL also requires that parents and legal guardians be aware of the following:

1. At no time can GFPL staff act as caretakers for any child. Staff will attempt to contact caregivers for any unaccompanied child in distress; if caregivers are unavailable, police or other authorities may be contacted instead.
2. The only person authorized to make decisions about appropriate materials for your child is you. Those decisions and conversations are considered a private matter. Under no circumstances can Library staff provide oversight of your unaccompanied child's chosen materials.
3. If your child will be using the library unaccompanied for any length of time, please be sure that they know how to reach you or another trusted adult in case of emergency.
4. If you are providing or arranging transportation for an unaccompanied child, please ensure that they are picked up no later than 10 minutes prior to closing. If children are left at the library 5 minutes beyond closing without transportation, GFPL staff will contact the Auburn Police Department for assistance.

## **VIRTUAL STAFF MEETING POLICY**

### **Policy**

Library staff meetings that are held virtually do not have a minimum length requirement. Library staff will only be paid for the length of time that the meeting encompasses.

Approved by the Board of Trustees: June 26, 2020

## **VOLUNTEER POLICY**

Griffin Free Public Library welcomes the participation of the community in the library's functions. Volunteers provide a vital connection between the community and the library, and help promote and improve library services.

Due to federal and state restrictions, all volunteers must be at least 16 years of age.

Volunteers are eligible, and may be asked, to perform the following duties:

- Dusting shelves
- Straightening and reading (organizing) shelves
- Minor book repair
- Reshelving of returned and new materials
- Sorting/processing/handling donated items
- Changing exterior library signage
- Minor cleaning and straightening of public areas
- Preparing and sorting magazines
- Moving items into or out of storage
- Assist in preparation and operation of story times or other children's programs

Volunteers are not permitted to perform duties outside of those explicitly assigned, nor are they permitted to work in locations or on projects that could jeopardize the confidentiality of patron records. All work performed by a volunteer is done by choice, and volunteers will receive no compensation or other considerations for their work.

If you are interested in becoming a volunteer with Griffin Free Public Library, please complete the following form in full. Completion of an application does not guarantee acceptance as a library volunteer. Incomplete or unreadable applications will not be accepted.

Approved by the Board of Trustees: November 10, 2014

# **WEEDING POLICY**

## **1. Policy Overview**

Weeding is an essential part of the collection development process, and must be undertaken regularly and systematically as a part of overall collection development. This policy addresses common concerns in the weeding process and delineates guidelines by which various sections of the Griffin Free Public Library Collection will be weeded.

## **2. Responsibilities For Collection**

Final authority for the provisions of this document lies with the Board of Trustees of Griffin Free Public Library. The Board has delegated the oversight and implementation of the contents of the policy to the Library Director. The Library Director may assign certain weeding tasks to other staff members, but shall maintain review over all steps of the weeding procedure.

As a professional librarian, the Library Director is obligated to make decisions about the collection without regard to personal biases or feelings. Only the criteria outlined in this document shall be considered when weeding the collection. Additionally, although input from the Board of Trustees, the public, and interested parties may be welcomed, the Library Director shall have sole responsibility in making subjective decisions related to the collection, including weeding.

## **3. Weeding Criteria**

This section shall outline various areas of the collection, and provide criteria for the weeding of each. Most sections will be designated with a ratio code containing two numbers. The first number will be the years since copyright date of the item; the second will be the number of years without use. In cases where one of those figures is not relevant, an X will appear.

### **3.1. GENERAL CRITERIA:**

It is important to recognize that the weeding of any individual title will rely on the use of judgment. Although the criteria in the following points serve as guidelines, there are likely to be exceptions in specific circumstances. However, in general, materials will be selected for weeding when they are in poor condition, factually inaccurate, outdated, superseded by newer or better volumes, have no literary or scientific merit, or irrelevant to the needs of the community. Items that are little used or unused by patrons shall be weeded rapidly in light of the library's already limited shelving space. Additionally, materials that are duplicates will be candidates for weeding once a single volume is able to meet the demand of users. The Library Director will consider the availability of works through Interlibrary Loan (NHU-PAC) as well as appropriate volumes on collection development for small libraries when making final decisions about a specific volume.

### **3.2. NONFICTION:**

The following sections will outline criteria to be used in the weeding of specific sections of the Dewey Decimal System.

3.3 000: Generalities (10/2)

Volumes in this section are often of trivial interest, and may be kept until interest is no longer reflected in circulation. An important exception to the coded rule lies in volumes on computers, which are quickly outdated and superseded. Items related to computer technologies will be weeded according to a (5/2) scale.

3.4 100: Philosophy and Psychology (10/3)

Volumes eligible for weeding will include “pop psychology” books no longer in vogue as well as worn copies of classical texts (which should be replaced). Usage will also be strongly considered in this section.

3.5 200: Religion and Mythology (10/5)

Griffin Free Public Library should maintain at least one volume in major religions represented in the area surrounding Auburn. Additionally, major world religions and mythology should be represented in some form.

3.6 300: Social Sciences (5/2)

Although some volumes, such as histories of government or finance and folktales and legends, may merit a longer shelf life, many of the volumes in this section will be written – and therefore must be weeded – in a timely manner. Weeding in this section will rely largely on the accuracy and recency of information. In cases of college and test guides, as well as information on financial planning, weeding may occur more frequently as new editions are acquired.

3.7 400: Linguistics and Language (10/5)

Dictionaries and usage guides for languages likely to be spoken or studied in Auburn will comprise this section.

3.8 500: Pure Sciences (10/3)

Certain topics in this area evolve more rapidly than others. Seminal texts in various fields will be kept indefinitely.

3.9 600: Applied Sciences and Technology (5/2)

The wide scope of this Dewey section makes weeding a particular challenge. Some areas, such as medicine and technology, require a ratio closer to (5/1). Others, such as books on collectibles, cookbooks, and car repair guides, can last much longer (10/3). It is important that the library touch on each of the major categories in this section according to the needs and interests of the community.

3.10 700: Arts and Recreation (10/2).

Volumes in this section frequently avoid problems with fading fashion. Instructional texts on crafts, photography, and art, when well composed, can be valuable for many years. These items should be weeded primarily based on lack of use or acquisition of more

recent editions. Books on specific craftwork should be kept as long as style remains of interest. Books on film and sports should be kept as long as topics and figures discussed remain current.

3.11 800: Literature (X/X)

Most acquired materials in this area will remain in the collection as long as the volumes remain attractive. The collection should focus on major authors and those of particular local interest, as well as general literary history and theory.

3.12 900: History and Geography (10/3)

Although the quoted ratio will apply to history texts, especially on important eras and events, there are sections that will require different ratios for weeding. In particular, books on travel (4/2) become outdated quickly, while books on current events (4/2) suffer the same fate, especially when dealing with current political figures and commentary. However, local histories (X/X) are likely to be valuable even in the face of low usage and long age.

3.13 Biographies (10/2)

Biographies on significant historical figures may be kept longer than two years even without use. Conversely, biographies of celebrities may be discarded much earlier than 10 years after publication if the figure is no longer popular.

3.14 Adult Fiction (X/2)

Barring physical problems, volumes can be kept as long as they are regularly used. Items of significant literary merit may justify being kept longer despite low use, especially when used in local schools or included on lists of significant works.

3.15 Large Print (X/2)

3.16 Children's Fiction (X/2)

Weed according to same principles as adult fiction while also weeding volumes of brief but fervent interest once interest has waned. Additionally, worn and older copies should be replaced with great diligence.

3.17 Children's Nonfiction (5/2)

Extra caution must be taken to prevent the continued use of out-of-date or inaccurate texts, due to the inherent problems in simplistic publications and the undeveloped judgment of young readers.

3.18 Young Adult Fiction (X/2)

3.19 Periodicals (6 months/X)

Due to minimal storage space, magazine will be kept for six months after publication. Newspapers will be kept only until existing space runs out, at which point new acquisitions will replace the oldest volume.

### 3.20 Audiovisual (X/2)

DVDs and audiobooks should be weeded according to condition (i.e. scratches) and lack of use. Broken cases should be replaced in lieu of removing the item from the collection.

## 4. Frequency Of Weeding

In general, the entire collection should be weeded through systematic, ongoing procedures rather than by scheduling weeding for set periods every X number of years. However, the size of the collection and the availability of staff for weeding may prohibit a fully integrated procedure. It is thereby recommended that, in a rotating fashion, each listed area above be thoroughly weeded every 2-3 years. Only through a rigorous schedule can the Griffin Free Public Library collection be kept fresh and vibrant.

## 5. Disposal Of Weeded Material

It is vital that the library take great care in its treatment of weeded materials so as to reflect the library's commitment to stewardship of the town's library collection. Materials will thereby be disposed of via the following methods, listed in order of preference:

- Selling: most materials no longer fit for inclusion in the collection will be sold during the library's Annual Book Sale, or as part of the book sale cart kept in the library year-round. Monies from these sales will benefit the library.
- Donation: Items unsold through the book sale will be donated whenever possible. Groups will be chosen to receive donations based on the organization's reflection of Griffin Free Public Library goals and their ability to retrieve materials.
- Recycling: In rare instances, a book may be weeded for reasons that do not permit the item to be sold or donated. In these instances, items will be recycled.

## WIFI HOTSPOT LENDING POLICY

1. Hotspot check-out is for two weeks by a single patron or family in good standing age 18 or older.
2. Hotspots must be returned to library staff inside Griffin Free Public Library during library hours. Hotspots cannot be returned in the outside drop box.
3. If the hotspot is damaged or missing parts, the patron will be charged the following amounts:

T-Mobile Hotspot Device	\$ 72
Mini USB cord	\$ 10
T-Mobile Travel Charger	\$ 10
Instruction pamphlet	\$ 5
Carrying case	\$ 12

Missing or damaged parts are charged the individual amounts. If the entire kit is unusable or unreturned, the total cost of the device and parts is \$109.

4. Hotspots not returned after being overdue will incur the maximum fine and hotspot borrowing privileges will be suspended. The hotspot subscription will be turned off. Reactivation and replacement will be billed to the patron as specified.
5. Please treat the hotspot with care, keeping it in a clean, dry, dust-free place and safe from liquids, extreme temperatures and from being dropped. Storing it in a car is not appropriate or safe. The hotspot comes with the power cord, the charger, and instruction pamphlet as well as health and safety pamphlet. Please make sure all items are stored together in the carrying case when not in use.

Approved by the Board of Trustees: February 11, 2021

Amended by the Board of Trustees: June 14, 2021

Amended by the Board of Trustees: August 8, 2022

## **LIBRARY STAFF POSITIONS & RESPONSIBILITIES**

### **Library Technical Assistant**

JOB TITLE: Library Technical Assistant

9/20/11

DEPARTMENT: Griffin Free Public Library

STATUS: Part-Time – Non Exempt

LABOR GRADE: 5

REPORTS TO: Library Director

JOB SUMMARY: Has the responsibility of classifying lending material and maintaining the cataloging systems. Oversees the processing of new lending materials.

#### MAJOR DUTIES:

- Responsible for classifying, cataloging and processing new lending materials in the cataloging systems.
- Responsible for removing weeded lending material from the cataloging systems.
- Offers suggestions to the Director for selection of lending materials.
- Maintains a cheerful, friendly and helpful attitude.
- Maintains patron confidentiality.
- Participates in training and staff meetings, as scheduled by the Director.
- Participates in continuing education and conferences with the approval of the Director.
- Performs general housekeeping duties.
- Performs other related duties as assigned such as, but not limited to:
  - Opens and closes the library
  - Processes Inter-Library Loans (ILL) according to established procedure
  - Staffs the circulation desk
  - Accepts donations of books and other lending material
  - Weeds the library shelves according to established procedure
  - Helps patrons find lending materials and guides them to subjects of interest.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- High School diploma or GED.
- Knowledge of the Dewey Decimal System.
- Knowledge of NHU-PAC and library automation systems.
- High comfort-level using computers, the Internet, online databases and social media.
- Skill in use of standard office equipment.
- Skill in oral and written communication in English.
- Knowledge of Library mission, policies, practices and procedures.
- Ability and willingness to take directions and work well with co-workers and share ideas.
- Ability and willingness to work effectively and cooperatively with patrons, volunteers, guests and other staff.
- Skill in working with the public.
- Skill in organization of materials.
- Consistently displays professional attitude, conduct and appearance.
- Ability to lift forty (40) pounds.

**SUPERVISORY CONTROLS:** The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**GUIDELINES:** Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

**COMPLEXITY:** The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

**SCOPE AND EFFECT:** The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

**PERSONAL CONTACTS:** The personal contacts are with employees within the immediate organization, office, and project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

**PURPOSE OF CONTACTS:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

**PHYSICAL DEMANDS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with related clerical work; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

#### Library Director

JOB TITLE: Library Director

DEPARTMENT: Griffin Free Public Library

STATUS: Full-Time, Executive Exemption

LABOR GRADE: 16

REPORTS TO: Library Board of Trustees

**JOB SUMMARY:** Directs and coordinates daily operations of the Library. Supervises all Library staff, including assigning work and providing direction. Works with Board of Trustees to maintain highest standards for the Library.

#### MAJOR DUTIES:

- Directs and coordinates the daily operation of the Library; recommends employment of all personnel, and prepares and gives written annual performance reviews for all employees.
- Ensures that the circulation desk is covered at all times and patrons are accommodated.
- Holds monthly staff meetings.
- Schedules staff training as appropriate.
- Develops and maintains the highest standards for the Library.

- Works with the Board of Trustees to create policies and oversees compliance.
- Works with Board of Trustees to maintain the physical plant and the library's electronic and technical resources.
- Maintains statistics of Library, and provides reports to the Board of Trustees and to the State Library.
- Attends all regular Board of Trustees meetings and provides monthly written activity reports.
- Prepares the annual budget with Board of Trustees and manages the library finances within the approved budget.
- Engages in short and long term planning along with the Board of Trustees.
- Develops, organizes and maintains the collection to meet the nature and needs of the community.
- Oversees the Inter-Library Loan (ILL) process.
- Supervises ordering of lending materials, supplies and equipment.
- Maintains patron and staff confidentiality.
- Schedules and Organizes Programs.
- Maintains and regularly updates the library website and Facebook
- Provides or oversees training on library resources to patrons, as needed.
- Attends Friends of the Library Meetings.
- Works to create mutually beneficial partnerships within the community.
- Communicates with Town Departments.
- Promotes the library and its materials, services and programs through social & news media and community organizations.
- Participates in continuing education, professional meetings, workshops and conferences with the approval of the Board of Trustees.
- Maintains membership in state, national and community organizations as appropriate.
- Stays abreast of current developments in public librarianship.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

- MLS degree or equivalent.

- Skill in oral and written communication in English.
- Ability to analyze community interests and needs, and to plan appropriate library services.
- Knowledge of Library mission, policies, practices and procedures.
- Knowledge of Dewey Decimal System.
- Knowledge of NHU-PAC and library automation systems.
- Proficient using computers, the Internet, online databases and social media.
- Skill in the use of standard office equipment.
- Knowledge of budgeting process.
- Knowledge of management and personnel administration.
- Ability to work effectively and cooperatively with staff, patrons, volunteers, Library Board of Trustees, Town officials and other department heads, handling difficult interpersonal situations with tact and diplomacy.
- Skill in working with the public, from children to adults.
- Skill in organization of materials, equipment, and staff resources.
- Consistently displays professional attitude, conduct and appearance.

**SUPERVISORY CONTROLS:** The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

**GUIDELINES:** Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or where there are significant proposed deviations from the guidelines, are referred to the supervisor.

**COMPLEXITY:** The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the

subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

**SCOPE AND EFFECT:** The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

**PERSONAL CONTACTS:** The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

**PURPOSE OF CONTACTS:** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**PHYSICAL DEMANDS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

**MINIMUM QUALIFICATIONS:**

Knowledge and level of competency commonly associated with a Bachelor's Degree (or MLS) and course work through CLL-NH.

Sufficient experience to understand the diverse objectives and functions of the job, usually interpreted to require several years of library experience, or any equivalent combination of education and experience which demonstrates the required knowledge, skills and abilities.

## **Library Assistant**

JOB TITLE: Library Assistant

3/16/17

DEPARTMENT: Griffin Free Public Library

STATUS: Part-Time – Non Exempt

LABOR GRADE: 5

REPORTS TO: Library Director

JOB SUMMARY: Assists in keeping the Library in running order. Staffs the circulation desk and keeps the Library neat and organized. Assists the patrons in a friendly manner. Weekends and/or evenings required.

### **MAJOR DUTIES:**

- Opens and closes the Library.
- Shelves and maintains materials.
- Keeps the Library neat, clean and organized.
- Processes new lending materials.
- Processes Inter-Library Loans (ILL) per procedure.
- Staffs the circulation desk: checks material in/out, answers the telephone, issues Library cards, answers reference questions, schedules events for the meeting area, and collects fine and copier monies.
- Accepts donations of books and other lending material.
- Periodically changes the posters and the displays to showcase events and/or add interest to the area.
- Weeds the Library shelves according to established procedures.
- Offers suggestions to the Director for selection of lending materials.
- Tracks overdue library materials; notifies patrons as needed.
- Assists patrons in finding library materials, and guides them to subjects of interest.

- Maintains a cheerful, friendly and helpful attitude.
- Maintains patron confidentiality.
- Informs patrons of library conduct and other policies, and enforces those policies as appropriate.
- Supervises the volunteers.
- Publicizes all Library events according to established publicity coordinator procedures, if assigned.
- Participates in training and other staff meetings, as scheduled by the Director.
- Participates in continuing education and conferences with the approval of the Director.
- Performs general housekeeping duties.
- Performs other related duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- High School diploma or GED.
- Knowledge of the Dewey Decimal System.
- Knowledge of NHU-PAC and library automation systems.
- High comfort-level using computers, the Internet, online databases and social media.
- Skill in the use of standard office equipment.
- Skill in oral and written communication in English.
- Knowledge of Library mission, policies, practices and procedures.
- Ability and willingness to take directions and work well with co-workers, sharing ideas to improve the Library.
- Ability and willingness to work effectively and cooperatively with patrons, volunteers, guests and other staff.
- Skill in working with the public, from children to adults.
- Skill in organization of materials.

- Consistently displays professional attitude, conduct and appearance.
- Ability to lift forty (40) pounds.

**SUPERVISORY CONTROLS:** The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**GUIDELINES:** Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

**COMPLEXITY:** The work consists of duties that involve related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of, and differences among, a few easily recognizable situations.

**SCOPE AND EFFECT:** The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

**PERSONAL CONTACTS:** The personal contacts are with employees within the immediate organization, office, and project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of with whom to deal are relatively clear.

**PURPOSE OF CONTACTS:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

**PHYSICAL DEMANDS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

## Library Trustee

**JOB TITLE:** LIBRARY TRUSTEE

### **JOB SUMMARY:**

By state law, library trustees are the governing board of the library. The library trustees shall have the entire custody and management of the public library and all the property of the town relating thereto except trust funds held by the town. (RSA 202-A:6)

Each trustee is elected by the general population for a three-year term. The trustees represent the community to the library and the library to the community.

### **QUALIFICATIONS:**

- ◆ Resident of the municipality the library serves
- ◆ Knowledge of the services provided by the library and commitment to its role in the community
- ◆ Knowledge of the community's social, educational and political structure
- ◆ Ability to work well with others, listen effectively and plan for the future
- ◆ Willingness to devote time and effort to the duties of trusteeship and participate with local, state and national government and library leaders to improve library services at all levels

### **RESPONSIBILITIES OF THE TRUSTEE:**

- ◆ Recruits, appoints, supervises and reviews performance of the library director
- ◆ Appoints all other employees of the library and determines their duties and wages in consultation with the director
- ◆ Adopts, reviews and revises all policies, including but not limited to personnel, material selection/use and the use of the building as well as the bylaws, rules and regulations for the boards' governance of the library
- ◆ Enforces all local, state and federal laws that pertain to the library, including library employees and accessibility to materials and their use
- ◆ Prepares the annual budget in consultation with the director
- ◆ Presents and defends the budget to the budgetary authority of the municipality each year
- ◆ Reviews the budget on a regular basis and approves expenditures for unforeseen circumstances. Has sole authority to determine budget lines for expenditures and move monies from one budget line to another
- ◆ Maintains the fine monies in a separate non-lapsing account and approves all expenditures of those funds
- ◆ Provides adequate insurance to cover the building and collection materials and their replacement costs

- ◆ Actively participates in and contributes to the meetings and work of the board; supports all decisions made by the board. Acts as a member of the board and assumes only those duties delegated by the board
- ◆ Utilizes the Library Trustee Manual and acquires full knowledge and awareness of all laws pertaining to the governance of the public library
- ◆ Seeks training opportunities for enhancing the performance of the trustee duties and responsibilities
- ◆ Advocates for the library and library service in the community, state and nation
- ◆ Participates in state and national library organizations
- ◆ Supports and abides by the American Library Association *Library Bill of Rights*, its interpretations and the *Freedom to Read* statement

Approved by the Board of Trustees: August 8, 2007

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency to basic skills typically associated with a high school education.

Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with related clerical work; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.