

LIBRARY BY-LAWS

**PHILIP READ MEMORIAL LIBRARY
PLAINFIELD, NH**

and

**MERIDEN LIBRARY
MERIDEN, NH**

For the purposes of this Library Policy, all references to Library, Board of Trustees, or Library Director, whether singular or plural, shall refer to both the Philip Read Memorial and Meriden Libraries.

Mission Statement: The mission of the Philip Read Memorial Library and the Meriden Library is to provide access to information and materials (both print and nonprint) to people of all ages in the community in order to meet their recreational, informational, and educational needs.

The library staff will satisfy the patron's need to know and will provide a comfortable atmosphere for community interaction.

I. The objectives of the Philip Read Memorial Library and the Meriden Library shall be:

A. To operate the Library in accordance with the New Hampshire Library Laws and RSA 184:3, Confidentiality Law, and to strive to meet the current standards set by the American Library Association (ALA) and the New Hampshire State Library Development System for public libraries in towns of equal population.

B. To adhere to the ALA Library Bill of Rights and the "Freedom to Read" statement, and the statement on labeling.

C. To seek to identify community needs, and to assemble and organize books and related materials in order to promote and stimulate knowledge, wisdom, culture, enjoyment and continuous self-education for all residents equally as applicable to state/federal statutes.

D. To cooperate with each other, the district school library, Kimball Union Academy, and other libraries in the New Hampshire State Library System to strengthen its own services and resources and, in turn, the state library system.

II. The Board of Library Trustees:

A. Per the vote on Article 8 at the Plainfield Town Meeting March 13, 2010, five (5) residents of the town of Plainfield who are registered voters shall be elected trustees to the board of both libraries according to the laws of the State of New Hampshire for staggered three-year terms and shall serve without remuneration.

B. The board shall be the governing body of both the Philip Read Memorial Library and Meriden Library. The board shall determine the policies that will govern the operation and program of the libraries.

C. The Board of Trustees shall meet within one (1) month of the annual town meeting to elect the required officers for the ensuing year.

D. The board shall meet at least six (6) times a year, with notice of the meetings posted as required by law. Trustees are to attend at least 80 percent of the meetings. Regular board meetings are open to the public. Minutes shall be kept of each meeting.

E. The board, with the cooperation of the director, shall prepare the annual budget, present the approved budget to the proper municipal officers and be available to answer queries at budget hearings and the town meeting. The board, with the director, shall prepare and submit any report required by state or local laws.

F. It is the responsibility of the Board of Trustees to secure adequate funds and proper facilities in order to carry on a library program that fulfills the informational needs of the town of Plainfield, and which meets state library standards.

G. The board shall employ a competent and qualified library administrator (Library Director). The director shall attend all board meetings except when the position, salary, or performance evaluation is being discussed.

H. Appropriated funds and income from all trust funds for library purposes shall be encumbered or spent annually [per RSA 32:7].

I. Membership to New Hampshire Library Trustees Association (NHLTA) for all trustees shall be provided for in the library budget.

III. Who May Use the Library:

A. The library will serve the residents of all sections of Plainfield Township. Persons residing outside the geographical area but owning property, attending schools, or working in town shall be considered residents. A charge may be made for non-residents at the discretion of the director or trustees.

B. Use of the library or its services may be denied by the director or trustees for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises. [State Law 202-a:24 and 202-a:25]

C. The use of the library for community purposes may be permitted at the discretion of the director and/or the trustees. Reservations shall be made with the director.

1. The library may be used by nonprofit organizations free-of-charge. However, if such use of the library involves additional expense, the organization shall reimburse the library.

2. The library may be used by profit-making organizations or individuals subject to fees set by the director

IV. Selection of Materials:

A. The Board of Trustees delegates to the Library Director, the authority and the responsibility for selection of library materials and for the development of the collection. Ultimate responsibility for selection policy lies with the Board of Trustees. All requests by individuals are considered.

B. Materials are judged by standards appropriate to their purpose and nature. Selection tools such as professional review journals, bibliographic catalogs, and book reviews in periodicals and other media should be used. Criteria used in selecting materials shall include: accurate information, reputation of the author, completeness of the work, written for the general reader, literary quality, timeliness, good taste, quality of the printing and binding, usefulness of the format, appropriateness of format and illustrations for the subject matter and age of the reader.

C. The library shall strive for a balanced collection in its subject matter. Opposing viewpoints should be presented whenever possible. The library shall also balance acquisitions so that equal service to each age group using the library can be maintained.

D. Selection of periodicals and audio-visual materials shall follow the same guidelines as for print materials with special attention to the appropriateness of the format.

E. The public library will cooperate with the schools or other institutional libraries but cannot perform the function of meeting the curricular needs.

F. Materials which are no longer valid or useful to the library are to be systematically weeded from the collection according to accepted professional practices. Such material may be sold, distributed to other institutions, if appropriate, or destroyed.

G. The Philip Read Memorial Library and the Meriden Library shall strive to avoid

duplication of materials, especially in its nonfiction, reference, and adult collections. It is recognized that some duplication will be necessary for materials that are in heavy demand or for which there is only one title. Sharing of library materials will be carried out to enable town residents to use both collections easily.

H. In the event that a patron objects to an item or items in the collection, he or she will be asked to put the objection into writing on the form provided for this purpose (Request for Reconsideration of Library Materials [appended]). After the material in question is read by the trustees and director, the written objection will be reviewed at a regular trustees meeting, and the patron will receive a written decision within a reasonable time.

I. The libraries shall maintain and continually enlarge the Local Author Collection. A reasonable effort should be made to obtain all books and magazine articles written or illustrated by past and present Cornish, Meriden, and Plainfield residents as well as books and articles written about them.

V. Library Services:

A. The trustees and director will strive to maintain a balance in its services for adults, young people and children. In the case of a housebound patron or if the library is not accessible in accordance with the Americans with Disabilities Act, library materials will be delivered to those residents.

B. Library staff will try to obtain information beyond its own resources for patrons by borrowing materials which are not owned or for which the demand does not justify the purchase through the New Hampshire State Library interlibrary loan system or OCLC (Online Computer Library Center).

C. Correspondingly, the library staff will lend to other libraries materials which are requested as long as these materials are not in use or on reserve for its own patrons.

D. The library will be open sufficient hours to meet the needs of the community and to comply with requirements of the New Hampshire Library Development System. Legal holidays will be observed and staff will be paid for holidays if it is a regular workday.

E. All library materials may be loaned to registered patrons for the designated length of time as outlined in regulations approved by the Board of Trustees. Reference, unique, or fragile items are usually restricted to use within the library building.

F. Material overdue, damaged, or lost will be subject to payment by the patron as determined by regulations approved by the trustees (State Law 202-a:25).

VI. Displays and Exhibits:

A. Announcements of community interest may be displayed in the library by permission of the director.

B. Hobby, craft, or art exhibits are encouraged, but are displayed at the owner's risk.

C. Materials, leaflets, or posters which advocate the election of a candidate, political or otherwise, may not be displayed at the library or on library property.

D. Organizations may be permitted to place in the library a receptacle to solicit donations, posters, or displays at the discretion of the director and/or trustees.

VII. Gifts and Memorials:

A. Books and other materials will be accepted on the condition that the library has the authority to make whatever disposition it deems advisable.

B. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and subject to any applicable laws. Personal property, art objects, portraits, antiques, and other objects will be accepted only upon approval of the library trustees.

C. With the exception of special exhibits, the library reserves the right not to accept for deposit materials which are not outright gifts.

D. An attempt shall be made to purchase memorial gifts which would match the interests of the person honored. Memorial gifts shall be subject to the same criteria for weeding and disposal as other materials in the library collection.

E. A determination of the value of gifts for income tax purposes shall be made by the donor in accordance with Internal Revenue Service laws.

VIII. Personnel:

A. The director is responsible for obtaining competent personnel needed for the efficient and satisfactory operation of the library program. Final approval of employment shall be by the Board of Trustees.

B. All employees will serve a probationary period, the length of time depending upon the position but no longer than one year. During this period, or at the conclusion of the probationary time, the employee may be discharged if performance is unsatisfactory.

C. Library personnel shall be entitled to no less than the benefit entitlements of other

municipal employees. If trustees so desire, additional or unique benefits may be granted to library employees. If there is no municipal program, it is the trustees' responsibility to establish regulations determining vacations, sick leave, working hours, pay schedule, compensatory time, training, etc.

D. The director is responsible for recommending needed policies for board action, and administering the library, carrying out policies approved by the board. The director also:

1. Suggests and executes improvements for library service.
2. Knows the resources available at the state library and other libraries throughout the state library system and how to make efficient use of them.
3. Attends trustees' meetings and reports to the trustees.
4. Conducts a public relations program in cooperation with the staff, trustees and the community.
5. Attends as many professional meetings, workshops and seminars as feasible; expenses, including New Hampshire Library Association (NHLA) membership, to be included in the annual budget.
6. Formulates job descriptions and procedures manuals.

VIX. Amendments and Review:

A. This policy may be amended at any regular Board of Trustees meeting providing that proposed changes have been submitted to all trustees four (4) weeks previously.

B. The entire policy is to be reviewed at least every five (5) years, with revisions or re-affirmation sent to the state library.

The undersigned hereby accept the revised Library Policy for the Township of Plainfield:

Date

Nancy Norwalk, Library Director
Philip Read Memorial Library

Mary S. King, Library Director
Meriden Library

Anita K. Brown, Trustee

Kimberly Moss, Trustee

Mark Pensgen, Trustee

Kara Toms, Trustee

Bernadina Webber, Trustee