



PUTNEY PUBLIC LIBRARY
LIBRARY POLICY
Revised September 20, 2022

The Putney Public Library is a small circulating library located in the village of Putney, Vermont.

Statement of Purpose

The Putney Public Library develops, maintains, and promotes the use of a high-quality, useful collection responsive to diverse community educational, informational, and recreational needs. It serves as a portal to materials beyond the scope of its collection. It strives to exceed the published standards for Vermont Public Libraries.

General Operation of the Library/Who May Use the Library

The library is open to the public. All Putney residents and/or Putney tax payers may be patrons. Residents from neighboring towns may also be patrons for an annual fee. Temporary visitors shall be asked for a local and permanent address when borrowing. Homebound persons may request that books and other materials be brought to their home.

Hours of Operation

The library shall be open at times convenient to the public including at least four hours at night or on the weekends.

Management of the Library

The librarians are responsible for the day to day running of the library in accordance with the policies of the board of trustees. The library shall maintain a working relationship with area schools and libraries, both public and private, with particular consideration given to Putney Central School.

The library welcomes visual exhibits from local schools and individuals. No petitions, political, commercial, or charitable solicitations, unless library related, shall be permitted. Announcements of community events may be displayed in the library entrance.

Use of the library facilities for programs after hours is governed under the Library Use Policy (Appendix 1) which is posted in the library and also available in the director's office.

Patron Confidentiality

All library records pertaining to patrons shall remain confidential. All library employees will be advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Should such cases arise, the library director will consult with legal counsel and/or the town attorney, who will provide advice on the correct procedure to follow.

Material Selection

Material selection is the responsibility of the librarians acting under the guidelines of the library policy. The librarians shall utilize professional judgment and expertise in selecting material, based on an understanding of community needs and knowledge of authors and publishers.

Criteria for selection will include requests from patrons, high public interest in a subject, recommendations from Department of Libraries staff and positive reviews in professional reviewing media. The library endorses the Library Bill of Rights and Freedom to Read statements of the American Library Association. See Appendices 2 and 3.

The library's collection covers a broad range. The general collection includes current and classic works and audio and visual materials. Online access extends our research capacity considerably.

If a patron's needs are beyond the scope of the collection, the librarians will make every effort to borrow the material through the interlibrary loan system or refer patrons to an appropriate source.

Every attempt shall be made to use the expertise available through the Department of Libraries and standard library catalogs in making decisions regarding discarding materials. Poor circulation of a selection may also be a factor. Books to be discarded or weeded from the collection will be sold or given away.

Children's Access to Library Materials

The Putney Public Library makes a broad selection of library materials and information available to everyone, including children and teenagers. Decisions about what materials are suitable for particular children should be made by the people who know them best -- their parents or guardians. The library will not exclude access to materials based on age.

Request for Reconsideration of Materials

If a Putney taxpayer or current Putney Public Library cardholder questions the appropriateness of a particular item in the library's collection, a discussion with the library director is welcomed. If a discussion does not meet the individual's needs, a Request for Reconsideration of Library Materials form will be provided by the director. To be considered the completed form must be returned to the library within 2 weeks of the initial meeting with the library director. The library director will consider each request relative to the criteria in this policy, also considering the principles of the ALA Library Bill of Rights, the Challenged Materials interpretation of the Library Bill of Rights, reviews, staff input and other appropriate sources. While a request for reconsideration is under consideration, the material in question shall remain in circulation in the library collection. The library director will respond to the individual making the request within two weeks of receipt of the completed form. Requests from individuals who have not read, watched, or listened to the entire work or who have not filled out the form in full will not be considered. In the event that the individual making the request is not satisfied with the director's response, an appeal can be made to the board of trustees in writing within one week. Once the request is appealed to the board, it becomes a matter of public record and the requester's name and the title may be documented in meeting minutes. A committee made up of board members will read, watch, or listen to the full item and will consider the request and response and make a final decision within 60 days of the date of appeal.

A household, consisting of one or more cardholders or taxpayers residing at one address, may only have one active Request for Reconsideration of Materials at one time. A household may file no more than 2 Requests for Reconsideration of Materials in a 12 month period. If a title is considered by the Putney Public Library Board of Trustees and remains in the library collection, further Requests for Reconsideration cannot be filed for the title in any of its formats for 3 years.

Form is provided as Appendix 8.

Gifts to the Library

All gifts intended for the library, while gratefully acknowledged, will be reviewed by the library director and the board of trustees. Gifts in kind and book donations will be accepted according to needs of the library. Monetary gifts will be used as determined by the board in collaboration with the library director. The use of restricted gifts will be determined by the benefactor in consultation with the library director and the board.

Library Behavior Code

Please see Appendix 4.

Child Safety Policy

Please see Appendix 5.

Security Camera Policy

Personnel Policy

The library director is responsible to the board of trustees. The library director, in consultation with the board, will hire additional staff as needed.

Requirements: Library Director and Assistant to the Director

Successful candidates for these positions must hold the following credentials:

- College graduate or candidate with relevant life experiences
- Vermont Department of Libraries Certification or willingness to pursue the credential

Further qualifications include:

- Ability to meet physical requirements of the job, including lifting and carrying boxes up to 25 pounds up and down the stairway
- Administrative and organizational ability
- Responsiveness to Putney community needs and interests
- Self-motivated and self-directed

Job Descriptions

The board will review job descriptions for all employees on an annual basis.

Wages & Benefits

1. Wages: Wages are based on qualifications and will be competitive with librarians' salaries in Vermont and commensurate with local salaries of positions with similar responsibility.

The library director receives an annual salary with benefits outlined in the Putney Public Library Personnel Policy and applicable benefits from the town of Putney and those noted in the Town of Putney personnel policies.

2. Proration: Paid Holidays, Vacations and Sick Days are all prorated based on the number of hours worked in an average workweek divided by 5 = one "day". For example, a 35 hour-a-week employee would have a 7 hour paid holiday.

3. Paid Holidays: Employees of the library working 30 hours or more a week will be paid for 12 and a half holidays per year. The Library will be closed on New Year's Day, Town Meeting Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, and another day and a half at the discretion of the librarians. A holiday is equal to the employee's "day" as defined in the Proration section of the policy. A holiday can be taken on another day if the employee is not scheduled to work that day or if the employee has to perform library work that day, as in the case of the library director working on Town Meeting Day.

4. Paid Vacations: All employees of the library working 24 hours per week or more will have three weeks of vacation which will equal the hours worked in an average week. Vacation days may be accumulated from year to year to a maximum of 24 days. A vacation day is equal to the employee's "day" as defined in the Proration section of the policy. The Trustees at their discretion may grant additional periods of vacation leave for full time employees after two years of employment. Accumulated, but unused vacation days will be paid upon termination of employment.

5. Sick Days: Each library employee will earn one sick day for each month worked. A sick day is equal to the employee's "day" as defined in the Proration section of the policy. Maximum accumulation will be 90 days. Unused sick days will not be paid upon termination of Employment.

6. Salary Increases: The board of trustees will award salary increases based on cost of living and shall consider raises for merit as well. Salaries will be evaluated yearly during budget preparations.

7. Availability of Benefits: Benefits shall be available on the first day of work indicated in the current contract and extend forward from that date. Employees working part time at 24 hours a week or more are eligible for prorated benefits for vacation and sick time from the first contracted day of employment forward.

8. Comp Time: The library director may accrue comp time. Comp time is earned at a rate of one hour for every hour worked over 70 hours within a pay period and at a rate of 1.5 hours for every hour worked over 80 hours. Employees can accumulate up to eight hours in a year, after which it no longer accumulates.

Hours, Absences and Illness

The director and additional staff will cover the hours when the library is open as well as the hours needed to complete projects when the library is closed. The director will attend monthly board meetings; other staff are also welcome.

The board may authorize absences from the library to attend educational meetings and conferences for the library director and assistant librarian. Expenses for travel and tuition will be paid at the discretion of the trustees. If away during library hours due to illness, personal, or professional reasons, the library director is responsible for appointing a substitute to oversee the library.

Discipline, Suspension, Discharge

When discipline is deemed appropriate, the library director or the board if it is necessary to discipline the library director, will apply the principles of progressive discipline, as noted below, in determining, the level warranted.

First offense: First written warning

Second offense: Second written warning

Third offence: Unpaid suspension

Fourth offence: Termination

When an offense is extremely severe, the library director, or board if the director is the offender, may bypass progressive discipline and simply discharge the employee.

Grievance Procedure

1. The aggrieved employee shall discuss the grievance with his/her supervisor. The supervisor shall give an oral answer within three (3) working days after the discussion.
2. If the grievance is not resolved to the satisfaction of the employee the employee shall, within five (5) working days from the supervisor's oral answer, submit the claim in a formal written grievance to the personnel committee. The written grievance shall at a minimum state specifically the events causing the grievance and all actions taken by the employee to resolve it.
3. If able, the personnel committee will resolve justifiable grievances. If this cannot be done within five (5) working days from the receipt of the formal written grievance, the employee will submit the grievance, in writing, to the library board of trustees. The written grievance shall at a minimum state specifically the events causing the grievance and all actions taken by the employee to resolve it.
4. The library board of trustees shall discuss the grievance at its next regularly scheduled meeting or call a special meeting. The employee shall be invited to explain his/her grievance at this meeting. All decisions of the library board of trustees on grievance matters shall be final and not subject to appeal.

Librarian Evaluations

The Board will conduct a yearly evaluation of the library director in the month of June. The personnel committee will solicit input from the entire board, as well as library staff when preparing the evaluation.

Substitutes

The library director is responsible for hiring, training, and supervising substitutes who are used for librarians' absences due to illness, vacation time, personal days, library business and conferences.

Substitutes must be:

- responsible,
- familiar with the library,
- known to the librarians
- competent in dealing with the public

Volunteers/Friends

The Library Director will seek and train volunteers for special projects or on a regular basis as the need arises.

The Board and the Library Director will acknowledge these and other community members who help support the library programs as friends.

Sexual Harassment

The Putney Public Library prohibits sexual harassment of its employees. Sexual harassment is unlawful under federal and state law. The Library is committed to providing a workplace free from this unlawful conduct.

Definition of Sexual Harassment

1. Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to that conduct is made either explicitly or implicitly a term or condition of employment; or
- b. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- c. the conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

2. Acts and statements that seem harmless or amusing to some people may be offensive to others. While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment when such conduct comes within one of the above definitions:

- a. unwelcome sexual advances;
- b. making threats after a negative response to sexual advances;
- c. suggestive or lewd remarks or gestures;
- d. unwanted hugs, touches or kisses;
- e. requests for sexual favors;
- f. sexually suggestive cartoons, drawings, objects, writings or e-mail messages;
- g. sexual epithets, jokes and banter;
- h. written or oral references to sexual conduct;
- i. comments on an individual's body or sexual activity; or
- j. leering, whistling, suggestive or insulting comments.

Guidelines of Equal Opportunity Employment

There shall be no discrimination in hiring based on the color of a person's skin, sex, race, religion, sexual preferences, or disability as is consistent with the ADA and the Vermont Fair Employment Practice Act.

Computer

Use of public access computers in the library is governed by the Computer and Internet Access Policy, which is posted in the library. (Appendix 6)

List of Appendices

- Appendix 1—Library Use Policy
- Appendix 2—Library Bill of Rights
- Appendix 3—Freedom to Read
- Appendix 4—Behavior Code
- Appendix 5—Child Safety Policy
- Appendix 6—Computer and Internet Access Policy
- Appendix 7--- Security Camera Policy
- Appendix 8--- Request for Reconsideration form
- Appendix 9--- Opioid Overdose Prevention Policy and Procedures



PUTNEY PUBLIC LIBRARY

Library Use Policy

The Library is available for programs and meetings that offer, civic, cultural, informational and recreational programs, and which are open to the public and are free of charge. No petitions, political or commercial, nor any charitable solicitations, unless library related, shall be permitted. The Library reserves the right to refer to the Board of Trustees decisions regarding meetings. Individuals or groups denied access have the right to appeal to the Library Trustees.

In accordance with the ALA Bill of Rights, which assures that the resources of the library are made available on an equitable basis, regardless of the benefits or affiliations of the individuals requesting their use, the program/meeting facilities of the library are available on a first come, first serve basis, provided that such programs/meetings do not conflict with regular library services and they conform to the guidelines provided. (See Library Use Form).

Any group comprised primarily of youth requires accompaniment by an adult(s) 18 years or older.

If the library sponsors an event, the library is responsible for publicizing and overseeing the event. If the event is initiated by a person or group other than the library, then this individual or group is responsible for publicizing and overseeing the event.

Use of the library does not imply library endorsement of the event or its sponsor.

The sponsor of any event will fill out a Library Use Form, available at the library during regular hours or on the library website.

Revised and adopted by the board on 2/21/2023.

Putney Public Library Use Form

Space reservations must be made with the library staff at least two weeks in advance, and the Library Use Form should be filled out at the library at least 48 hours before the event.

Name of Contact _____ Phone _____

Address _____

Group/Organization _____

Nature of Program (film, meeting etc.) _____

Program Date and Time _____

Expected Attendance _____ Age Group _____

Space Requested (check one): Main Room Children's Room

The sponsor shall assume all liability for any damage that occurs during the event.

The legal capacity of the building is 62 people in the Main Room and 26 in the Children's Room.

Arrangements for a key and lock up procedures will be handled by a librarian on an event-by-event basis. Failure to pick up the key at the agreed upon time may result in the need to cancel the event.

No smoking is permitted in the library at any time.

Simple refreshments may be served with permission from the library director. Alcohol is not permitted.

The facility must be cleaned up and left in the same condition as it was prior to the event. A vacuum cleaner is available.

Although there is no charge for using the library, we encourage donations.

If the library is left unlocked or otherwise unsecured or compromised, future requests to use the library may be denied.

Display of promotional materials for the event will be allowed only in the spaces made available to all community organizations, not inside the library, in the library's newsletter or on the library grounds.

It is up to the sponsor to promote their event. If the event is to be changed or cancelled, the responsibility to publicize the cancellation is solely that of the sponsor.

Setup during library hours is prohibited. No programs may start before 6:30pm.

The library collection, computers and other resources and services are not available after hours.

Signature

Date

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 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.

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.

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](#)



PUTNEY PUBLIC LIBRARY

Behavior Code

The purpose of the Behavior Code is to determine the regulations governing the patron's behavior in the library.

The Behavior Code guidelines are:

1. Putney Public Library supports the Library Bill of Rights in all its interpretations by the American Library Association.
2. To protect the rights of all library users to seek unrestricted pursuit of independent learning and knowledge in a peaceful library environment, staff members shall ask individuals who may be interfering with the rights of others to leave.
3. Types of behavior which will not be tolerated:
 - a. Any conduct which is potentially harmful to library users, staff, facilities, or resources. Examples are: Inappropriate boisterous or harassing behavior; abusive language to staff members or other library users; failure to follow library rules for equipment use.
 - b. Any conduct that disturbs library users or staff, or hinders others from using the library or library materials. Examples are: loud talking; monopolizing library resources; use of headphones at volumes audible to others.
4. The following procedures shall be followed for patrons who violate the Library Behavior Code:

Violation of Behavior Code	Action Taken
1. First time violation	Verbal warning by librarian.
2. Second time violation, same patron/day	Patron is asked to leave library for the day or a longer period of time.
3. Third time violation	Library card and or library privileges may be suspended indefinitely by Library Director. The patron may appeal this decision in writing to the board. Reinstatement may be reviewed by the board in consultation with the Library Director.

5. Library patrons may be asked to leave the library immediately without verbal warning if their actions are particularly egregious (violent, threatening, grossly inappropriate).

Adopted 6/21/2016



PUTNEY PUBLIC LIBRARY

Child Safety Policy

The Putney Public Library strives to provide a welcoming atmosphere and a wide range of library services and resources to both children and adults. The library staff does not accept responsibility for the supervision of children of any age in the building or on library property.

We ask that parents and/or caregivers observe the following rules to ensure that all library patrons, regardless of age, have a safe and pleasant experience:

1. Children eight years of age and under must be supervised by a parent or other responsible caregiver over the age of 12 at all times, while inside the building or on library property.
2. Children of all ages are subject to the rules in the Putney Library Behavior Code. Children who violate these rules will be subject to the appropriate action stated in the library policy.
3. Parents or caregivers are responsible for the safety, supervision and conduct of their children while in the building or on the library property (regardless of whether they accompany their child to the library.)

Adopted 6/21/16



PUTNEY PUBLIC LIBRARY

Putney Public Library Computer and Internet Access Policy

Putney Public Library offers the internet to the public in keeping with its mission to provide access for all to books and other media to inform, entertain, and inspire. Users of the internet should be aware that the internet is a global entity. Putney Public Library specifically disclaims any warranty as to the information's accuracy, authoritativeness, and timeliness. This library shall have no liability for any direct, indirect, or consequential damages related to the use of information. Some internet sites contain information which one may find controversial or offensive. The library has no control over the information on the internet, makes no attempt to censor the information and cannot be held responsible for its content. As is the case with other resources in the library's collection, any restrictions of a child's access to the internet is the responsibility of the parent or guardian. The library staff reserves the right to refuse and/or limit the use of computers to children who are not supervised nor have training in the use of computers as this may lead to software or hardware equipment damage.

Acceptable Use

The computer/internet workstations must be used in a responsible manner. Users must respect the rights of others and take care with the use of the equipment. Computer and internet settings may not be changed. Additional software or files may not be downloaded to any library computer.

The workstation cannot be used for any fraudulent or unlawful purpose, including any activities prohibited under any federal, Vermont, or local laws.

It is the user's responsibility to be aware of the display of any notices concerning the copyright of information on the internet and to respect the copyright laws of the United States.

The Putney Public Library is committed to providing an environment free from harassment. Users are not to display on screens and/or printers materials which may be reasonably construed to be obscene or objectionable to community standards.

Approved 3/16/2005

SECURITY CAMERA POLICY

I. POLICY OVERVIEW/DESCRIPTION

The purpose of this policy is to establish guidelines for the placement and use of video security cameras, and the access and retrieval of recorded video images. Security cameras are installed to enhance the safety and security of library users, staff, and property. The cameras may be used to deter public endangerment, vandalism and mischief in unsupervised or difficult-to-supervise areas and, when necessary, assist law enforcement in investigating and/or prosecuting criminal activity. Video monitoring and recording will be conducted in a manner that is respectful of people's privacy and in compliance with all applicable laws or ordinances.

This policy should be interpreted with the understanding that the image of a person on library property is not protected. Anything that would identify the content of a library user's account is protected and held private.

Cameras are not intended for the purpose of monitoring staff performance.

II. PUBLIC NOTICE: SIGNAGE

Signs will be posted in areas surveilled by cameras to inform the public that security cameras are in use.

III. SECURITY CAMERA LOCATIONS

Security cameras will only be installed outside the library and in public places, where people have no reasonable expectations of privacy. Video monitors will be placed so the public will not be able to view the screen.

IV. LIMITATIONS OF MONITORING

The library undertakes no obligation to monitor security cameras in real time. Staff and the public should take precautions for their safety and the safety of their personal property. The Putney Public Library is not responsible for loss of property or personal injury.

V. DATA STORAGE AND ACCESS

Recorded data is confidential and ordinarily available only to the administration and staff who are directly authorized to view or work with it. Recorded data will be retained in a secure manner and will normally be kept for up to thirty days before it is erased. In the case of serious incidents or information required by law enforcement or court order, the data can be kept for up to one year, unless known pending investigation or litigation requires more time.

For investigations initiated by law enforcement agencies, recorded data will usually be made available to law enforcement upon presentation of a valid court order, subpoena, or search warrant. All such requests must be presented to the library director, or in the director's absence, the designated staff. In circumstances that require immediate action or remedy, the library reserves the right to provide live monitoring or recorded data without legal process.

If the library calls on law enforcement for assistance, the responding officer(s) may be allowed to view the cameras in real time and/or to view the pertinent recorded data.

If the footage is relevant to a larger community issue or nuisance, the footage may be shared with the town manager, town health officer, or school administration as relevant.

In limited cases, for example, when a no trespass order needs to be issued, the library may keep still photos to help staff with identification.

Out of respect for the interests of our patron's confidentiality and privacy, the public is prohibited from viewing security camera monitors and recordings. Staff with access to the system will adhere to strict confidentiality guidelines.

VI. POLICY IMPLEMENTATION

The library director is authorized to implement this policy according to the terms laid out herein and to authorize the staff to act in the library director's stead.

APPROVED: DECEMBER 14, 2021

Putney Public Library
REQUEST FOR RECONSIDERATION OF MATERIALS

Date form was provided _____

Date form must be returned _____

Request initiated by:

Name: _____

Address: _____

Phone: _____

E-mail: _____

Please provide the following information on the material you are requesting reconsideration for:

Title: _____

Author: _____

Copyright date: _____

Publisher/Producer: _____

Format _____

ISBN _____

Have you read, viewed, or listened to the entire work? Yes/No

A request for reconsideration of materials is dependent upon you reading the title in full. Please summarize it here.

Please describe what you find objectionable and why: (Please be as specific as possible, cite objectionable passages, pages, etc.)

How has this material been assessed by others who have read it (particularly professional book reviews)? Please identify the names or sources of the reviewers you identify.

What would be your ideal outcome for how this material is handled by the library?

Discard from collection ____ Re-shelve in another location ____

Are there resource(s) you can suggest to provide additional information and/or other viewpoints on this topic? Please list.

Please return this form to the Library Director, Putney Public Library, 55 Main St. Putney, VT 05346

SIGNATURE: _____ DATE: _____

ATTACHMENTS: ALA Library Bill of Rights, Challenged materials interpretation of the ALA Bill of Rights, Putney Public Library Request for Reconsideration of Materials Policy.

Steps for Request for Reconsideration of Materials

-Conversation with library director about your concern.

-If this form is requested, it must be returned completed with in two weeks of the conversation with the director to be considered.

-The library director will respond to your request for within two weeks of receiving your completed form.

-If you wish to appeal the director's decision, you may do so in writing to the library board of trustees within one week of the library director's response.

-The library trustees will form an ad hoc committee to all read the title and come together to discuss it in an open meeting. They will communicate their decision to you within 60 days of your appeal.

OPIOID OVERDOSE PREVENTION POLICY AND PROCEDURES

Approved 1/25/2022

To combat the continuing rise in opioid-related deaths in Vermont and potentially save a life, the Putney Public Library has instituted an Opioid Overdose Prevention Program. This document sets forth the required policies and procedures necessary to provide and maintain intranasal naloxone/Narcan on-site to ensure ready and appropriate access for use during emergencies to any patron, volunteer, or staff member suspected of having an opioid overdose.

Vermont Legal Framework

Vermont State Statute's "Good Samaritan Law," as passed in 2013 and amended in 2015, states: (18 V.S.A. § 4240):

(d)(1) A person may administer an opioid antagonist to a victim if he or she believes, in good faith, that the victim is experiencing an opioid-related overdose.

(2) After a person has administered an opioid antagonist pursuant to subdivision (1) of this subsection (d), he or she shall immediately call for emergency medical services if medical assistance has not yet been sought or is not yet present.

(3) A person shall be immune from civil or criminal liability for administering an opioid antagonist to a victim pursuant to subdivision (1) of this subsection unless the person's actions constituted recklessness, gross negligence, or intentional misconduct. The immunity granted in this subdivision shall apply whether or not the opioid antagonist is administered by or to a person other than the person for whom it was prescribed.

In accordance with the law cited above, the trustees of Putney Public Library authorize the Library Director to proceed with instituting a board-sanctioned Opioid Overdose Prevention Program following the procedures outlined on the following pages.

Opioid Overdose Prevention Program Procedures

Library Director Responsibilities:

- Make sure that any staff member or volunteer who is willing to administer Narcan is properly trained and follows the procedures outlined below for administering Narcan.
- Work with the Library Trustee Board to develop policies and procedures for Opioid Overdose Prevention.
- Regularly check the Narcan inventory.
- Keep track of expiration dates for the Narcan.
- Notify the Library Director when more Narcan should be ordered.
- Ensure that reports are sent to the Library Trustee Board and the Town (if applicable) if Narcan is administered in/at the library.
- Maintain a list of all staff and volunteers trained to administer Narcan.

Storage, Inventory, and Reporting

Storage

- Narcan doses will be stored consistent with the manufacturers' guidelines in a secure location (the first aid kit on the high shelf in the staff room) ensuring they are ready and accessible for

use by trained staff or trained volunteers in an emergency.

Inventory

- Onsite inventory and placement of Narcan will be accounted for annually and counted by the Library Point Person.

Reporting

- Library Director will ensure that Incident Reports are filed with the Library Trustee Board and the Town (if applicable) whenever Narcan is administered.

Response Procedures

Signs of possible overdose:

- person will not wake up or respond to voice (this is the #1 sign to look for)
- snoring or gurgling sounds
- breathing is very slow, or irregular, or has stopped
- pupils are pinpoint
- blue lips and/or nail beds
- clammy skin

Protocol

1. Assess the scene for your own safety. If the situation is unsafe, do not attempt to get to the victim.
2. Call 911.
3. If possible, alert other staff to the situation and ask for assistance, especially with crowd control.
4. Put on gloves and breathing mask.
5. Put individual on his/her back. Do NOT attempt to move him/her from a chair to the floor.
6. Administer dose of Narcan: read and follow directions on the box.
7. If trained in rescue breathing, commence rescue breathing using an appropriate breathing barrier.
8. If the person is on the floor, put him/her in the recovery position.

9. Watch closely, but from a safe distance. Be aware that the effect of Narcan is to cause immediate withdrawal from an opioid high. The person might be ill or confused. Offer reassurance and support, but do not compromise your safety. NEVER attempt to restrain the person.

10. If the person does not respond within 2-3 minutes, administer another dose of Narcan in the alternate nostril.

11. Once EMS has arrived, take time for self-care. Allow another staff member to continue with crowd control and limiting gossip about the incident.

12. Fill out the Library's accident/incident report: a paper copy is stored with the Narcan. Leave completed form on the Library Director's desk.