



## WHITINGHAM FREE PUBLIC LIBRARY POLICIES

**General Objectives:** The library will provide access to books and other materials and services for information, self-education and recreation to patrons of all ages. The library will work continually to identify community needs and interests, and to develop appropriate services in response. The library supports the Library Bill of Rights and Freedom to Read Statement.

**Who may use the library:** Upon filing with the library his/her name, address and phone number, any resident of Whitingham, Jacksonville and Halifax, including summer residents, may use the library facilities and resources. Residents of Vermont towns directly bordering on Whitingham may also use the library. Residents of other towns may petition the librarian for library use. A parent or guardian of a minor must sign the card application. Minors will have access to all departments of the library. A minor is defined as any patron under 16 years. Patrons over 16 years will be issued an individual adult card unless the patron waives his/her right until he/she is 18 years of age. Service will not be denied because of religious, racial, social, economic or political status. The librarian may revoke use privileges for abuses such as destruction of property, conduct which interferes with others' use of the library, and failure to replace or pay for lost or destroyed materials. Please see the Whitingham Free Public Library Behavior Code.

Children under 8 years of age must be supervised by an adult in the Library and during Library Programming.

Announcements of civic and cultural programs may be posted in the library with permission of the librarian.

**Hours:** The library will be open a regular schedule of hours that permits optimum use by the public and conforms to Minimum Vermont Library Standards (at least 14 hours a week, including at least 4 hours on weekends and/or after 5 p.m.). The library will be closed on holidays designated by the Trustees. See Holidays listed under Personnel Policy. Holiday closings are posted both in and outside of the library and on the library's calendar. Severe weather conditions may force the library to close. The librarian and/or the assistant librarian, in consultation with one Trustee, may close or delay the opening of the library due to weather conditions.

The library is available for meetings (limited to 25 people) by groups on request.

**Circulation:** Due to demand books displayed as "NEW" books are limited to two per patron for a two week loan period with no renewals.

Print materials are to be loaned out for two weeks with renewal

**Renewals and overdues:** Books that are not reserved for another patron may be renewed. It is preferred that books be brought to the library for renewal, however, books can be renewed via phone or email. Patrons returning overdue books will be asked to pay whatever they think appropriate. Lost or damaged books will be either replaced or paid for by the patron responsible for the loss or damage. The amount to be paid will be the cost of the book if known, or in default \$20.00 for adult books and \$15.00 for juvenile

**Confidentiality:** Patrons should feel comfortable borrowing or using public library resources and receiving library services without having to fear the consequences in violation of their privacy.

**Definition of patron records:** “Patron records” means records in any format related to any activity of the library (such as, but not limited to, registration, circulation, interlibrary loan, reserve requests and computer use) containing any identifying information about individual patrons.

**Privacy Policy:** Patron records are confidential. Patron records shall not be made available to any third party or any law enforcement agency of a local, state or federal government except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the library by the law enforcement agency or third party seeking the records.

Patrons have the right to access their own records.

Parents or guardians of patrons under 16 years of age have the right to request records of their minor children.

**Privacy Procedure:** No library employee or volunteer may release patron records to any third party or law enforcement agent. Requests for such information will be referred to the library director and/or the trustees who will adhere to the policy outlined above.

**Materials selection:** The library’s main considerations in selection are the needs and interests of the residents of the towns of Whitingham and Halifax. Other considerations are costs, format and availability from other sources including inter-library loan. The selection and weeding of both adult and juvenile collections are the responsibility of the librarian. Book reviews from various sources and patron suggestions are among the aids to be consulted for the evaluation of the collection. Weeding is to be continued, with books out of date, no longer popular or in poor condition discarded. Books in constant demand will be replaced when possible. Weak areas will be identified and materials purchased as budget permits. Books and other materials donated are accepted with the understanding that their final disposition is up to the librarian. The library does not purchase used books from individuals. Criteria applied to the selection of materials will also apply to gifts. The wishes of the donor will be respected whenever feasible. Some materials, particularly local history and reference works, will be classified as non-circulating and may not leave the library but are available for use at the library. A percentage of each year’s book budget will be allocated to adult and juvenile books. The presence of materials in the library does not mean endorsement by the library.

**Procedure for addressing objections to materials:** Readers’ complaints are to be treated with courtesy, respect and promptness. An objecting patron is asked to complete a Material Reconsideration Form (copy attached), which is submitted to the Board of Trustees. The board and the librarian will then re-examine the item and answer the complaint in writing, citing policy.

**Personnel:** The library Board of Trustees is responsible for employing a librarian, setting a salary and annual evaluation of the librarian. The Trustees will set the assistant librarian's salary and the librarian is responsible for hiring an assistant.

Part-time – Librarian - 26 hours per week

Assistant Librarian – 22 hours per week

Librarian's Assistant – 10 Hours per week

Vacation- two weeks (10 days) with pay after one year

three weeks (15 days) with pay after five years

four weeks (20 days) with pay after 15 years

Vacation days are allocated per calendar year. Unused vacation days may be carried over to the following year.

Time off with pay for DOL meetings, workshops, professional conferences, miscellaneous programs

Sick/Personal Days- two weeks (10 days) with pay after one year - 8 sick days / 2 personal days  
Sick days are allocated per calendar year and may be accumulated for a maximum of 20 banked days at one time. Sick days may not be donated to other employees. Vacation days must be used when additional sick days are needed.

Personal days are allocated per calendar year and may not be carried over.

Parental/Family Leave -

The librarian or assistant librarians will be allowed a total of eight (8) weeks for parental leave (unpaid)

Holidays- Paid Employee Benefit

Jan - New Year's Day

Jan- MLK Jr. Day

Feb- Presidents Day

May- Memorial Day Weekend Sat/Mon

July- Independence Day

Sept- Labor Day Weekend Sat/Mon

Oct- Columbus Day

Nov- Veteran's Day

Nov- Thanksgiving Wed/Thurs

Dec- Christmas Eve

Dec- Christmas Day

Dec- New Years Eve

\*Holidays are observed and benefits will be paid only if the holiday falls on a regular library operating day or is officially observed on a regular library operating day.

i.e.: Federal holidays falling on Sunday are observed on Monday.

Bereavement – three days with pay for bereavement for family members.

Snow Days/Inclement Weather-

Librarian may close the library due to inclement weather with notification to at least one trustee.

Staff will be paid for our hours scheduled on the days the library is closed due to inclement weather.

### Pandemic Preparedness –

1. Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath).
2. Staff will thoroughly clean and disinfect library
3. In the event staff or volunteers become sick, they are to stay home. Sick leave is to be used by staff.
4. Disinfect and put away toys and stuffed animals
5. Regularly and after patron use, wipe down keyboards, mouse, headphones, chairs, tables, counters, etc
6. Wipe down items being returned to the library before returning them to circulation.
7. Isolate items as necessary or recommended by State Vermont, CDC or ALA.
8. Provided soap and/or hand sanitizer for staff and patrons
9. Library programs will be cancelled
10. Post Federal, State and Local public announcements' and recommendations to keep the public informed
11. Use town site, social media, Front Porch Forum, direct email, and paper postings to notify the public
12. Closure of the physical library will be determined as necessary by the Board of Trustees with the Directors recommendations' and will reassess closures on a two week basis.
13. In the event of a library closure staff will work limited hours to provide pick up and/or delivery services as allowed and to continue administrative and online library business.
14. All online services and WiFi will continue to be available
15. Staff will continue to be paid full wages.

### Re-opening after Pandemic Closure-

1. Employees shall not report to, or be allowed to remain at, work or job site if sick or symptomatic (with fever, cough, and/or shortness of breath). Sick leave is to be used by staff.
2. "All operations shall designate a health officer on-site at every shift responsible for ensuring compliance with Addendum 10 and Addendum 11 to the Executive Order and applicable ACCD Guidance. " Kristine Sweeter, Library Director is the designated Health Officer for the Whitingham Library. Employees working alone and shall self survey ones health for each shift. Thermometers will be provided to monitor one's temperature.
3. Employees must complete and document a mandatory training on health and safety requirements as provided by VOSHA.
4. Prior to the commencement of each work shift, employees will self-screen, including temperature and symptom checks to verify each employee has no symptoms of respiratory illness (fever, cough, and/or shortness of breath).
5. No workers who have knowledge of contact with a person who is diagnosed with COVID-19 shall be permitted on site and shall quarantine for 14 days. Sick leave is to be used by staff.
6. Employees must observe strict social distancing of six feet while on the job.
7. Employees must wear face coverings over their nose and mouth when in the presence of others. A translucent shield or "sneeze guard" is acceptable in lieu of a mask.
8. No congregation of employees shall be permitted on site.
9. Indoor workspaces where more than two (2) employees are working must have good air circulation.
10. Employees must have easy and frequent access to soap and water or hand sanitizer during duration of work, and hand washing or hand sanitization should be required before entering, and leaving, job sites.
11. Cloths masks, gloves, hand sanitizer, disinfectant supplies and hand washing facilities will be provided.
12. All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles must be cleaned and disinfected at the beginning, middle and end of each shift and prior to transfer from one person to another.
13. While delivering library materials no more than two (2) people shall occupy one vehicle when conducting work.
14. Staff will work alternate one person shifts determined by the Director.
15. Staff will wear cloth masks while working with other staff.
16. Staff will keep a 6 foot distance while working with others.
17. Hand washing stations and/or hand sanitizer will be provided.

### Re-opening - Allowing Public Inside Library Building

At a time when the library is reopened for the public to enter the building we will do so with consideration of recommendations' from the VT Dept. of Libraries, and ACCD (Agency of Commerce and Community Development) and other resources.

1. Library will re-open for public to enter for limited hours as determined by Library Director.
2. Appointments are recommended but not required to enter library.
3. Curbside and/or delivery service will continue.
4. Copying, Faxing, and scanning services will be available.
5. Inter-library loan services will resume as determined by Library Director.
6. Staff will continue to follow procedures stated in Re-opening after Pandemic Closure policy.
7. No one sick will be allowed to enter library.
8. Patrons will be required to wear masks while in the building.
9. Patrons will practice social distancing of 6 ft. prompted by visual signs.
10. Patron occupancy will be limited to 4 at one time (plus one staff member)  
ie: 2 using public computers and 2 browsing. Temporary occupancy will be posted outside library.
11. Patrons will be limited to 30 minutes in the library.
12. Patrons will wait outside of library if at full temporary occupancy.
13. Browsing will be allowed with proper air circulation provided by open windows and fans
14. Browsing in stacks/aisles will be limited to 1 patron/staff per stack/aisle
15. Chairs will be put aside and not available for public use.
16. Middle computer station will be closed.
17. Computer keyboards will be covered with plastic covering.
18. Computers will be disinfected and keyboard covering will be replaced after use.
19. Computers use will be limited to 30 minutes.
20. Public bathrooms will be closed.
21. Hours, browsing and computer use will increase as it is safe to do so and determined by the Director with guidance from VT Department of Libraries, ACCD, and other resources.

**Termination:**

30 days notice in writing must be given by either party.

Verbal and written warnings need to be documented and signed by both parties.

**Staff/Volunteer Scheduling:**

The Librarian and Assistant Librarian should not be scheduled concurrent vacation time.

Volunteers should not be scheduled to work in the Library without a Library employee supervising/present.

**Financial:**

**Accounts receivable:**

**Money Market Account**

Librarian will prepare cash and checks received for deposit, and give to Town Treasurer for deposit in money market account.

**Accounts payable:**

**Money Market Account**

Librarian will present check request to Trustees to approve with three signatures, and then Town Treasurer for final signature.

**Town Account**

1. Librarian will submit bills to be paid to Town Bookkeeper.
2. Checks will be signed by Town Treasurer and disbursed.
3. After Check warrant will be presented at Trustee meeting to be approved and signed.

**Contractual Bids:**

Bids are posted and unsolicited.

The Library Trustees reserve the right to accept or reject any and all bids received.

June 1997, Amended April 2001, Reviewed April 2003, June 2004, July 2007, December 2008, May 2009, November 2010, Reviewed and approved July 2011, Reviewed and Amended May 2012, Reviewed and Amended January 2013, Amended April 2013, Reviewed and Amended November 2014, Reviewed November 2015. Amended November 2016. Amended December 2016. Amended February 2017. Amended April 2018. Amended June 2019. Amended May 2020, Amended July 2020