

THE PIERSON LIBRARY SHELBURNE, VT

POLICY MANUAL

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Pierson Library Mission Statement

The Pierson Library provides materials, services, and a place for our community to achieve its full potential.

Every three years, the library updates its strategic plan with new goals. For 2018-2021, the library's goals are:

- 1) **Feed Shelburne's passion for learning through creativity, literacy, innovation and education.**
- 2) **Nurture strong partnerships and build community.**
- 3) **Practice good, socially responsible stewardship of the community's resources**

1. General Operations

1.1 Hours of Operation

The hours that the library shall be open will be determined by the Trustees in consultation with the Director. During regular public hours the library should be staffed with a minimum of two paid employees, preferably three. Starting January 1st, 2024, the hours will be:

Mondays, Wednesdays, Friday, Saturdays	10 a.m. to 5:00 p.m.
Tuesdays, Thursdays	10 a.m. to 7:00 p.m.
Sundays	Closed

1.2 Holidays

Any listed holiday which falls on a Sunday shall be observed on the following Monday. Any such holiday which falls on a Saturday shall be observed on that day. When the library is closed on a Monday for a holiday, it will also be closed the Sunday before. The library follows the town's holiday schedule, with the exception that the library is open Bennington Battle Day and closed Christmas Eve

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (1st Monday in September)
- Columbus Day/Indigenous People's Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving Day (4th Thursday in November)
- Day after Thanksgiving (4th Friday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

1.3 Library Users

1.3.1 Residents

Any resident of Shelburne is eligible to have a library card by showing proof of residency. Items providing proof of residency include documents containing an individual's street address, such as a driver's license, passport, bank book or check, a rental lease or letter from a landlord confirming the applicant's residency, a school identification card, or a cancelled utility bill received at the applicant's address. A library card is given upon registration and must be renewed every two years from the date of issue. All materials borrowed on a resident card are the financial responsibility of the person who applied for the card

Children may register for a library card once they turn 5. For residents under 18 years of age, the signature of a parent is required. By signing the application, the parent/guardian agrees to assume financial responsibility for all materials charged on the minor's card.

1.3.2 Non-residents

The Pierson Library will provide a 'courtesy card' to non-residents for borrowing Pierson Library materials on the conditions described below. These cards do not guarantee access to inter-library loan and they expire annually. All materials borrowed on a courtesy card are the financial responsibility of the individual who applied for the card. Individuals who apply for a courtesy card but live in a town participating in the *HomeCard Cooperative Library System* will be asked first to apply for a card from the library where they are a resident. If none of these conditions apply, a non-HomeCard library member may purchase a non-resident card for an annual fee of \$35.

Non-residents who do not fit the circumstances described below are not eligible for a courtesy card from the Pierson Library.

1. Shelburne Town Employees. Individuals who work in Shelburne town offices, the police or fire department are eligible for a one-year courtesy card.
2. Public School Teachers. Teachers at the Shelburne Community School are eligible for a 12-month courtesy card, renewable upon verification of employment. The purpose of teacher cards is to support school-library co-operation by enabling access to library collections for classroom use only. However, teachers are requested not to deplete subject areas since library materials are used by the entire community. Materials checked out from the library on a teacher card are the financial responsibility of the teacher.*
**Teachers who work at private schools or day cares in Shelburne may be eligible to borrow library materials if identified by the business owner or administrator in an application for an institutional library card.*
3. Residents of towns participating in the HOMECARD cooperative system. The Pierson Library extends borrowing privileges to persons who hold a current library card in a town or municipality participating in the *HOMECARD cooperative library system*. Although courtesy card borrowing privileges are made available to persons living in these towns, a physical library card is not issued. Instead the individual's home town library card is entered into the Pierson Library's automated circulation system.
4. Employees of Shelburne Non-Profits and Businesses.

5. Pierson Library Volunteers.
6. Temporary Residents.

1.3.3 Businesses/Institutions

A business/organization located in Shelburne may apply for an Institutional Card, which expires annually. To obtain an Institutional Card the business/organization (a) agrees to assume financial responsibility for all materials borrowed with the card and (b) identifies employees eligible to use the card on behalf of the business/organization. The list may be amended by contacting the library in writing. (See Appendix A: Application for an Institutional Card)

1.3.4 Temporary Patron Accounts

- (a) The Pierson Library will happily provide Temporary Patron Accounts to temporary residents of Shelburne. Temporary Patrons will be required to provide proof of their temporary residence in Shelburne in the form of a piece of mail with their name and address, a note from the management or owner of their current housing facility, a bill with their temporary address, or some other form of documentation acceptable to the Library Director.
- (b) Patrons applying for a Temporary Patron Account will not be issued a library card.
- (c) Temporary Patron Accounts will have a flexible expiration date (depending on the patron’s circumstances) not to exceed six (6) months. After the expiration date, Temporary Patron Account Holders may reapply for another Temporary Patron Account by again providing proof of current temporary residence in Shelburne based on the same criteria set forth above in section (a).
- (d) Temporary Patron Account holders will not be eligible for HomeCard privileges or borrowing of library passes.
- (e) Issuance of Temporary Patron Accounts will be at the discretion of the Library Staff. Patrons may appeal a staff member’s denial of a Temporary Patron Account to the Library Director. The Library Director shall have the final discretion to grant or deny Temporary Patron Accounts.
- (f) Temporary Patron Account holders will be permitted to check out a total of three (3) items from the library at any given time.

1.4 Emergencies

1.4.1 Contacts

All library staff will have easy access to emergency phone numbers for the Library Director, the Fire Department, the Police Department and the embedded social worker.

Library Director	310-570-6946
Fire Department	802-264-5070
Police Department	802-264-5071
Embedded Social Worker	802-488-7778

1.4.2 Medical emergency

1. Call 911
2. Notify Library Director or Town Manager’s Office

1.4.3 Weather emergency

The library will be closed at the discretion of the Director or head of the Board of Trustees. Late opening and/or early closing are preferred to all-day closure. Notification of closure will be made promptly on the library's social media and website.

1.4.4 Power Outage

1. If the power fails for the Library Building, the Library will close.
2. Library Employees will contact the Town Offices (if open), the Library Director, and Green Mountain Power for updates on the power outage and reopen the Library for regular hours when power is restored.

1.4.5 Fire

Do not enter smoke-filled areas

1. Call 911
2. Evacuate the building, closing all doors behind you and relocate at green in front of building
3. Notify Library Director
4. Notify Town Manager

1.4.6 Bomb threat

1. Evacuate the building
2. Call 911
3. Notify the Library Director
4. Notify Town Manager

1.4.7 Active Shooter

Staff will respond to an active shooter in the building by 1)leaving the building, 2)hiding/sheltering in place, or 3)fighting back, in that order.

1.4.8 Patron Conduct

This Patron Conduct Policy is to further the Library's goal of serving the community by providing a welcoming, safe and respectful environment in which patrons can use the Library's services and materials without disturbance. Conduct that disturbs other patrons or interferes with Library operations is not permitted. These rules apply to adults and children.

A. General

Animals in the Library. No pets or animals other than service animals or service animals in training, as defined by the Americans with Disabilities Act, are allowed in the library unless they are a part of a library program. Owners of pets will be asked to remove them from the library.

Audio equipment. Audio devices must be used at a volume that cannot be heard by others.

Cell phones. Upon entering the Library, cell phones, pagers or similar devices must be turned off or set to emit non audible signals (i.e., light or vibration). Any

phone conversations shall be conducted in the entry area or outside of the Library. If a patron's cell phone interferes with the Library's wireless computer network connections, it must be turned off.

Consent to be photographed. Attendance at Library programs constitutes consent to be photographed. A patron may request that his or her name not be used in conjunction with photographs. Staff will make every attempt to only photograph children in an identifiable fashion when they have consent from their guardian.

Drug use in the Library or on the premises: The Pierson Library is committed to maintaining safe, efficient conditions for its visitors and employees by providing a drug-free space. This policy is adopted in accordance with the Drug Free Workplace Act, 41 U.S.C. §§ 8101-8106. Visitors shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol while on Library premises. A visitor shall not consume alcohol or recreational marijuana on Library premises.

Food and drink. Eating non-messy food and drinking from containers with lids is only allowed in designated areas of the building. Patrons are responsible for disposing of any containers or other waste and for cleaning any spilled or dropped food or drink.

Public displays of affection. Excessive displays of affection are inappropriate behavior for the Library.

Attire. Shirts and shoes are required to be worn by Library patrons.

Sleeping. Sleeping in a manner that disturbs other patrons' use of the Library is not permitted.

Solicitation. Soliciting patrons or staff is not permitted on Library property.

Threats or harm. Library personnel will notify the Shelburne Police Department in the event that a patron threatens and/or causes harm to self, others and/or property or violates any local, state and/or federal rule, regulation, ordinance or law.

B. Consequences of disruptive behavior

Failure to comply with the behavior guidelines stated above may result in a request to the offending patron to leave the premises.

The Library Director and staff members are authorized to request that a patron leave the building. Patrons are generally given two warnings and then asked to leave the facility if the disruptive behavior does not cease. Patrons asked to leave the facility for disciplinary reasons are at a minimum barred for the remainder of the day and/or evening. If a patron is asked to leave the building, an Incident Report (Appendix I.) will be filed with the library director.

Repetitive noncompliance with the provisions of this section may result in suspension of Library privileges. Any patron who repeatedly fails to adhere to this Patron Conduct Policy will be notified of the potential suspension and provided with an opportunity to meet and discuss the issues with the Director and Trustees prior to any decision on the matter.

C. Safety of Children in the Library

The Library is a warm, inviting and fun place for children to develop an appreciation of the varied services and materials that the Library offers them. In order to ensure that children are safe and do not engage in disruptive behavior, the Library requires that they are supervised appropriately.

All of the policies and rules set forth in this section concerning patron behavior apply to children. Children under eleven (11) may not be left unattended in the building, and will be considered unattended unless they are accompanied by a responsible parent, guardian or a caretaker who is 14 years old or older and can monitor and control behavior appropriately.

Under the following circumstances, the Library will attempt to contact a child's parent or guardian, and if the parent or guardian cannot be contacted, the Library will call the Shelburne Police Department or 911 if an emergency situation is presented:

- A child refuses to comply with a request to stop disruptive or inappropriate behavior;
- A child appears to be threatened by others or appears to be a danger to self or others;
- A child is ill or upset;
- A child is unattended;
- A child is not met at closing by a parent or guardian.

2. Borrowing and using library materials

2.1 Introduction

Library users may be asked to present a library card when borrowing materials from the library. Other forms of identification, such as those accepted for proof of residency when applying for a library card, may be presented in lieu of a library card. Library users may be denied service if unable to present a library card or other form of identification. The requirement for identification is intended to protect a library user from unauthorized use of his/her library card account.

Library users are not permitted to use another person's library card to borrow materials or access library services unless explicitly stated by the card holder and noted on the card holder's account in the library's patron records. The use of one person's card by another creates a risk that the confidentiality of an individual's library records will be breached. Also, the library staff cannot be sure that an individual's use of another person's library card is authorized.

2.2 Confidentiality of library records

Vermont's *Act Relating to the Confidentiality of Library Patron Records* (22 V.S.A. §§ 171-173) provides that a library's patron registration records and patron transaction records shall remain confidential unless authorized by other provisions of law. Under the Act, the library's officers and employees are permitted access to these records for the sole purpose of conducting library business and otherwise shall not disclose these records except with written permission of the patron; to a custodial parent/guardian of a minor 15 years of age or younger; or in response to a judicial order or warrant.

To further maintain patron privacy and confidentiality, the library regularly purges and/or shreds information concerning library resource use, material circulation history and patron sign-up logs once they are no longer needed for library administrative purposes. Statistical data regarding patron registration, circulation, and use of library services may be disclosed so long as no personally identifiable information is contained therein. Additionally, the library requires that contracts, licenses, and offsite computer service agreements provide for patron privacy and confidentiality.

The Pierson Library realizes, that under certain circumstances, patrons may wish to waive some rights to privacy and confidentiality by allowing a spouse, family member, parent or other individual to receive information about his/her library account (e.g. holds or ILL notification via telephone). If a patron decides to waive these rights, a notation will be made on their patron account in the library system.

2.3 Loan periods

The Pierson Library has designated the following loan periods for different types of materials.

New books.....2 weeks

Adult books.....	2 weeks
Juvenile books.....	2 weeks
Magazines.....	2 weeks
Audio books.....	2 weeks
Music CDs.....	2 weeks
DVDs/Videos.....	1 week
Museum Passes.....	1 day

Patrons who wish to borrow items for longer than the designated loan period may request an extended loan period.

2.4 Item limits

The Pierson Library limits the total number of items that may be borrowed by a single user. Limits are designed to facilitate the circulation of materials, especially new and popular items, to as many community members as possible.

Maximum Number of Items on a library card at one time

Adult residents.....	30
Youth residents.....	20
Courtesy card holders.....	20
Institutional card holders.....	30
Institutional school card holders..	50

Limits on items on a library card at one time by material type

Adult books.....	10
Juvenile books.....	20
Magazines.....	10 (no more than 4 months of one title at a time)
Audio books.....	6
DVDs/Videos.....	6
Music CDs.....	6

2.5 Interlibrary loan

It is rare that any one library can meet all the needs of all users. The Pierson Library collaborates with other local and regional libraries to meet the needs of the community. This cooperation among libraries and library agencies usually takes the form of inter-library loan, which allows one library to borrow from another items that are not part of its collection. The Pierson Library offers ILL only to resident card holders. Patrons are limited to twelve ILL requests per rolling calendar year.

2.6 Renewals

The library generally renews items one time. Renewals are not given when another person has placed a reserve on an item. Material may not be transferred from one library card to another.

Renewals of inter-library loan (ILL) items are subject to the policies of the lending library. Typically, materials obtained from college, university, and out-of-state libraries through ILL are not renewable.

2.7 Fines and Fees

Fines are not charged for overdue materials.

The library notifies borrowers two or more times by email, phone and/or mail before billing for unreturned materials. Once materials have been out for more than three months, the Library will ask patrons to pay the replacement charge. Charges for unreturned materials or those damaged to the extent that they cannot be returned to the collection are listed below. These charges reflect the average cost of items (or parts thereof), along with processing fees. The library may charge for items on an individual basis, based on replacement cost plus a \$2 processing fee, or at the rates below, whichever is lower, at staff discretion. The Library Director may waive charges based on extenuating circumstances.

New books	\$30
Fiction & Non-fiction	\$30
Large Print books	\$35
Paperback books	\$12
Juvenile fiction	\$15
Board books	\$8
Magazines	\$5
Music CDs	\$15
Videos/DVDs	\$25
Audio books	priced individually

Refunds will not be made for materials that are later returned to the library.

The library charges for the loss or damage of parts/components of materials. For example, if a patron loses the plastic case for a 2-cd audio book, along with its barcode and paper insert, the total charges would \$10.

Barcodes.....	\$1
Book dust jacket.....	\$5
DVD/video cases.....	\$2
Audio book cases.....	\$4 (2 CD holder)
	\$5 (3 CD holder)
	\$6 (4 or 5 CD holder)
	\$7 (6 CD holder)
DVD/Video/Audio book paper insert.....	\$5
CD.....	\$10
Replacement library cards.....	\$2

As a last resort, the library may send accounts with large amounts of unreturned materials to law enforcement, following guidance in state law (22 V.S.A. § 111)

2.8 Restriction of borrowing privileges

A library user's borrowing privileges may be restricted, meaning the individual will not be able to borrow additional items from the Pierson and other *HOME CARD* libraries, if the person has one or more items more than one month overdue.

3. Collection Development

3.1 Objectives and priorities

1. To assemble and administer materials that promote and stimulate communication of ideas, enlightened citizenship, personal enrichment and pure enjoyment for all citizens. Materials may include organized collections, books, movies and related educational and recreational materials, in diverse formats.
2. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas necessary in a society that depends for its survival on free competition in ideas.
3. The ultimate goal is the development and maintenance of a well-balanced collection of the best and most useful materials available in terms of the overall needs of the community and within the limits of the budgetary restrictions.

3.2 Responsibility for selection and acquisition

1. The authority for the final choice on material selection and rejection rests with the director or designated staff, within the policies framework determined by the Board of Trustees.
2. The director utilizes professional judgment and expertise, based on understanding of community needs and knowledge of authors and publishers in the process of selecting materials and is aided by authoritative professional reviews, standard lists of basic works, recommendations of professional journals, and bibliographic essays prepared by subject specialists.
3. Recommendations from the public are welcome and will be given careful consideration in terms of overall objectives and the existing book collection.
4. The director reviews the collection regularly to assess its continued relevance to the audience and the public it serves, judging its strengths and weaknesses, adding to it or subtracting from it according to general principles given under "Criteria for Selection."

3.3. Criteria for Selection

1. Non-fiction materials are chosen for the collection on the basis of accuracy, usefulness, authority, local interest, and presentation.
2. Fiction materials are chosen for the collection on the basis of quality, patron interest, series completion, and expression.
3. The library strives to include a diverse array of voices in all selections. A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.
4. Materials should be reviewed in established sources.
5. The main purpose in the selection of juvenile materials is not to supply the needs of the school curriculum but to complement them
6. The library acknowledges its responsibility to preserve local materials of historical genealogical or literary nature. The library will apply the same standards of selection to the works of local authors as it does to other library materials.

3.4 Maintenance of the collection

1. The deliberate, measured, regular evaluation of materials in relation to the collection as a whole and community at large is part of the library's normal procedure.
2. The same criteria used in selecting materials apply to the systematic removal or replacement of outdated, inaccurate, no longer useful, seldom used, or worn items.
3. The authority for the final withdrawal of materials rests with the library Director or designated staff
4. Materials no longer useful to the library may be given to other libraries, sold for the benefit of the library, or discarded.

3.5 Intellectual Freedom

The library will adhere to the tenets as set forth in the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association. See Appendices B and C.

3.6 Censorship

The library bases its defense against attacks on “objectionable” materials on the following:

1. The library's objectives and priorities
2. The ALA Freedom to Read Statement. (See Appendix C)
3. Parental permission required on library card applications for children up to the age of 15.
4. The “Request of Reconsideration of Library Materials” form and the staff readiness to discuss citizen concerns face to face. (See Appendix D)
5. A specific defense through favorable reviews or community demand for the title in question.

3.6 Request for reconsideration of materials

1. Inform the complainant of the selection procedures and make no commitments.
2. If the complainant wishes further consideration of his/her objection to the library material under reconsideration, he/she will be requested to submit a form, “Request for Reconsideration of Library Materials” to the Library Director. (See Appendix D)
3. Inform the other paid Pierson Library staff members and Board of Trustees.
4. The challenged material will be kept on the shelves during the reconsideration process.
5. Upon receipt of the completed form, the Library Director presents it to the Chair of the Board of Trustees so that the request may be incorporated into the agenda of the next regularly scheduled board meeting.
6. Prior to the following regularly scheduled board meeting, the Library Director and the Board will read, view, or listen to the material in its entirety; check general acceptance of the material by reading reviews and consulting recommended lists; and determine the value of the material to the collection.
7. The Library Director and Board present a written recommendation to the complainant.

Revised and approved October 2022

4. Programs & Services

4.1 Library initiated programs

Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education and recreation. Library programs introduce users and potential users to the resources of the library and to the library's primary function as a facilitator of information access, community building, and exploration/discovery. Programs on site and in other locations include, but are not limited to speeches, community forums, discussion groups, demonstrations, displays, and live or media presentations. Programs cover a diverse range of topics and formats and are designed to meet the interests of all segments of the population.

4.2 Computer use policy

Patrons who wish to use computers in the library are asked to read the computer use policy.

4.2.1 Purpose

To make information in electronic form easily accessible. Library electronic resources are to be used to advance the library's mission: to provide materials, services, and a place for our community to achieve its full potential.

4.2.2 Responsible Use

- No messy food or drink without lids near computers.
- Computer use is free.
- Children under eleven (11) must be directly supervised by someone over fourteen (14).
- No outside software may be used or installed on the library computers.
- Although the Library checks its system for viruses, patrons should be aware of the risk of acquiring viruses from the Internet.
- The library charges \$.10 per page for black-and-white printing.
- There is a time limit of 30 minutes if someone else wishes to use the computer. A waiting list will be maintained when necessary.
- Please remember when using the computer that whatever you are accessing may be able to be seen by children or other patrons.
- If you are accessing a site that uses sound, please use headphones. The Library has sets of headphones available at the front desk for patron use. Please be sure to return any borrowed headphones to the front desk prior to leaving the library.

4.2.3 Children

Parents are encouraged to read Internet Safety Tips from the New York Public Library: <http://www.nypl.org/help/about-nypl/legal-notice/internet-safety-tips>.

4.2.4 Unacceptable Use

Misuse of computer or internet access will result in loss of computer privileges as follows: the first offense will result in a loss of privileges for three months; subsequent offense will result in a loss of privileges for six months. Continuous misuse of library computers will result in loss of computer privileges for a period of time which is up to the discretion of the director.

- Using library computers to interfere with or disrupt internet or computer users, services or equipment, or to distribute computer worms or viruses is unacceptable. These disruptions include, but are not limited to:
 - Using library computers for illegal or criminal purposes or as a staging ground to “crack” or “hack” computers or networks.
 - Harassment of other users, including using email or social media as a vehicle of harassment.
 - Destruction of or damage to equipment, software or data belonging to the Library or other users.
 - Changing the configuration of computers or loading personal software.
- Using library internet access stations to display or disseminate illegal materials.

4.2.5 Disclaimer

Some information available through electronic resources may not be appropriate to our library’s selection or collection development policy, but the Pierson Library has no control over the information accessed through the Internet. The library cannot monitor content, and access will not be denied or limited except when a clear violation of this policy has occurred.

As with other library materials, supervision or restriction of a child’s access to the Internet is the responsibility of the parent or legal guardian.

Ultimate responsibility for resolution of problems related to the invasion of the user’s privacy or loss of data rests with the user. The Library assumes no liability for loss or damage to the user’s data or for any damage or injury arising from invasion of the user’s privacy.

4.3 Library Alcohol Policy

Purpose(s): (i) To help the Pierson Library facilitate key fundraising events; (ii) to celebrate landmarks, milestones, and community events; (iii) to provide the ability to serve alcohol at library-related or -sponsored events such as book readings, openings, or dedications; and (iv) to increase the Pierson Library’s ability to function as a festive and welcoming community center where people socialize.

Authority: This policy is adopted under the authority of the Shelburne Selectboard pursuant to §147 – 5.1 (2) of the Town Charter and by the Library Board of Trustees pursuant to 22 V.S.A. § 143(a).

Procedure: The use or consumption of alcoholic beverages on Library property is strictly prohibited except in accordance with the provisions of this policy.

1. Alcohol¹ may only be served at library-related or -sponsored events that are approved in advance by the Library Director and align with the stated purpose(s) of this policy.
2. Alcohol served at the library will be limited to a period of not more than six consecutive hours per event, in accordance with 7 V.S.A. §2(39).²
3. During regular Library hours alcohol is permitted in the community living room, as well as the lower and upper floors of the Town Hall. Other areas may be designated at the discretion of the Library Director when the Library facility is closed to the general public.
4. The following conditions must be satisfied before permission to serve alcohol at the library will be granted:
 - a. An outside, third-party vendor legally authorized and properly insured to serve catered events receives approval from the Library Director.
 - b. If 3a is not satisfied, then the following would be required:
 - i. The Library Director must have a valid certification from the State of Vermont Department of Liquor Control First Class Seminar on file with the Town Clerk.
 - ii. The Library Director must fill out an application from the State of Vermont Department of Liquor for a permit to serve alcohol.
 - iii. The permit must be approved by the Library Director 5 days before the proposed event.
 - iv. The approved permit, a copy of the First Class certification, and required fee must be submitted to the Vermont Liquor Control Board at least 5 days before the event in accordance with 7 V.S.A. §2(39).
 - v. Notification of the permit must be submitted to the Town Clerk, Town Manager, and Police Department at least 1 day before the event.
5. The following conditions must be satisfied before consumption of alcohol will be granted:
 - a. The requirements of 4a or 4b have been met; OR
 - b. If 4a is not satisfied then the following would be required (BYOB event):

¹ Defined in this policy as beer and wine served by the glass

² 7 V.S.A § 2(39) "Public library or museum permit": a permit granted by the Liquor Control Board permitting a public library or museum to serve malt beverages or vinous beverages, or both, by the glass to the public for a period of not more than six hours during an event held for a charitable or educational purpose, provided that the event is approved by the local licensing authority. A permit holder may purchase malt beverages or vinous beverages directly from a licensed retailer. A permit holder shall be subject to the provisions of this title and the rules of the Board regarding the service of alcoholic beverages. A request for a permit shall be submitted to the Department in a form required by the Department at least five days prior to the event and shall be accompanied by the permit fee required by subdivision 231(a)(24) of this title.674403.1

- i. Approval from the Library Director; and
 - ii. A staff member will be present at the event.
 - iii. Note: This BYOB stipulation will be enacted on a trial basis for 6 months.
- 6. Restrictions:
 - a. Alcohol may not be sold for profit within the Library.
 - b. Alcohol is not permitted at youth activity events.
 - c. All alcohol must be removed by the event organizers.

5. Facilities

5.1 Bulletin boards

The Library maintains a bulletin board as a public service for the community to display notices, event listings, and information for non-profit cultural, educational, and civic organizations.

1. Personal notices and petitions may not be posted.
2. No material shall be permitted that advocates or solicits consideration of any product or item.
3. No material, leaflet, or poster that advocates the election of candidates, political or otherwise, shall be posted on the bulletin boards.
4. All items should be no larger than 15" x 20."
5. The information will be displayed for two weeks and after the event, it will be removed by the staff. All materials become property of the library unless other arrangements have been made.
6. All items must be submitted to the Library staff and will be posted at the discretion of the Library Director.

5.2 Exhibits

The Pierson Library's exhibit space is open to individuals and organizations engaged in educational, cultural, intellectual, or charitable activities as arranged by the Library Director. No organization or individual shall be allowed to place in this library any receptacle which solicits donations (with the exception of the library's own "box"), nor shall any display be permitted which advocates or solicits the purchase of any product or item sold by any commercial or charitable enterprise. Notwithstanding the above, with advance approval from the Library Director (which shall be given in his or her sole discretion), exhibitors may offer their works exhibited at the library for sale to the public if a minimum of 20% of the sale proceeds go to the Library. If exhibited works are offered for sale pursuant to this provision, prices will not be placed on individual pieces but will be available on a posted price list or at the circulation desk.

5.3 Conference Room *(Will be updated after townwide room reservation policy discussion concludes)*

The Conference Room of the Pierson Library is available during regular library hours.

The Conference Room may be reserved for non-profit activities that are free, open to the public, and show a clear relationship to the mission of the library. (The purpose of the Pierson Library is to provide material, services, and a place for our community to reach its full potential.) The Conference Room may not be used for the financial benefit of a private individual or commercial concern.

The library does not advocate or endorse the viewpoints of groups or events scheduled in the Conference Room and no publicity about a meeting or event should state or imply such endorsement.

A Conference Room Application Form must be completed and submitted for approval by the Library Director prior to the use of the room.

Due to space limitations, groups larger than fifteen cannot be accommodated.

Children's groups through age twelve must have one supervising adult for every ten children in attendance.

Kitchen facilities are available but groups must provide their own food and utensils. Smoking, e-cigarettes, and smokeless tobacco are not permitted anywhere in the Library. Groups are responsible for setting up the room in advance of meeting and restoring it and the kitchen to their original conditions at the conclusion of the event.

The individual who reserves the conference room is responsible for any damages incurred to the room or equipment during the use of the space.

6. Partnerships

6.1 Introduction

The library will encourage the borrowing of materials outside of and beyond the scope of the collection through interlibrary loan. The library will cooperate whenever possible with other libraries and non-profit organizations in sponsoring programs in keeping with the library's goals and objectives, in making known local and state library services, and in lending and borrowing equipment and library materials for the effective use of resources.

6.2 Friends of the Pierson Library

According to its constitution, the *Friends of the Pierson Library* is a group whose purpose is “to foster favorable relations between the Pierson Library and the public it serves; to promote wider interest in the activities and facilities of the library; to enhance the facilities to the residents of the area [sic].”

The Board of Trustees welcomes all volunteer help and support, from the Friends of the Pierson Library or other interested people from the community. This support makes a significant contribution to providing programs and special events of the library.

A Trustee or a staff member will serve as liaison between Friends' activities and the Board, and this person will report to the Board.

6.3 HOMECARD

The Pierson Library belongs to HOMECARD, a county-wide cooperative library system which has existed since 1991, and now includes some libraries outside of Chittenden County. As part of its membership, the Pierson agrees to provide walk-in service to patrons living in towns where the library is part of HOMECARD. This reciprocal relationship encompasses providing patrons full borrowing privileges with the exception of inter-library loan, laptop computer loans, and library museum passes.

6.4 Relationships with Area Libraries and Schools

The Pierson Library strives to support local public and private schools in their missions, which are complementary to the library's mission statement. This collaboration may involve activities such as collaborative programs and services and the sharing of collections. When collaboration between schools and the Pierson involve the sharing of resources beyond the level supported through the use of an institutional card, the Pierson will coordinate this resource sharing in coordination with the school's librarians and/or administrators.

The Pierson Library is committed to providing citizens of Shelburne access to the greatest breadth and depth of materials. As part of this commitment the Library may develop formal partnerships with area libraries. These partnerships may be similar to the HOMECARD reciprocal borrowing arrangements (see policy section 6.3) or they may be more complex, such as the development of joint catalogs and library services. Partnerships will be developed by the director in consultation with the Board of Trustees and the town manager.

7. Gift Acceptance and Designated Spaces Policy

The Library, acting through its Board of Trustees, may, in its sole discretion:

- 1) Accept or reject any offered gift
- 2) Accept unrestricted gifts, and restricted gifts for specific programs and purposes, provided that such gifts are not inconsistent with the stated mission, purpose and priorities of the Library.
- 3) Reject any gift with the potential for an actual or perceived conflict of interest.
- 4) Seek advice from its own legal counsel and/or financial advisors with respect to the consequence of any gift acceptance to the Library

This policy is intended only as a guide and allows for some flexibility on a case-by-case basis upon approval of the Board of Trustees.

The Board will review for approval any gift offered with the intention of naming a library asset (space, piece of furniture, collection, program, etc.). Any such named asset will retain the name proposed by the donor until such time as the asset must be removed or replaced due to degradation, remodeling, or other essential change, at which time the Trustees may transfer the name to another asset of comparable usage, prominence or significance. See Appendix J, “Dedicated Spaces Agreement”, for more information.

8. Personnel

8.1 Personnel Policies

Unless otherwise specified here, all Personnel Policies shall be in accordance with the most recently adopted versions of:

1. *Town of Shelburne, Vermont – Personnel Manual, and*
2. *By-laws of The Pierson Library*

The Library Trustees reserve the right to set personnel policies for the Director and staff separately from the Town, in accordance with 22 V.S.A. § 143(a).

In all Personnel Policies the library staff report to the Library Director (not the Town Manager) and the Library Director reports to the Library Trustees (not the Town Manager).

8.2 Volunteers

Volunteers are used for a wide range of activities depending on the needs of the Library, the interests and availability of the volunteer. Volunteer duties will be assigned by staff, under the director of the Library Director. All volunteers must be at least 13 years-old, or at the discretion of the Youth Librarian.

8.3 Background Check Policy

All potential Pierson Library volunteers and employees who work with children or in the children's section, must complete a background check through the VT State CIS System (Crime Information System)

This policy is intended to make our community's youth programs and facilities safer for children. This policy applies to all volunteers and employees over the age of 18 who will be working directly with, or in the same physical location as, children. The background check form application will aid the library in running the background check. The Library Director will submit information to the CIS. A log will be kept to track the background check completion dates for each volunteer and background checks will be updated every five years.

Information resulting from the background check will first be discussed with the potential volunteer or employee to determine any discrepancies. Next, the information will be assessed for relevancy in regard to the type of work the volunteer will be performing. Except as provided below, an unfavorable background check will not automatically disqualify a potential volunteer from consideration.

Potential volunteers and employees will not be allowed to volunteer with or work at the Pierson Library if any of the following are true:

- **They have been convicted of a crime against a child;**
- **They have been convicted of any felony conviction involving violence;**
- **They have been convicted of any sexual offense**

The contents of the criminal record check and any other information obtained through the review process shall be kept confidential by the Library Director and shall not be disclosed to any person other than the potential volunteer, the Town Manager, or a properly designated employee of the Pierson Library who has a documented need to know the contents of the record.

Records will be retained in a confidential file for no longer than five years and will then be destroyed.

See Appendix H for the Background Check Application.

9. Trustees

The Board of Trustees of the Pierson Library shall be the governing body of the library. The Trustees shall be governed by the *Pierson Library* by-laws, adopted October 3, 1995. See Appendix F for an outline of the responsibilities of the Trustees of the Pierson Library along with a description of the usual format of meetings of the Board of Trustees.

Appendix A: Application for an Institutional Library Card

Application for an Institutional Card from the Pierson Library

The Pierson Library extends borrowing privileges to Shelburne businesses by offering each one an 'institutional card' for borrowing library materials. To obtain an institutional card for a Shelburne business, the owner or administrator should fill out this application. By completing and signing below, the owner agrees that the business will take financial responsibility for all materials borrowed on its account.



Date _____

Name (please print) _____

Signature _____

Name of Business _____

Address _____

Phone _____

E-mail _____

An institutional card is different from a personal library card. With an institutional card, more than one person can be listed as authorized to use and access the records for the associated library account. These individuals do not need to hold the library card to use/access the account. Instead they may present another form of identification, such as a driver's license, passport, or employee identification card when borrowing materials on behalf of the institution. Please list below the employees or members of your organization you would like to have access to this library account. You may amend this list at any time by writing the Pierson Library.

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 which 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 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Appendix C: American Library Association Freedom To Read Statement

The 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.

Appendix D: Request for Reconsideration Form

**THE PIERSON LIBRARY
SHLEBURNE, VT 05482**

Request for Reconsideration of Library Materials

Title _____ Book? _____ Periodical? _____ Media? _____

Author _____ Publisher _____

Request initiated by _____ Phone Number _____

Address _____

Do you represent (check one that applies):

_____ Yourself?

_____ An organization? If so, which one? _____

_____ Other group? If so, which one? _____

1. To what in the work do you object? _____

2. Did you read the entire work? _____ What parts? _____

3. What do you feel might be the result of reading this work? _____

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work? _____

6. Are you aware of the judgments of this work by literary critics? _____

7. What would you like your library to do about this work? _____

_____ Do not lend it to my child.

_____ Return it to the librarian for re-evaluation.

_____ Other. Please explain. _____

8. In its place, what work would you recommend that would convey as valuable a picture and perspective of a society or a set of values?

Signature

Date

Appendix E: Conference Room Application Form

5.3 Conference Room

The Conference Room of the Pierson Library is available during regular library hours.

The Conference Room may be reserved for non-profit activities that are free, open to the public, and show a clear relationship to the mission of the library. (The purpose of the Pierson Library is to provide materials, services, and a place for our community to achieve its full potential.) The Conference Room may not be used for the financial benefit of a private individual or commercial concern.

The library does not advocate or endorse the viewpoints of groups or events scheduled in the Conference Room and no publicity about a meeting or event should state or imply such endorsement.

A Conference Room Application Form must be completed and submitted for approval by the Library Director prior to the use of the room.

Due to space limitations, groups larger than fifteen cannot be accommodated.

A group and/or individual may reserve the Conference Room up to two times per month.

Children’s groups through age twelve must have one supervising adult for every ten children in attendance.

Kitchen facilities are available but groups must provide their own food and utensils. Smoking, e-cigarettes, and smokeless tobacco are not permitted anywhere in the Library. Groups are responsible for setting up the room in advance of meeting and restoring it and the kitchen to their original conditions at the conclusion of the event.

The individual who reserves the conference room is responsible for any damages incurred to the room or equipment during the use of the space.

Name of organization: _____

Address: _____ Size of group: _____

Date requested: _____ Time: _____

Description of program or activity: _____

Contact Person: _____

Mailing address: _____ Phone: _____

_____ Conference Room only _____ Kitchen needed _____ A/V Equipment

I have read the policy on conference room use and agree to follow the guidelines listed in it.

Signature

Date

Reservation confirmed:

Signature of Librarian

Date

Appendix F: Library Trustees

Pierson Library Board of Trustees Meetings

Library Trustees

The responsibilities of the Trustees are:

1. By-laws. Creating and reviewing the by-laws
2. Policy. Setting and reviewing library policy.
3. Personnel. Hiring and evaluating the Director.
4. Budget. Planning will begin in August in conjunction with budget preparation for the following fiscal year. Yearly planning should include goals and policies for library services, collection development, and a review of library performance for the past year and the Strategic Plan.
5. Financial Management. The Trustees, together with the director, oversee the Trustees funds and other revenue, e.g., gifts.
6. Education of Trustees. The Trustees are encouraged to attend conferences and workshops and to join various library-related associations. Trustees are also encouraged to develop a connection to the Pierson Library by attending programs, making use of the collections, and/or volunteering time. New Trustees will receive an orientation, including a review of the bylaws, history, policies, a list of Trustees and staff, the Director's job description, the VLA Trustee Manual, VLA membership information, the long range plan, the annual budget, and other pertinent information.
7. Advocacy. Promoting Library use and serving as a link to the community. The library trustees will interact with the community, the town government, the schools, and other organizations on a regular basis.

Pierson Library Board of Trustees Meetings

The agenda for meetings will generally follow this order:

- Approval of agenda
- Approval of previous minutes
- Public comment
- Treasurer's Report
- Director's report
- Committee Reports
- Unfinished business
- New business
- Other
- Set next meeting and date
- Adjournment

Distribution of the agenda and the minutes will follow Vermont Open Meeting Law requirements.

(<http://vlct.org/assets/MAC/Open%20Meeting%20Law/Open%20Meeting%20Law%20Statute%20As%20Amended%202016.pdf>)

Laptop Loan Agreement

I am 18 years of age or older. **If I am borrowing this laptop for use by minors under the age 18, I represent that I am the parent and/or guardian of such minors and understand that the laptop is checked out to me and that I am responsible for the laptop during such minors' use.**

I have a Pierson Library card and am in good standing.

I understand that by borrowing a laptop from the Pierson Library I am responsible for the computer and all accessories, including - but not limited to - power cord and mouse.

I will reimburse the Library for any damages if the laptop, accessories, or any software installed is damaged, lost or stolen while checked out to me.

I understand that laptops are for in-library use only and cannot be removed from the building.

I agree that I will not alter any settings or configurations on the laptop.

I understand that the loan period for borrowing a laptop is 2 hours. I also understand that laptops must be returned to library staff at least 15 minutes prior to library closing.

I understand that when the loan period has elapsed, I must return the laptop to a staff member at the desk. Until the laptop has been placed in the hands of a library staff member and checked in it is my responsibility.

I agree to provide a valid (unexpired) picture ID and my valid Pierson Library card to be held by library staff until the laptop has been placed in the hands of a library staff member and checked in. At that time, my picture ID and library card will be returned.

I understand that the library will not be held responsible for any damage or loss of data or media due to any cause while using a library computer.

I understand that library wireless connections are not secure and I will take appropriate caution with personal information while using library computers.

I understand that any use of the library's network (wired or wireless) must be in accordance with the library's computer and Internet use policies. Any activities deemed illegal apply to users whether using their own computer or a library-owned computer.

By signing this document, I verify I have read and understand the Laptop Loan Agreement and the Computer & Internet Use Policies of Pierson Library.

Signature

Name (print)

Name of Minor Using Laptop Under Parent/Guardian Agreement (if applicable)

Date

Appendix H: Background Check Application

Thank you for your interest in volunteering with our programs. Please complete the information below, sign and return to the Pierson Library.

(Please print)

First Name _____ M.I. _____ Last Name _____

Former Name(s), if any: _____

Address: _____

D.O.B. _____

As a condition of volunteering, I give permission for the Pierson Library to conduct a background check on me, which may include a review of sex offender registries, child abuse, and criminal history records, I understand that, if appointed, my position is conditional upon the Pierson Library receiving no inappropriate information on my background. I have read and understand the Pierson Library Volunteer Background Check Policy.

Signature _____ Date: _____

This form must be submitted with a copy of a valid government issued photo I.D.

Appendix I: Incident Report Form

To be completed by staff within 12 hours of incident. Notify Director or person in charge of library ASAP.

Please complete this form after an incident on Library premises. An incident can be a severe altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned (report required in such instances). Submit completed report to the Administrative Office.

Name of reporting staff: _____

Location of incident: _____

Date and time of incident: _____

Patron(s) involved (provide names if known):

Describe the incident (to the fullest extent reasonable – use back of page if necessary):

Were police/emergency services called? Yes / No

If yes, please provide detail of who responded (include name of officers) and how the incident was handled.

What follow-up by Administration is recommended?

What action(s) should the Library take to prevent a recurrence of a similar incident?

Signature _____

Date _____

Appendix J: Dedicated Spaces Agreement

This Dedicated Spaces Agreement (“Agreement”), effective as of _____, 20__ (“Effective Date”), is made and entered into by and between _____, whose address is _____ (“Donor”) and the Board of Trustees of the Pierson Library (the “Board”). The parties agree as follows:

Donor wishes to make a charitable gift to the Board for the use and benefit of the library as set forth in this Agreement.

The Board desires to accept such gift, subject to the terms and conditions set forth in this Agreement.

AGREEMENT

1. **Gift.** Donor hereby pledges to the Board for the use and benefit of the Library the following gift: \$ _____ (“Gift”).
2. **Payment of the Gift.** The Gift is an irrevocable pledge that will be paid to the Board over a period of _____ () years. Payments in support of this pledge will begin immediately upon the execution of this Agreement with an initial payment of \$ _____ and will continue annually thereafter on the anniversary of the Effective Date for _____ years at \$ _____ until completed.

Donor may accelerate the payment of any or all of this pledge at any time in Donor’s discretion so long as the cumulative total of all gift payments meets the foregoing schedule. Payments shall be paid by Donor to the Board via check, electronic funds transfer, stocks or other securities, or other methods acceptable to Donor and the Board.

3. **Use of the Gift.** The Gift shall be used for [*insert “for any purposes within the Library’s mission or purposes” or if Donor has specific requirements, insert Donor’s use requirements; if applicable, insert appropriate naming opportunity agreed upon.*]
4. **Acknowledgment.** In consideration for the Gift, the Board will acknowledge the Gift by naming the [*insert area or location to be named,*] Before the Naming is erected, Donor shall demonstrate reasonable and timely pledge payments. After the Naming is affixed, Donor will continue pledge payments in accordance with the foregoing schedule.
5. **Approval/Termination/Modification of Naming.** In addition to any rights and remedies available at law, the Board will review for approval any gift offered with the intention of naming a library asset (space, piece of furniture, collection, program, etc.). Any such named asset will retain the name proposed by the donor

until such time as the asset must be removed or replaced due to degradation, remodeling, or other essential change, at which time the Trustees may transfer the name to another asset of comparable usage, prominence or significance.

6. **Library Board Approval** This Agreement and the recognition and naming provided for herein are subject to the approval by the Board and this Agreement will not be effective unless and until approved by the Board.

ACCEPTED AND AGREED TO:

DONOR NAME

CHAIR, BOARD OF TRUSTEES OF THE
PIERSON LIBRARY

Name

Name

Signature

Signature