

Douglas Library of Hebron Policy Manual

www.douglaslibrary.org

Contents

<i>Introduction</i>	3
<i>Mission Statement</i>	3
<i>General Objectives</i>	3
<i>Purpose of this Policy</i>	3
<i>Circulation Policy</i>	3
<i>Confidentiality of User Records</i>	4
<i>Registration and Library Cards</i>	4
<i>Loan Periods and Limits</i>	4
<i>Reserves</i>	5
<i>Interlibrary Loans</i>	5
<i>Fines & Fees</i>	5
<i>Fees</i>	5
<i>Collection Development Policy</i>	6
<i>Responsibility for Collection Development</i>	<i>Error! Bookmark not defined.</i>
<i>Selection Tools</i>	<i>Error! Bookmark not defined.</i>
<i>Selection Guidelines</i>	<i>Error! Bookmark not defined.</i>
<i>Special Consideration</i>	<i>Error! Bookmark not defined.</i>
<i>Donations</i>	<i>Error! Bookmark not defined.</i>
<i>Deselection/Weeding</i>	<i>Error! Bookmark not defined.</i>
<i>Requests for Reconsideration</i>	<i>Error! Bookmark not defined.</i>
<i>Library Use Policy</i>	8
<i>Unattended Children Policy</i>	9
<i>Storytime Policy</i>	9
<i>Photocopier, Scanner, and Fax Use</i>	10
<i>Community Bulletin Board</i>	10
<i>Beverages</i>	11
<i>Meeting Room Policy</i>	11

<i>Inclement Weather Policy</i>	14
<i>Volunteer Policy</i>	15
<i>Display Case</i>	15
<i>Computer, Internet, and WiFi Use</i>	16
<i>Acceptable Use of Computers, Internet, and WiFi</i>	16
<i>Unacceptable Use</i>	16
<i>Appendices</i>	17
<i>A. Library Bill of Rights</i>	17
<i>B. Code of Ethics</i>	18
<i>C. Access for Children and Young Adults to Non-Print Formats</i>	19
<i>D. Freedom to Read Statement</i>	20
<i>E. ALA Statement on Labeling</i>	22
<i>F. Statement of Concern about Library Materials</i>	24
<i>G. Meeting Room Application</i>	25
<i>H. Volunteer Application</i>	26
<i>I. Hotspot and Tablet Lending Policy</i>	27
<i>J. Display Case Reservation and Agreement</i>	28
<i>K. Proctoring Policy</i>	29

Introduction

Mission Statement

The mission of the Douglas Library of Hebron is to support the informational, educational, cultural, and recreational needs of all members of the Hebron community by providing access to a professional staff, a state-of-the-art facility, quality resources, programs, and services and preserving records of the town's history that are entrusted to the library. (Amended August 8, 2016)

General Objectives

The Douglas Library serves as a learning and community center for all residents of Hebron. The Douglas Library supports and encourages life-long learning and fosters a literate, informed, and culturally-aware community. Working together, we strive to provide equal access to information, ideas, and knowledge through books, programs and other resources. We believe in the freedom to read, to learn, to discover.

Purpose of this Policy

This Policy Manual is the central reference point for library staff and users. It establishes boundaries for behavior and guidelines for best practices. It ensures that adequate and accurate records are kept. In addition, the policy ensures fair and equal access to Library materials for all users. Policies are current and accurate as of the date indicated on each one. The Library and the Board of Trustees reserve the right to modify, change, or delete policies when appropriate.

The Douglas Library of Hebron subscribes to the principles found in *The American Library Association Bill of Rights*, *American Library Association Code of Ethics*, *American Library Association Access for Children and Young Adults*, *American Library Association Freedom to Read*, and the *American Library Association Statement on Labeling*.

Circulation Policy

The Circulation Policy of the Douglas Library exists to facilitate free and equal access to the materials and information contained in the Library's collections. A Douglas Library card allows you to check out books, music, DVDs and more. You can remotely access online databases and download eBooks and audiobooks. The Douglas Library and its collections are available for use by residents of Hebron. In addition, under the Connecticard reciprocal borrowing system of the Connecticut State Library, any resident of another Connecticut town or city may borrow items from the Library's collections provided he/she presents a valid borrower card in good standing from his/her hometown public library.

Library materials are the property of the Town of Hebron. Library cards are issued to identify users of library materials and to provide a means of recovering materials that have not been returned. Loan periods are designed both to allow adequate time for borrowers to use materials and to provide timely loans of materials that are in high demand. Borrowers assume responsibility for payment of fees or fines for materials not returned on time or those that are lost or damaged.

Confidentiality of User Records

Pursuant to Connecticut General Statutes, Sec. 11-25(b) (1), “records maintained by libraries that can be used to identify any library user, or link any user to a library transaction, regardless of format, shall be kept confidential, except that the records may be disclosed to officers, employees and agents of the library, as necessary for operation of the library.”

Registration and Library Cards

Any person over the age of eighteen (18) who shows proof of a current residential address within the Town of Hebron may receive a Douglas Library card free of charge. Library cards will be valid for three (3) years. At time of renewal of library card, applicants will be asked to verify address and other information on the patron record. All fines and late fees must be paid before renewal. Library users are responsible for all materials checked out on his/her card.

Parents/Legal Guardians of children between the ages of four (4) and seventeen (17) may obtain a library card for their child/children by meeting the same requirements. Parents must have a valid Douglas Library card. Parents are financially responsible for all items borrowed on a child’s card.

Proof of residency includes a photo ID with current address. Identification with only a post office box number will not be accepted. If photo ID does not include a current address, a piece of mail sent or forwarded to current address is acceptable. This includes utility bills, phone bills, lease agreement, car registration, etc. Library cards are not transferable. Library cards must be presented to use library services or patrons must show photo ID. Patrons may not use library cards belonging to others. Summer residents who own property in Hebron whose permanent residence is outside of Connecticut may obtain a library card by showing proof of tax payments. A lost card replacement fee of \$2.00 will be assessed.

Loan Periods and Limits

Loan periods and limits on the number of items that may be borrowed are established to provide users with an adequate amount of time to use materials and return them so they are available to others.

Library users may have a maximum of forty (40) items checked out at any one time. Adult and Children’s Reference materials are available for overnight loan at the discretion of the Director, Head of Circulation or the Children’s Librarian. Local History and current periodicals are not available for loan but may be used in the library. Materials may be borrowed for one (1) loan period with one (1) renewal, except DVDs, interlibrary loan books, museum passes, and summer reading materials. Items on hold for another patron may not be renewed. Borrowers may renew items in person, by phone, or through the online public access catalog.

Loan Periods	
New Adult Books	14 days
Adult & Children’s Books	21 days

New Audiobooks	14 days
Audiobooks	21 days
Music CDs	21 days
New DVDs	3 days
Older DVDs	7 days
Interlibrary loan books	21 days
Magazines	21 days
Passes	1 per family for 3 days
Book Discussion	21 days
Summer Reading	14 days
Overdrive Downloadable Audiobooks & Ebooks	5 per patron for 14 days

Reserves

Materials that are “on order” or in circulation may be reserved in person, by phone, or through the online public access catalog.

Interlibrary Loans

Materials that are not owned by the Douglas Library may be borrowed from another library through the interlibrary loan service (ILL). All ILL materials must be returned to the Douglas Library. DVDs and Books on CD are not available through interlibrary loan.

Fines & Fees

Books, Magazines, Audiobooks, Music CDs	\$.10 per day
DVDs	\$1.00 per day (Amended Sept. 11, 2017)
Museum Passes	\$10.00 per day

DVDs must be returned to the DVD slot or at the Circulation Desk or a \$1.00 fee per DVD will be assessed.

It is the responsibility of the borrower to know the due date of all items checked out. Borrowing privileges are suspended if there is an overdue item for which the replacement cost has been assessed or a fine(s) has accrued in excess of \$5.00. Prompt payment of overdue fines, replacement costs, and processing fees for lost materials is expected. No refunds of any of these charges will be made if lost item is found after payment. No overdue fine will exceed the cost of the item.

Fees

The fee for replacing an item which is lost or damaged beyond repair is the current replacement cost of the item. Fees for repairs are as follows.

Adult Hardcover & Trade Paperback Books	\$5.00
Audiobooks	Cost of Repairs
DVDs	\$5.00
Children’s Hardcover Books	\$5.00
Music CDs	\$2.50
Magazines	\$2.50

Collection Development Policy

The Douglas Library of Hebron strives to provide equitable access to information from a diverse collection of sources and creators. Maintaining a collection of current materials with a broad scope of topics of interest is one way in which the Library works towards this goal.

The Douglas Library of Hebron endorses the American Library Association's Library Bill of Rights, available at <https://www.ala.org/advocacy/intfreedom/librarybill>, and Freedom to Read Statement, available at <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>.

Roles and Responsibilities:

The responsibility for collection development rests with the Library Director, in accordance with the policy set by the Library Board of Trustees. The Director may delegate selection responsibilities to professional staff. The Library relies on the professional knowledge and judgement of the staff, who use a variety of resources to make selections for the collection, including but not limited to professional journals, media outlets, online resources, and publisher catalogs.

Selection Guidelines:

Selection of materials in all departments is based on usefulness, quality, popularity, authority of presentation, presentation of varying views, accuracy and objectivity of material, current interest in subject matter, popular demand, cost, and availability of materials from other sources such as the Bibliomation consortium.

Materials for all departments are selected on the basis of the work as a whole and are not excluded because of isolated passages or frankness of expression. No book or library material shall be excluded because of race, nationality, the political or social views of the author, or due to membership in any protected group covered under chapter 814c of the Connecticut General Statutes.

The Library does not generally acquire self-published materials or textbooks.

The children's department offers developmentally appropriate materials in a variety of formats that meet the informational and recreational needs of children aged birth through twelve. The department maintains a collection that is relevant, of appropriate size and quality, and that represents a variety of views and expressions. Some materials in the children's collection might not be considered appropriate by all adults for all children. Only each child and their parent or caregiver can decide what material is suitable for that child.

The teen collection offers developmentally appropriate materials in a variety of formats that meet the informational and recreational needs of preteens and teenagers ages twelve to eighteen. The teen collection maintains a collection that is relevant, of appropriate size and quality, and that represents a diversity of views and expressions. Some materials in the Teen Services Collection might not be considered appropriate by all adults for all teenagers. While some materials could be too mature for one teen, other teens may be ready for them. Only each teen and their parent or caregiver can decide what material is suitable for that teen.

The Adult department contains materials in a variety of formats that meet the informational and recreational needs of Hebron community members over the age of eighteen.

Electronic materials are available in all departments and include databases, e-Books, e-Audiobooks, and downloadable and streaming media. Criteria used in selecting digital resources include ease of use, uniqueness of content, technology requirements, copyright, availability for remote access, and cost. Certain digital collections the Library makes accessible to users are governed by the vendor's specific terms of service, including patron residency and minimum age requirements. Some material available in a broader digital collection might not be considered appropriate by all adults for all children. The fact that children may possibly access materials their parents or guardians consider inappropriate does not impact the selection of databases and digital platforms.

All criteria need not be met for purchase consideration.

Suggestions for purchase of materials from patrons are welcome and will be given serious consideration according to the same criteria as other materials. Gifts of materials to the Library will also be considered according to the same standards as other materials.

Collection Maintenance:

The Library's collections are regularly weeded due to limited space and the changing needs of the community. Criteria for discarding an item from the collection include lack of use, condition, and acquisition of newer materials to replace outdated items.

Parental Responsibility:

The Library does not restrict access to materials in the collection on the basis of age. The responsibility for guiding and directing the reading, listening, and viewing choices of children lies with the parents or guardians of those children.

Reconsideration of Library Materials:

Any patron objecting to the inclusion of an item in the collections of the Douglas Library of Hebron may make a formal request for removal in writing by completing the "Request for Reconsideration of Library Materials" form. All requests will be reviewed by the Library Director who will make a decision, based upon the policy set by the Board of Trustees, within forty-five days. Materials under review remain in the collection during the reconsideration process.

If the patron is not satisfied with the Library Director's response, the patron may request referral to the Board of Trustees for review within ten business days of the director's decision. The Review of the Board of Trustees will not be de novo but will be limited to the consideration of whether the Library Directors' decision was arbitrary and capricious or clearly erroneous in light of the Library's Collection Development Policy. The Board of Trustees will send a written response to the patron within forty-five days of the review request. The decision of the Board of Trustees is final.

Library materials will not be marked or identified to indicate approval or disapproval of the contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft. The decision by an author, publisher, or other content creator to withdraw their work will not be considered sufficient reason alone for the Library to withdraw it from the collection.

A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for two years following being retained in the Library's collection despite a formal request for reconsideration. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that time period.

The authority regarding removal or retention of library materials ultimately resides with the Library Board of Trustees, which approves the Collection Development Policy.

Library Use Policy

The Douglas Library is the public library of Hebron. It is open to the public and does not discriminate. All are welcome to use its resources. Use of the Library requires respect for others who are enjoying the Library facilities, services, and programs. For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property. This list is not exhaustive or exclusive. Included are:

- Disruptive behavior, such as but not limited to, running, playing audio equipment loudly, threatening or harassing behavior, public intoxication, talking loudly, or any other behavior that would hinder other patrons, volunteers, or staff.
- Stealing or vandalizing any property of the Library, Library staff, or Library users.
- Use of skateboards, roller blades, roller skates, or roller scooters on Library property.
- Soliciting of any kind including seeking or collecting signatures for a petition.
- Smoking or the use of any tobacco products in the Library.
- Possession or use of alcohol or illegal drugs.
- Bicycles or scooters in any Library public area except in designated areas.
- Entering the library barefooted, or without a shirt.
- Personal hygiene which may present a health or safety issue to patrons, volunteers or staff.
- Misuse of restrooms, e.g. no bathing or washing clothing.
- Bringing animals into the Library, except service animals.
- Sleeping.

The Library Director or designated staff shall be responsible for the enforcement of the Library Use Policy. Depending on the severity of the infraction, the Library will institute discipline ranging from a verbal warning, through denial of specific privileges, such as use of the Library computers, to denial of the right to use the Library for a specified time period. Upon refusal of such person to obey the directives, the Director or designated staff is hereby authorized and directed to make a complaint to the appropriate law enforcement agency. Library staff will complete the appropriate incident report form. Appeals relating to suspension of Library service privileges and/or revocation of privileges shall be made to the Board of Trustees.

(Amended July 11, 2016)

Unattended Children Policy

Children and adults alike are welcome and encouraged to use the Douglas Library. In order to maintain a safe, orderly, and proper environment for library use and library property, the following guidelines regarding the supervision of minors are in effect.

- Parents and guardians are responsible for the conduct of their children/minors at all times when on library premises. The Douglas Library staff assumes no responsibility for the safety, care, or supervision of children/minors.
- Children, age twelve (12) and younger, must be accompanied by a parent or caregiver at all times and in all areas of the library except when participating in a library-sponsored program. During programs, parents or caregivers of children twelve (12) and younger must remain in the library.¹
- If the library must close in an emergency, library staff will make an effort to alert parents to make sure that the child will be picked up.
- It is the responsibility of parents or caregivers to make certain that work and home telephone numbers are on file with the library application to use in the event of an emergency.
- Parents or caregivers will not direct their children to the library in the event of an emergency or school closing in that the same conditions that caused the school closing may also affect library operations.
- Parents or caregivers should be aware of the library's openings and closing times and make suitable arrangements to meet and transport their children.
- If a child is alone at the library closing, library staff will call the parent. If staff cannot reach a parent, the police will be called to assume responsibility for the child. A staff member will remain with the child until the parent or police arrive.
- Staff will not transport children home or to any other destination.

Storytime Policy

- Storytime is a free service offered to the community of Hebron and to surrounding towns. Storytime is open to the public.

¹ Connecticut General Statutes, Sec. 53-21a, on unattended children. "Leaving child unsupervised in place of public accommodations or motor vehicle. (a) Any parent, guardian, or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class A misdemeanor."

- Due to room capacity and staffing, enrollment is restricted in compliance with safety standards.
- Enrollment is on a first come, first served basis and is limited to parents and caregivers in the private sector. We reserve the right to refuse commercial caregivers, i.e., nursery schools, home and public daycare providers, and playgroups. Alternate services are offered to these types of institutions.
- Children may not be left unattended at any time. The Library staff may not be held responsible for loss or injury due to lack of supervision by parent or caregiver.

Photocopier, Scanner, and Fax Use

The Douglas Library provides a photocopier, scanner, and Fax machine. The copier and scanner are self-service; however, Library staff will operate the Fax machine.

- The per copy charge for public use of the photocopier and scanner is \$.25 or .50 for color.
- The per-copy charge to library employees wishing to make photocopies and scans for personal use will be \$.25 or \$.50 for color copies.
- Organizations wishing to produce photocopies/scans, which will benefit the library, may do so at no charge. Appropriateness of subject matter to be copied or scanned will be left to the discretion of the librarian or librarian's designee.
- Municipal organizations and local churches requiring photocopier/scanner use in emergency situations may use the library copier at no charge. Copy paper will be supplied by user.
- Fax transaction fees: \$2.00 for first page and \$1.00 for each additional page including cover sheet. Fees apply to send or receive.

Community Bulletin Board

- The Douglas Library will post meeting activities of civic, cultural, educational, or recreational groups on the Community Meeting Bulletin Board located at the main entrance near the elevator.
- Notices must meet the following criteria: neat, no larger than 8 x 11, and legible lettering.
- No notices of a personal nature, business solicitations, religious tracts, petitions, campaign literature, or articles for sale may be posted.
- Priority will be given to announcements of events of Hebron organizations.
- Priority will be given to events occurring during the month.
- Notices must be approved by Library staff and dated.

- Right side of bulletin board is reserved for library related postings. The left side is available for public postings following above guidelines.

Beverages

The Douglas Library strives to create a welcoming, clean, and comfortable environment for all to enjoy. Covered beverages are allowed in the Library including bottled water and hot beverages. Trash should be disposed of in the provided receptacles. Spills must be reported to Library staff immediately.

Meeting Room Policy

The Board of Trustees of the Douglas Library of Hebron views the use of the facilities of the library as an extension of the library services. The rooms shall be available to the Hebron community in its broadest sense and reflect the educational, cultural and social role the library plays. The Board subscribes to Article IV of the Library Bill of Rights which states: "...that facilities should be made available to the public served by the given library on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use."

I. Availability and Eligibility for Use

There are two meeting rooms and three (3) study rooms available for public use by groups (hereinafter referred to as meeting room(s)):

- Community Room (capacity not to exceed 200 people)
- Board Room (capacity not to exceed 15 people)
- Study Rooms (first come first served)

Meeting rooms are generally available during normal library operating hours. Meeting room use may extend beyond normal operating hours provided that prior arrangements have been made with the Director or authorized representative and provided that the meeting began during normal library operating hours.

When the meeting rooms are not needed for library activities, nonprofit organizations headquartered in Hebron and/or serving the Hebron community may apply for use of the meeting rooms for educational, civic, and/or cultural programs intended for and open to the public. No commercial or private use of the meeting rooms is permitted.

All meeting room reservations are on a first come, first served basis, however, the following priorities will prevail in using the meeting rooms:

1. Douglas Library
2. Board of Trustees
3. Town of Hebron
4. Douglas Library Association

5. Friends of the Douglas Library
6. Hebron non-profit organizations

Youth groups may use the meeting rooms provided that there is at least one adult supervisor (age 21 or older) for each ten youths in attendance. The adult supervisor shall sign the application for the use of the facility and shall assume full responsibility for the entire group from the time the first member arrives until the last one has left the premises.

For profit organizations will not be allowed to use the meeting rooms for any fund raising purpose.

Non-Library related organizations may not use the Community Room more than four times in a calendar year, and the Conference Room not more than six times in a calendar year.

The group making application for the use of the building and grounds shall agree to indemnify, relieve from all responsibility, and to render harmless from any claims, actions, or causes of action of any kind which may arise out of the use of the facility by such individual or group, the Douglas Library of Hebron and its employees or the Town of Hebron for any damage or loss to property or person of any individual attending the event. Groups must provide their own insurance coverage: \$1,000,000 Bodily Injury and Property Damage Single Limit Liability naming the Douglas Library of Hebron and the Town of Hebron as additional insured. Certified verification of such insurance will be required to be filed no less than eight (8) business days before the event.

If group does not have the necessary insurance, they may use the Town of Hebron's Insurance; Connecticut Interlocal Risk Management Agency (CIRMA) for a fee under the Tenant User's Liability Program (TULIP). Please call the Town Office Building at 860-228-5971 to set this up.

Use of the meeting rooms is at the discretion of the Library Director.

II. Application and Charge for Use

A written application must be submitted to the Director or authorized agent for each use of the meeting room at least thirty days prior to the requested meeting date. The director or authorized agent will notify the requestor within seven days of receipt of the request as to whether or not the request can be granted. An approved application must be on file and any and all fees paid prior to use of the meeting room.

Any person or group denied use of the meeting room for any reason other than unavailability may come before the Board of Trustees for review.

The standard fee for use of the meeting room beyond normal library operating hours for Hebron Community organizations or other non-profit organizations in the Hebron Community will be as follows:

- Meeting rooms \$25 per hour or major part thereof
- Use of kitchen \$25 No food preparation allowed; only warming and plating

III. General Rules and Limitations

1. Groups using the meeting rooms will be responsible for:

Douglas Library Board of Trustees: Approved 2/11/2015

- i. Setting up chairs, tables, etc. and putting them away after the meeting
 - ii. Proper adult supervision
 - iii. Restoring the meeting room to the same condition in which it was found
 - iv. Costs arising from any damage or loss during use
2. Smoking, alcoholic beverages, and gambling is strictly prohibited in the meeting rooms.
3. No admission charge or tuition may be required.
4. No products or services may be sold.
5. Personal information from program attendees may not be solicited.
6. Reservations for the meeting rooms may be made up to one year in advance.
7. If a group requires audio-visual equipment, the user must be thoroughly trained and be held responsible for any damage to hardware or software.
8. Groups using video cassettes/DVDs in the meeting rooms must secure all necessary performance rights or agree to indemnify the library for any failure on their part to do so.
9. No materials may be affixed to wall surfaces.
10. The name, address, and phone number of the Douglas Library may not be used as the official address of any group or organization using the meeting rooms nor may any non-library group using the meeting rooms to publicize its activities in such a way as to imply library sponsorship.
11. All individuals and groups must submit a completed Application for Use of Meeting Room.

IV. Governing the Handling of Library Property

1. All children, when moving chairs, tables or other items in the library, shall be supervised by adults
2. No child shall move any object that is not appropriate to the child's size and/or which could cause harm or damage to them.
3. Any failure of adults to provide appropriate supervision or guidance to children under their care as stated above will be taken seriously and could result in a denial of their application to use the library's meeting rooms or to participate in programs or events held at the library.

Inclement Weather Policy

In the event of inclement weather, the Library Director in consultation with the Library Board President or designee and the Town Manager's Office will determine if the library should open for regular hours, delay opening or in the event that the library is already open, that the library will close early. The Director will base the decision upon weather reports, assessment of area road conditions, and the condition of the library parking lot and walkways.

Once a decision has been made, the Director will contact the news media and affected staff members. In the event that the Director is not available, the head of circulation and/or the children's librarian will make the decision not to open or delay opening. If the library is open and a weather situation develops during which the Director, head of circulation, and children's librarian are not able to be reached, then the senior staff member in the building may make the decision to close.

The Director will use the internal library board policy stating the criteria for closing in the February 15, 2008 policy passed by the library board. The library will not automatically close when schools close.

The part-time people will be paid for at least three hours if already on duty for their scheduled work shift if the library closes early. They will not be paid for time missed beyond what they have worked, or if they have already worked three hours and the library closes for inclement weather.

Full-time employees are expected to report to work according to their regular work schedules, unless the Town Manager's Office closed Town Offices due to inclement weather. No employee will be required to stay at work or come to work if they choose not to. They have the option to use previously accrued personal time, or vacation time to make up missed hours.

Volunteer Policy

The Douglas Library uses the services of volunteers to supplement the work of paid Library staff in meeting demands for quality public service. The services of volunteers do not take the place of work done by paid Library staff. Volunteers aid the Library in making the best use of its fiscal resources and contribute to a positive image of the Library in the community. Volunteers are expected to act in accordance with Library policies and to reflect a positive customer service attitude to all library patrons.

A volunteer in the Children's Department will be at least twelve (12) years of age; a volunteer in the Adult/YA Departments will be at least sixteen (16) years of age. Volunteers contribute time, energy, and talents and are not paid by Library funds. Volunteers must fill out a Volunteer Application and an Emergency Contact Form before being accepted. Volunteers under the age of eighteen (18) must have the application signed by a parent or legal guardian. Approval of a volunteer is at the discretion of the Library Director or his/her designee based on an applicant's qualifications in relation to the Library's needs.

The Library has absolute discretion to deny an application; however, the Library will not discriminate on the basis of sex, national origin, sexual orientation, religion, race, color or disability or any other legally protected characteristic.

The Friends of the Douglas Library is a volunteer organization established as a 501(c)(3). A Board of Directors sets their policies and oversees their operations and expenditures. The Board or its designee is responsible for their volunteers.

All transactions between Library users and staff or volunteers are strictly confidential. Volunteers may not perform activities that could reveal confidential patron information or use the Integrated Library System (ILS).

Display Case

The Douglas Library welcomes and encourages individuals, community organizations, and groups to use the display case located near the front entrance to the Library. The display case is available for presentations of an educational, civic, cultural, or artistic nature. Displays of materials on controversial topics must cover a range of views, and does not constitute endorsement by the Douglas Library. Access to all will be on an equitable basis. The display case is not available for commercial use or benefit. No prices or price lists are to appear with any exhibit item.

Requests for use of the display case are made by completing the Douglas Library Display Application Form. Final approval for the display will be made by the Library Director. Display case exhibits are generally for a thirty (30) day period and scheduling is on a first come, first served basis. The Library reserves the right to limit the frequency and length of all displays. No display materials may be left anywhere at the Library in preparation for the setting up or removal of a display. Placement and removal of exhibits will be the responsibility of the exhibitors.

The Library assumes no responsibility or liability for the preservation, protection, loss or damage to any part of the exhibit. All items placed in the Library's display case are done so at the owner's risk.

Computer, Internet, and WiFi Use

In response to advances in technology and the changing needs of the community, the Douglas Library endeavors to develop collections, resources, and services that meet the informational, educational, cultural, and recreational needs of Hebron's diverse community.

The Douglas Library of Hebron does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian.

Acceptable Use of Computers, Internet, and WiFi

These resources are to be used in a responsible manner consistent with educational, professional, informational, and recreational purposes. Parents/guardians are encouraged to provide guidance to their children when using these resources. The Library does not assume liability for the reliability of the local network, the Internet, the content, or the accuracy of information found on the Internet.

Patrons must sign in at the Circulation Desk with their library card. The computer stations may be used in 60-minute increments. If no other patrons are waiting to use the computer station, the user may extend time on the computer. Those wishing to download information or store information must bring their own storage devices. Charge for printing from computer workstations or scanner is \$.25 or \$.50 for color per page.

As with other Library resources, staff will attempt to assist patrons with computer applications. However, due to time constraints, Library staff cannot provide in-depth instruction to users. A basic understanding of computers and the Internet is required of users.

Computers in the Children's Library are intended for use by children age 12 and younger. Adults supervising children may use them as well, but children have first priority.

The Library's computers may only be used for legal purposes.

Unacceptable Use

- Violating applicable federal, state, or local laws
- Interference with or disruption of other computer users, computer services, or equipment
- Violating software license agreements and copyright laws
- Deliberately accessing or displaying obscene images or language
- Providing minors with access to materials that are harmful to them as defined by CIPA (Child Internet Protection Act)
- Disclosing or sharing a user's library card information with others or impersonating another user

Wireless access is provided as a free service to the public. The wireless Internet network is not secure and provides no data encryption between the access points and the patron's device. The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's WiFi network. Users must take appropriate precautions when using this service.

Failure to comply with this policy will result in loss of Computer, Internet, or WiFi access privileges.

Appendices

A. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

B. Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

This page has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.

C. Access for Children and Young Adults to Non-Print Formats

An Interpretation of the Library Bill of Rights

Library collections of nonprint materials raise a number of intellectual freedom issues, especially regarding minors. Article V of the [Library Bill of Rights](#) states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

The American Library Association's principles protect minors' access to sound, images, data, games, software, and other content in all formats such as tapes, CDs, DVDs, music CDs, computer games, software, databases, and other emerging technologies. ALA's [Free Access to Libraries for Minors](#): An *Interpretation* of the Library Bill of Rights states:

. . . The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

. . . [P]arents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Policies that set minimum age limits for access to any nonprint materials or information technology, with or without parental permission, abridge library use for minors. Age limits based on the cost of the materials are also unacceptable. Librarians, when dealing with minors, should apply the same standards to circulation of nonprint materials as are applied to books and other print materials except when directly and specifically prohibited by law.

Recognizing that librarians cannot act *in loco parentis*, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Libraries should provide published reviews and/or reference works that contain information about the content, subject matter, and recommended audiences for nonprint materials. These resources will assist parents in guiding their children without implicating the library in censorship.

In some cases, commercial content ratings, such as the [Motion Picture Association of America](#) (MPAA) movie ratings, might appear on the packaging or promotional materials provided by producers or distributors. However, marking out or removing this information from materials or packaging constitutes expurgation or censorship.

MPAA movie ratings, [Entertainment Software Rating Board](#) (ESRB) game ratings, and other rating services are private advisory codes and have no legal standing ([Expurgation of Library Materials](#)). For the library to add ratings to nonprint materials if they are not already there is unacceptable. It is also unacceptable to post a list of such ratings with a collection or to use them in circulation policies or other procedures. These uses constitute labeling, "an attempt to prejudice attitudes" ([Labels and Rating Systems](#)), and are forms of censorship. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the Library Bill of Rights.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people's access to materials and services that reflect diversity of content and format sufficient to meet their needs.

Adopted June 28, 1989, by the ALA Council; amended June 30, 2004.

D. Freedom to Read Statement

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

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

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

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

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

We therefore affirm these propositions:

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

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

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

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

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

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

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

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

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

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

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
[The Thomas Jefferson Center for the Protection of Free Expression](#)

E. ALA Statement on Labeling

An Interpretation of the Library Bill of Rights

Labeling is the practice of describing or designating certain library materials by affixing a prejudicial label to them or segregating them by a prejudicial system. The American Library Association opposes this as a means of predisposing people's attitudes towards library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collection. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the Library Bill of Rights.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings – if placed there by or with permission of the copyright holder – could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951, amended June 25, 1971, July 1, 1981, and June 28, 1990 by the ALA Council.

F. Statement of Concern about Library Materials

Title _____

Author _____

Publisher _____

Statement initiated by _____

Address _____

Telephone _____

Complaint represents:

_____ Self

_____ Organization (name) _____

_____ Other (identify group) _____

In order that we may properly address your concerns, please answer the following questions:

1. To what in this material do you object? Please be specific.
2. What do you feel might be the result of using this material?
3. Is there anything good about this material? What parts?
4. Did you examine the entire item? If not, what parts did you examine?
5. For what age group is this material suitable?
6. Are you aware of the judgment of this item by critics?
7. What do you believe is the theme or purpose of this item?
8. What would you like your library to do about this item?
9. In its place, what material of equal literary or educational quality would you recommend that would serve the same intended purpose?
10. Have you read thoroughly the Douglas Library Materials Selection Policy, the Library Bill of Rights, and the Freedom to Read statements around which our Materials Selection Policy is formed?

Signature of complainant: _____ Date: _____

G. Meeting Room Application

Douglas Library of Hebron
22 Main Street
Hebron, CT 06248



Application For Use of Community Room

Name of Organization: _____

Contact Person: _____

Contact's Address: _____

Contact's Phone Number: _____

Contact's Email (optional): _____

Permission is requested to use the following facility:

_____ Community Room (up to 200 persons)

_____ Board Room (up to 15 persons)

_____ Kitchen

Requested Date of Use: _____

Hours: From _____ To: _____

Will refreshments be served: Yes: _____ No: _____

If yes, what type: _____

*In signing this application, we hereby agree to the rules and regulations of the **Douglas Library of Hebron** governing the use of the meeting rooms, to take the utmost care of library property and to make good any damage or loss of library property arising from our occupancy of any portion of the building.*

Contact's Signature: _____

Date: _____

Approved by: _____

Date: _____

Fee: _____

Received By: _____

H. Volunteer Application

VOLUNTEER APPLICATION: DOUGLAS LIBRARY OF HEBRON

Name _____

Address _____

Phone Number: _____ E-mail: _____

Availability: Fulltime____ Part-time____ (Please indicate when you are available, including evenings and/or Saturdays): _____

Education:

High School: Name of school _____

Highest level completed _____ Did you graduate? _____

College: Name of school _____

Highest level completed _____ Did you graduate? _____

Degree _____ Major _____

Work Experience: (Starting with last or current job---use back if necessary).

Name of employer _____

Address _____

Job title _____

Dates of employment _____

Name of employer _____

Address _____

Job title _____

Dates of employment _____

Name/Address and Phone Numbers of three references:

1. _____

2. _____

3. _____

Signed _____ Date _____

I. Hotspot and Tablet Lending Policy

The Douglas Library of Hebron lends out both Hotspots and Tablets to Douglas Library card holders in good standing ages 18 and above (i.e. library card is not blocked due to unpaid fines or lost material) accompanied by a valid photo ID. The lending period for the hotspots and tablets are **one (1) week**. The hotspots or tablets may not be reserved or renewed. The Douglas Library reserves the right to refuse service to patrons who abuse equipment or are repeatedly late returning electronic devices. The Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Illegal use of this device is prohibited.

- A patron must present his/her library card along with a government issued photo identification to the circulation desk. Once a hotspot or tablet is checked out to a patron, it becomes the responsibility of the patron.
- Only one device may be checked out to a family or household at one time.
- Any changes in condition, of the device, or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss or theft. Patrons should have a basic working knowledge of the device on checkout. If any technical issues are encountered while in the care of the patron, patron should notify the library immediately.
- Items must be returned directly to a staff member. They are not to be returned to another library or in the book drops. Devices returned in a book drop or at a different library will be fined \$10.00. Each item will be examined upon return and any damage discovered will be billed to the patron.
- A returned hotspot or tablet must remain available in the library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- An overdue fee of \$10.00 per day up to the full replacement cost of \$180.00 will be charged for a hotspot or \$120.00 for tablet. Damaged devices or parts will be charged at full replacement cost.
- If the borrower refuses to pay the replacement cost for the device, he/she will be blocked from further borrowing privileges until the amount is below \$5.00. If the patron returns the hotspot or tablet late three (3) times, he/she will be barred from borrowing electronic devices.

I understand and agree to these rules. By signing this agreement, I accept the above loan policy and am stating that I am responsible to return this device in good working condition to a staff member at the Douglas Library of Hebron and free from damage.

Name _____

Library Card# _____

Signature _____

Date: _____

Staff Initials: _____

(Adopted 8/8/2016)

J. Display Case Reservation and Agreement

**Douglas Library of Hebron
Display Case Reservation and Agreement Form**

Applicant's Name and Contact Information:

Name: _____

Address: _____

Primary Phone Number: _____

Organization: _____

Briefly describe the nature and purpose of the display:

Month you wish to reserve display case: _____

I, the Exhibitor(s), have reviewed, understand, and agree to abide by the Douglas Library Display Case Policy which governs the reservation and use of the Library display case. I agree to assume full responsibility for the display and to insure that display is mounted and removed on time and that its contents and design are consistent with the requirement and guidelines set forth in the this policy.

I, the Exhibitor, agree that the Douglas Library accepts no responsibility for the theft or damage of any display exhibit at the Library, and certify that all persons submitting work for this display understand and agree to this waiver. I have read and will comply with the Douglas Library's Display case Policy.

Exhibitor

Date

For Library Use Only:

Application received by: _____ Date: _____

K. Proctoring Policy

The Douglas Library of Hebron supports the goal of lifelong learning. Distance learning and correspondence courses are a convenient way for individuals to continue their education locally and in a cost-effective way. To support this endeavor the library will offering proctoring services with the following guidelines:

1. **Fees:** The cost of proctoring service is \$25 per hour. Cash or Check only. The maximum charge per test session will be \$75. Test sessions may not exceed 4 hours.
2. **Scheduling Examinations:**
 - a. Tests may be proctored only Monday through Friday during the library's normal operating hours.
 - b. Advanced notice of one week is required. We cannot provide drop-in proctoring services.
 - c. To schedule the proctoring please call the Head of Circulation at (860)228-9312 x310.
3. **Guidelines/Responsibility of Library:**
 - a. The Library will accept emailed, mailed, or faxed exams to the library.
 - b. The library will provide a quiet space for exam takers.
 - c. Proctors may be working on other tasks while the student takes the exam.
 - d. Proctors will enforce any given time limits that are placed on the exam, as well as other rules that are set forth in the examination materials.
 - e. The Library will return completed tests as directed by the examining institution.
 - f. The Library shall not be responsible for any exam once it leaves the library.
 - g. The Library will not keep copies of completed exams.
 - h. The Library reserves the right to deny this service, if it is determined that the proctoring request is unreasonable or places an undue burden on the Library's facilities or staff.
4. **Responsibility of Exam Taker:**
 - a. The student will schedule the exam at least one week in advance.
 - b. The student will arrange for the examining institution to send the exam to the library at least 48 hours before the scheduled test.
 - c. The student is responsible for ensuring that the computer resources at the library are adequate and available for taking the test.
 - d. The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
 - e. The student will provide proper photo identification.
 - f. The use of cell phones or visiting with others is prohibited.
 - g. The student is responsible for the return postage and envelope for any exam which does not include a self-addressed stamped envelope. Further if it is required to fax the test to the institution the student will be responsible for that cost.
 - h. The finished exam will be handled along with other library mail including electronic submissions.
 - i. Costs are:
 - Fax: \$2.00/first page, \$1.00 each additional page
 - Copies: \$.25
5. **Responsibility of Examining Institution:**

- a. Prior contact between the examining institution and the proctor is required so that credibility and testing requirements can be verified.
- b. The examining institution is responsible for informing the test taker of any exam guidelines, instructions, and any pre-exam requirements.

I acknowledge by my signature that I have read, understand, and agree to all terms and conditions of the Douglas Library of Hebron Proctoring Policy. Further, I understand that exam proctoring is contingent on my adherence to these policies and guidelines. I understand that Douglas Library of Hebron may refuse to proctor my test if the responsibilities of myself or the examining institution written above are not met.

Name: _____

Signature: _____

Date: _____

(Approved by the Douglas Library of Hebron Trustees on May 8th, 2017)