

WILLINGTON PUBLIC LIBRARY

POLICIES AND PROCEDURES

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PHILOSOPHY OF THE WILLINGTON PUBLIC LIBRARY

The Willington Public Library's purpose is to collect, preserve and make available to the public, books and other library media materials at no cost. These services are maintained in order to assist residents in the following areas:

1. To continue their education and keep pace with continuing progress in all fields of interest
2. To address political and social interests
3. To enhance their creative, cultural and spiritual capacities
4. To develop a sense of appreciation for works of art and literature
5. To make use of leisure time in order to promote personal and social interests
6. To contribute to the growth of personal and professional knowledge

It is the belief of the Willington Public Library Board of Directors and the Willington Board of Education that with a continuing spirit of cooperation, the individuals of Willington will benefit from a combined library/media program located at Hall Memorial School. This arrangement allows for expanded library hours, and an increased book and media collection.

Adopted 06/84
Revised 03/91
Revised 12/11/01
Revised 12/13/05

WILLINGTON PUBLIC LIBRARY BY LAWS

ARTICLE I – MEETINGS

Meetings of the Library Board of Directors will be held on the second Tuesday of each month. Annually at the May meeting, The Library Board of Directors shall decide if they will meet in July and/or August.

Election of officers will take place at the first meeting that is held after the municipal election in November.

Special meetings may be called by the Chairman or by written request of two board members. Four library board members will constitute a quorum.

ARTICLE II – OFFICERS

The officers of the Library Board of Directors will consist of the following: Chairman, Vice-Chairman, Secretary and Treasurer. Election of officers will be held on an annual basis. In the event a vacancy occurs in an office, the Library Board will elect a member to fill the balance of the term.

ARTICLE III – DUTIES OF OFFICERS

The Chairman shall conduct board meetings subject to the approval of the Directors and perform any other duties required by the office of the Chairman.

The Vice-Chairman shall conduct board meetings in the absence of the Chairman. The Vice-Chairman shall assume other responsibilities as requested by the Chairman.

The Secretary shall keep a record of attendance, a record of official actions of the board, notify members of all meetings, and be responsible for correspondence as requested by the board.

The Treasurer will keep an itemized account of all monies received including dates, sources and amounts. Funds will be expended after the board approves bills. The Treasurer will present a written account at each regular meeting of the board.

ARTICLE IV – DIRECTORS

The Library Board of Directors shall be responsible for the general management of the library including oversight of all library property. The board will also be responsible for the employment of a librarian. Termination of a librarian will require two weeks advance notice in writing by either party.

ARTICLE V – LIBRARIAN

The librarian shall have general responsibility for the administration at the library including the duties listed below and any others that may be necessary:

- Cataloging, classifying, arranging and shelving of books and other library materials.
- Circulation of materials and returning of library materials to their appropriate areas in the collection.
- Maintaining an accurate account of all monies received from various sources including fines, and depositing any monies with the treasurer.
- Attendance at Library Board meetings as requested by the Chairman.
- Attendance at workshops held by the board or other organizations if deemed necessary.
- The librarian shall submit a written monthly report at regular Library Board meetings. Submission of the annual report of the Library for the Town of Wellington Annual Report.

The Librarian with the approval of the Chairman shall have the following responsibilities:

- Selection of books, magazines and other material and will present a written list to the Library Board for recommendation for purchase
- Repair of books, disposing of discarded books and decision making regarding retention of materials
- Collection and sorting of books
- Participation in various community activities involving books and other material.

ARTICLE VI – COMMITTEES

The Executive Committee will consist of the Chairman, Vice Chairman, Secretary and Treasurer. The Library Board will appoint other committees as needed.

ARTICLE VII – ORDER OF BUSINESS PROCEDURE

The order of business at the regular meetings shall be as follows:

1. Approval of minutes from the preceding meeting
2. Treasurer's report
3. Communications
4. Librarian's report
5. Unfinished business
6. New business
7. Adjournment

ARTICLE VIII – FUND RAISING

Fund raising will take place at the discretion and approval of the Library Board of Directors.

ARTICLE IX – MEETING DATES

The dates of regular monthly meetings for the year must be filed annually, prior to January 31st, with the Town Clerk. Any special meeting will require filing a notice with the Town Clerk twenty-four hours prior to the meeting.

ARTICLE X – AMENDMENTS

The by laws of the Library Board of Directors may be amended by a two-thirds vote at any regular meeting providing that notice of said amendments has been given at a previous meeting.

Adopted 02/84
Revised 09/93
Revised 12/11/01
Revised 12/13/05

WILLINGTON PUBLIC LIBRARY JOB DESCRIPTION - LIBRARIAN

The position of the librarian is professional and administrative in nature. An employee in this position is responsible for the application of library skills to a variety of technical or professional processes in cataloging, book and audio-visual material selection and reference services. The librarian is responsible for the day-to-day operation of the library as well as coordinating, training and supervising of library staff, volunteers and pages. The librarian functions in accordance with the policies and procedures as established by the Library Board of Directors. The Library Board reviews work performed through annual performance evaluations, reports and meetings. The Board has the responsibility for appointing and terminating this position in accordance with the Personnel policy.

RESPONSIBILITIES:

- Operating the Library according to policy and within the budget.
- Recruiting, hiring, training, supervision and scheduling of staff, including volunteers.
- Prepares, files, and maintains all reports, including but not limited to, circulation, annual report, monthly librarian's report, and State mandated reports as required.
- Ordering and maintaining supplies as needed.
- Assisting with and coordinating the selection of books and other materials for the various areas of the library collection.
- Attending meetings as requested by the Board.
- Understanding the service goals of the Library and fostering those aims through on going communications with various organizations in the community.
- Performing other related duties as required.

QUALIFICATIONS:

A Masters Degree in Library Science is preferred. In Lieu of this degree, library experience and/or training, and at least two years of college, or an appropriate combination of college course work and experience will be considered.

OTHER SKILLS REQUIRED:

- Knowledge of current reading trends and application to acquisition. Skill and ability to recognize problems and assess situations; to gather and evaluate information from a variety of sources and to take appropriate action based in board policy.
- Ability to work in a tactful and courteous manner with all segments of the community.
- Skill and ability to communicate orally and in writing with staff and the Library Board of Directors.
- Ongoing knowledge of computer operations and up dating of skills as needed.
- Knowledge of Board policies and procedures with the ability to translate into action.
- Develop methods to promote the use of the library by all members of the community.
- Attend relevant workshops to enhance knowledge pertaining to position.
- Management skills to include supervision, delegation and evaluation.

SALARY AND BENEFITS:

Negotiable. Based upon educational qualifications and experience.

PROBATIONARY PERIOD:

Permanent employment will be granted upon a vote of the Board of Directors after a six-month probationary period. Once permanent employment is established, a two-week notice of resignation is also required. Upon mutual consent of both parties, termination can be effective immediately.

Revised 12/13/05

**WILLINGTON PUBLIC LIBRARY
JOB DESCRIPTION - LIBRARY ASSISTANT**

NATURE OF WORK:

This position reports to and receives general instructions from the Librarian. An employee in this position will be working in all areas of library related duties and must have a good understanding of library practices.

RESPONSIBILITIES:

- Open and/or close the library as requested.
- Pull, catalog and shelf list cards as directed.
- Assist in general circulation and reference duties.
- Assist with basic cataloging duties.
- Type patron cards and maintain files in an orderly fashion.
- Process books and other materials.
- Assume supervisory duties in the Librarian's absence.
- Attend workshops as requested.
- Repair and mend materials as needed.
- Perform clerical and related duties as designated by the Librarian.

QUALIFICATIONS:

- Knowledge of library materials and resources.
- Knowledge of current reading trends.
- Knowledge of the objectives of a public library system.
- Skill in the use of office, audiovisual and computer equipment.
- Ability to assume supervisory duties when necessary.
- Ability to deal with the public in a courteous and tactful manner.
- Willingness and ability to work with all sectors of the community.

SALARY AND BENEFITS:

Negotiable. Based upon experience.

PROBATIONARY PERIOD:

Permanent employment will be granted upon a vote of the Board of Directors after a six-month probationary period. Once permanent employment is established, a two-week notice of resignation is also required. Upon mutual consent of both parties, termination can be effective immediately.

Revised 12/13/05

**WILLINGTON PUBLIC LIBRARY
JOB DESCRIPTION - LIBRARY AIDE**

NATURE OF WORK:

This position entails less responsibility than the Library Assistant. An incumbent filling this position works under the general supervision of the Librarian and will be expected to work independently without direct supervision as necessary. Contact with the public comprises a large part of the job. The only benefit included in this position is seven (7) hours sick leave.

RESPONSIBILITIES:

- Opens and/or closes the Library.
- Works at the circulation desk, receives and renews library materials, sorts, files and counts book cards.
- Files catalog cards, checks book collection for material in need of repair.
- Repairs materials as needed, inserts pockets and attaches book jackets.
- Processes overdue notices.
- Occasionally substitutes for other staff members.
- Other duties as designated by the Librarian.
- Maintain periodical file on a timely basis.

QUALIFICATIONS:

- Ability to work with all sectors of the community especially adolescents in a courteous and tactful manner.
- Knowledge of library materials and practices.
- Knowledge of reader's interests.
- Ability to perform routine work, follow instructions and accept responsibility.

SALARY AND BENEFITS:

Negotiable. Based upon experience.

PROBATIONARY PERIOD:

Permanent employment will be granted upon a vote of the Board of Directors after a six-month probationary period. Once permanent employment is established, a two-week notice of resignation is also required. Upon mutual consent of both parties, termination can be effective immediately.

Revised 12/13/05

WILLINGTON PUBLIC LIBRARY JOB DESCRIPTION - LIBRARY PAGE

NATURE OF WORK:

This position consists of hourly manual library and related clerical work. A Library Page is responsible to the Librarian or another employee delegated to supervise the Library Page. Work involves sorting, moving, shelving, retrieving and locating of materials to contribute to efficient and effective library service. Previous knowledge of library work is desirable. Training will be given on the job.

RESPONSIBILITIES:

- Shelving Books – Sorts and puts collection in order and shelves books according to established filing arrangements.
- Shelf reading to ensure material is properly shelved - This includes books, videos, pamphlets and other library materials.
- Maintains & cleans shelves
- Moves and arranges collections of library materials under supervision.
- Performs basic tasks and duties of circulation, answering telephone, and making book renewals.
- Assists patrons in locating but not selecting materials. All other inquiries are referred to the Librarian.
- Collects materials from book drop.
- Receives instruction in basic mending and repair of materials.
- Generates library patron borrowing cards and other simple clerical tasks.

QUALIFICATIONS:

- Ability to deal with the public in a courteous and tactful manner.
- Basic knowledge of alphabetical, numerical and decimal arrangement of materials.
- Ability and skill to understand oral and written instructions and ability to carry them out.
- Skill and ability to adapt to changing procedures.

EXPERIENCE/TRAINING:

A library page shall be at least fourteen years of age. No experience is necessary. A filing/shelving test must be passed to demonstrate basic library knowledge.

SALARY:

Minimum wage.

PROBATIONARY PERIOD:

Permanent employment will be granted upon a vote of the Board of Directors after a six-month probationary period. Once permanent employment is established, a two-week notice of resignation is also required. Upon mutual consent of both parties, termination can be effective immediately.

Revised 12/13/05

**WILLINGTON PUBLIC LIBRARY
JOB DESCRIPTION - BOOKKEEPER**

NATURE OF WORK:

This position is responsible to and reports directly to the Library Board of Directors. The major responsibility will be to maintain the fiscal and budgetary records of the town library according to accepted accounting and bookkeeping procedures.

RESPONSIBILITIES:

- Maintain expenditures and assets of library funding.
- Work directly with the Board of Directors Treasurer in all fiscal matters.
- Maintain confidentiality of records as appropriate.
- Maintain a monthly accounting and prepare a monthly report to the Board of Directors, of expenditures and budget line item status.
- Assist in the annual library budget preparation and attend meetings to assist in the explanation of this as directed by the Board.
- Notify the Board of fiscal shortcomings/needs.
- Maintain accounting of benefits per employee. Close communication will be necessary with the Librarian in this regard.
- Prepare and complete bank transactions as necessary.

QUALIFICATIONS:

- Knowledge of basic bookkeeping procedures and computer spreadsheets.
- Accuracy and neatness in accounting procedures.
- Ability to communicate clearly written and orally.

SALARY AND BENEFITS:

Negotiable. Based on experience.

PROBATIONARY PERIOD:

Permanent employment will be granted upon a vote of the Board of Directors after a six-month probationary period. Once permanent employment is established, a two-week notice of resignation is also required. Upon mutual consent of both parties, termination can be effective immediately.

Revised 12/13/05

WILLINGTON PUBLIC LIBRARY PERFORMANCE EVALUATION POLICY

Written performance evaluations shall be completed annually on all employees of the Willington Public Library, with the exception of new employees, who shall receive an initial evaluation at the end of a six-month probationary period. During the evaluation process a minimum of three mutual goals shall be established for the coming year.

The following procedure will be followed for written evaluations:

- **LIBRARIAN** – The Chairman and Vice-Chairman shall evaluate the Librarian. The written evaluation must be completed and approved by the Library Board of Directors by July 15th.
- **BOOKKEEPER** – The Treasurer and/or auditor shall evaluate the Bookkeeper by July 15th. The written evaluation must be filed for Board review by September 1st.
- **OTHER EMPLOYEES** – The Librarian shall evaluate in writing all other employees no later than July 1st. The written evaluations must be filed for Board review by September 1st.

A meeting shall be held with the employee and the designated evaluator to discuss the written content of the evaluation. Employees will have an opportunity to comment on his/her evaluation and goals and may submit written comments in the area provided on the form. The employee will be requested to sign the form for the purpose of confirming that he/she has read the evaluation and been given a copy for his/her records. Any employee concerns may be submitted to the Library Board of Directors.

Performance evaluations will be considered when determining salary increases, promotions, reclassifications or dismissals. All performance evaluations will be stored in a secured personnel file in the library. Employees may submit a twenty-four hour written notice to request access to their personnel file and evaluations at any time.

Adopted 04/85
Revised 06/93
Revised 12/11/01
Revised 12/13/05

**WILLINGTON PUBLIC LIBRARY
ACCESSIBILITY TO TELEPHONE INFORMATION POLICY**

The Library staff will not provide telephone directory information (numbers & addresses) to patrons under any circumstances.

The library will provide telephone company publications for towns and cities within the state of Connecticut for patrons use. Information from any such directories will not be relayed by telephone or fax.

**Adopted 10/84
Revised 10/93
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY ACCEPTANCE OF GIFTS POLICY

The Willington Public Library encourages gifts of material, or money for materials by groups or individuals. Donations of books or other library materials, or donations of money for the purchase of library materials, are accepted with the understanding that those materials are used according to the current policies of the Library Board. Final disposition of such materials shall remain with the Board, and may include addition to the present library collection, or use in whatever manner the librarian deems best.

Suggestions of specific titles or subjects are welcomed when memorial donations are given. New titles acquired in this manner are subject to the standards in the library selection policy, availability of space, and consideration of the cost of processing new materials.

Donors may not place any specific conditions on the loan or handling of the items. The Library Board and Librarian shall determine the conditions of housing (integration into the general collection), display and access.

Bookplate or donation identification shall be placed in each gift unless otherwise specified by the donor.

The library does not appraise gifts or provide evaluation of gifts for tax or any other purposes. The library may provide a letter listing the number of items donated, or total monetary amount donated, if requested by the donor. A note of appreciation will be sent to the donor.

**Adopted 10/84
Revised 10/93
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
CONFIDENTIALITY OF RECORDS POLICY**

The names, addresses and telephone numbers of library patrons shall be confidential. Circulation records and other records identifying patron names and the library materials they use shall also be kept confidential.

Inquiries for such information, including law enforcement agencies or personnel (police, FBI, CIA, etc.) shall be informed of this policy. A formal procedure for request of such information shall be as follows:

- a. The inquiry for such information must be directed to the town attorney, who will rule on the legal necessity for disclosure, and so direct the Library Board in writing;
- b. The Library Board and staff shall make such information available only after reception of the direct authorization from the town attorney.

**Adopted 10/84
Revised 10/93
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
GRANT APPLICATION POLICY**

All public library grant applications shall be received by the Library Board of Directors before submission to any other agency and/or organization.

**Adopted 10/84
Revised 10/93
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY JOINT WEEDING POLICY

The responsibility for implementing a weeding program rests with the Librarian. To guide decision making the following considerations will be taken:

Object of weeding

- To keep collection current
- To keep collection appealing
- To get “dust collectors” off the shelves
- To create space for more widely circulated material

Materials are considered for withdrawal when they have:

- Been reported as definitely lost
- Been missing in inventory three to five years
- Failed to circulate five or more years
- Have been irreparably damaged
- If the cost to replace is less than the cost to repair

Areas to be given special weeding consideration with the theory that no information is better than erroneous, outdated information:

- Science
- Mathematics

Areas to be given limited weeding:

- Historical Collection
- Genealogy

For materials not to be replaced accession numbers are crossed out of the general accession book and all cards are pulled from the catalog. The actual physical volume to be withdrawn shall have its card removed and a page or two stamped “no longer the property of the library” or “discard”.

Materials designated for discard shall be offered to the general public at the Library’s Annual Used Book Sale.

First edition books are to be evaluated by a professional before selling or otherwise discarding.

Adopted 1/19/82
Revised 6/12/84
Revised 10/93
Revised 12/13/05

**WILLINGTON PUBLIC LIBRARY
FAX USAGE POLICY**

The Willington Public Library shall provide telefacsimile transmission services (FAX) to local patrons and the community.

The purposes of this service are the enhancement of library services and use to the community members for accessing state library resources, i.e., interlibrary loan and to provide a basic service for private use by individual community members.

**Adopted 4/17/90
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
PROCEDURES FOR USE OF THE FAX MACHINE**

The FAX machine is set up to receive messages twenty-four hours a day. Messages are available to the public during the library's regular public hours.

The FAX machine shall be available for outgoing use during the library's regular public hours.

The Librarian is responsible for administration of the FAX machine and services. Actual operation of the FAX machine is limited to library staff.

The FAX machine's functions are prioritized as follows:

- Library interlibrary loans
- Library administrative use
- Personal use by staff and/or patrons

FEES: OUTGOING MESSAGES:

- \$2.00 to \$5.00 per page/ per time zone (see time zone chart above FAX machine)
- Additional \$.50 per page for legal-size pages
- Applicable Long Distance Charges

INCOMING MESSAGES:

- \$1.00 per page.
- Each person requesting information regarding incoming FAX shall be asked in advance whether they agree to pay the charges for such services.

PERSONAL USE:

- Long Distance Charges

INCOMING MESSAGES: The library staff shall telephone the person for whom the FAX message is intended within twenty-four hours of receipt by staff providing the fax clearly states the name and telephone number of the intended recipients. Incoming FAX messages will be retained for one week and then discarded.

INTERLIBRARY LOAN: Each patron requesting a book or periodical article through Interlibrary Loan shall be asked in advance whether they agree to pay possible charges for photocopies or return postage.

**Adopted 4/17/90
Revised 5/18/93
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
TELEPHONE POLICY**

In the event of an emergency the public may use the telephone in the library. No calls may be made without prior permission of library personnel. If there is no access to the pay telephone on the lower level of the building, exceptions may be made.

**Adopted 6/13/90
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
MYSTIC AQUARIUM PASSES POLICY**

In keeping with the library's goal to ensure the availability of its services to the maximum number of patrons, the policy on Mystic Aquarium passes is as follows: The pass(es) shall be available to Willington residents on a first come, first served basis, upon presentation of a valid id proving Willington residency. Library personnel shall verify residency.

**Adopted 11/22/94
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
MYSTIC AQUARIUM PASSES: PROCEDURE**

In keeping with the library's goal to ensure the availability of its services to the maximum number of patrons, the procedure on Mystic Aquarium passes is as follows: The pass(es) shall be available to Willington residents on a first come, first served basis, upon presentation of a valid id proving Willington residency. Library personnel shall verify residency.

Any patron wishing to borrow the passes may do so for a period of four (4) days. Patrons will sign an agreement, upon receipt of the passes, stating that the patron agrees to return the passes on a specified date, or will be subject to a \$10.00 a day fine. A lost pass will result in a fine of amounting to the cost of replacing the pass.

**Adopted 11/24/94
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
VIDEO AND AUDIO TAPES POLICY**

In keeping with the library's goal to ensure the availability of its services to the maximum number of patrons, the policy on video and audiotapes is as follows:

Video and Audiotapes shall be available to residents of Wellington on a first come first served basis upon presentation of valid proof of Wellington residency.

Any patron over the age of eighteen (18) may borrow a video and/or audiotape according to the posted schedule. Patrons aged sixteen (16) to Eighteen (18) years may borrow a video and/or audiotape according to the posted schedule, but only with a parent's or guardian's signed written permission. Patrons must sign an agreement upon receipt of the video and/or audiotape. The agreement shall state that the patron agrees to return the video and/or audiotape on a specified date or be subject to a \$2 a day fine per video, and a \$1 a day fine per audiotape with the per day per tape fine accruing to an amount not to exceed the replacement cost of each tape. The late fee shall begin to accrue the day after the tape's stamped due date and stop accruing the day the tapes are returned. The librarian or library employee shall notify the patron of the fine and request payment upon return of the overdue tape or tapes.

Patrons who loose or damage a video and/or audiotape must pay to replace or repair each tape.

A notice clearly stating the library's video and/or audiotape policy shall be posted on or near the video and audiotapes.

**Adopted 4/18/95
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY TECHNOLOGY PLAN

Introduction

So much information is currently in databases only accessible by computer that the Library must develop its computer offerings to supplement its print and non-print collections. Computerization of staff functions will be encouraged where it will expedite the efficient administration of the Library. The Library will keep current with new products and advances in technology, and will offer to both staff and public a variety of computer applications and the training to use them effectively.

Library staff will continue to evaluate new technology choices, as they become available in order to meet the needs of the citizens of Willington. This technology plan will be assessed annually by the Library administration and revised with the approval of the Board of Directors in response to trends in technological development.

Current Status

The Library has a web page that is accessed through the Town of Willington's web site. Internet access is available to the public on three PCs. Currently, word processing is available to the public on two computers. Microsoft Office, which contains Word, Excel, PowerPoint, etc. are the software programs used on these computers. In addition to the Microsoft Office software, there is also an extensive collection of CD-ROMs available for use on these computers. Fax and copying services are also available to the public.

Future Plans

The library staff is in the process of bar coding the collection and our goal is to begin using computerized circulation when we move into our new building. We plan to select a vendor to provide an integrated library system that will provide circulation, acquisitions, cataloging, serial control, etc.

It is our intent to establish a full LAN with server, hub and router linking library computers and providing Internet, software applications, access to CD-ROM collection, library holdings, etc. based on individualized functions of each station. All public and staff areas will provide for connection of computers and communication devices and information applications that use 2 way voice data and /or video communications services. All desks, work stations, conference and meeting rooms as well as some casual seating areas will be able to be connected to the in building network. We will provide for the future connection of distance learning in all meeting rooms.

The Willington Public Library will offer a useful computer experience for individual patrons and groups. In addition to providing computer access to the public, we hope to develop classes on computer topics in response to the needs of the community. The actual number of workstations and variety of software will depend largely on funding available after the construction of our new building is complete.

**Adopted 9/13/04
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
PUBLIC ACCESS TO THE INTERNET POLICY**

The Willington Public Library is pleased to offer free public access to the Internet, also known as the World Wide Web.

The Willington Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content or quality. Information links on the Internet often change rapidly and unpredictably, which is beyond the control of this library. Not all sources on the Internet provide accurate, complete or current information. As with any resource, patrons need to be good information consumers.

As with other library materials, parents/legal guardians are responsible for the supervision of their child's access to the Internet. Children under 18 years of age are required to have their parent/legal guardian's permission before access to the Internet is permitted. Please see the child safety packet and guidelines issued by the National Center for Missing and Exploited Children, which the Library will provide for you.

Electronic mail (E-mail) and other electronic discussion groups are not available through the Willington Public Library. To help prevent viruses that are common on public computers, you are limited to library software and may NOT load your own software to the library computers. You may not download or copy files to your own disks or to the hard drive.

Misuse of the computer or Internet access will result in loss of your computer privileges and may also result in the loss of library privileges. Illegal acts involving library computing resources may also be subject to prosecution by local, state or federal authorities.

**Adopted 06/11/1996
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY
PROCEDURES AND GUIDELINES REGARDING PUBLIC ACCESS TO THE INTERNET

1. First-time Internet users will be asked to register at the Reference Desk. They must present a Willington Public Library card and be a Town of Willington resident. Their card will be held while they use the computer. On each subsequent visit, Internet users must also sign in and present their library card, which will be held while they access the Internet.
2. Access to the Internet workstation(s) is limited to posted public library hours. It is recommended that each patron reserve time on the Internet in advance at the Reference Desk. Reserved Internet time is subject to the approval of the librarian. Patrons must limit their use of the Internet to 30 minutes. If no one is waiting, and at the librarian's discretion, patrons may extend their use of the Internet. Latecomers forfeit the unused portion of their reserved time. Those more than 15 minutes late, lose their entire reserved time at the librarian's discretion. During school library hours, only public library patrons over the age of 18 will be permitted to use the Internet (when public library staff are present and/or at the librarian's discretion.)
3. Periodic downtimes may be necessary for maintenance, technical difficulties, or staff use.
4. Library staff cannot provide in-depth training. Library staff's availability to help users with basic computer use or with Internet access is limited.
5. Patrons wishing to access the Internet must have basic computer skills, including the ability to use a mouse.
6. Children under the age of 18 cannot use the Internet without written permission from a parent or legal guardian. Children under 18 years of age must take home a permission slip and packet with rules for on-line safety, which must be reviewed and signed by a parent or legal guardian and returned to the librarian. The signed permission slips will be kept on file in the library, each parent/legal guardian may be called to confirm this authorization.
7. Patrons using the Internet may print information on paper at a cost of \$.25 per sheet. Or, patrons may bring their own paper. The librarian reserves the right to limit the number of copies for patrons, depending upon time, availability and convenience.
8. A maximum of 2 people will be allowed at the Internet station(s) at a time.

Revised 12/13/05

**WILLINGTON PUBLIC LIBRARY
PERMISSION FORM FOR INTERNET USE**

(For Internet use by patrons under 18 years of age)

The Willington Public Library's Internet Public Access Statement:

The Willington Public Library's commitment to public service reaches beyond traditional collections and resources of a public library. In its mission to provide opportunities for lifelong learning to those who live and work in Willington, the library is continually responsive to the changing needs of the community.

The Internet offers unlimited global access to information. The WP Library however, is unable to monitor or control the content of material available through this medium. Parents/guardians of children under 18 are solely responsible for their children's use of the Internet.

I, _____ (please print name), have read the attached **Policy, Procedures and Guidelines** statements and herewith give my son/daughter _____ (please print name) permission to access the Internet at the Willington Public Library.

Parent/Guardian Signature: _____

Telephone Number: _____
(You may be called to confirm this authorization)

Date: _____

Please return this form in person or by mail to:
Willington Public Library
111 River Road
Willington, CT 06279

For Library Use Only:

Verification by: _____

Date: _____

Revised 12/13/05

WILLINGTON PUBLIC LIBRARY
NOTIFICATION TO PARENTS OF CHILD'S INTEREST IN ACCESSING THE INTERNET

Willington Public Library
111 River Road
Willington, CT 06279

Date: _____

Dear

Your son/daughter _____ visited the Willington Public Library on _____
_____ and expressed interest in accessing the Internet.

The Internet is a vast, on-line resource for limitless information. The Willington Public Library does not monitor and has no control over the information available on the Internet, and cannot be responsible for its content.

Enclosed is a copy of the library's Internet Policy, Procedures and Guidelines. According to the library's policy, children under the age of 18 must have parental permission to access information on the Internet.

If you wish to give your child permission to access the Internet, complete the attached permission form and return it with your signature to the librarian at the Willington Public Library, located at Hall Memorial School. This signed permission form will enable your child to request time at the Internet workstation(s).

If you have any questions, you may call me at 429-3854 during town library hours.

Sincerely,

Roberta S. Passardi

Town Librarian **Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY
USE OF LIBRARY FACILITIES BY AFTER SCHOOL PROGRAM (ASP) STUDENTS PROCEDURE

It is the understanding of the Willington Public Library Board of Directors that the following criteria shall be met when ASP students are accessing the public library facilities:

- The student can only access the public library during the library's regular public hours.
- The student must follow the public library rules for behavior and privilege of use.
- Transition between the ASP and the library facilities shall be the responsibility and under the supervision of the ASP personnel.
- It is expected students will have a specific purpose or project, homework, reference work, or be charging out books.
- When the student has completed his specific assignment, he/she may return to the ASP area. ASP personnel shall be notified by telephone of the student's exit from the library if not accompanied by an adult.
- More than two (2) student at a time from the ASP shall be supervised by ASP personnel while in the library.

Adopted 03/91
Revised 05/91
Revised 12/13/05

**WILLINGTON PUBLIC LIBRARY
LIBRARY BEHAVIOR/DECORUM POLICY**

Attire shall be appropriate to library usage, shirt and shoes required. No food or drink allowed.

Procedure shall be to have the employed library staff attempt to be visible to the public, and responsible for discipline and orderliness during public library hours.

1. Patron(s) will be given first warning regarding proper expected behavior.
2. Patron(s) not following expected behavior shall then be asked to leave the library. If patron(s) is/are a minor(s) their parent/guardian shall be contacted. (Phone may be used under supervision to acquire a ride home if needed.)
3. If patron(s) continues to misbehave and ignore warning or refused to leave, State Police shall be called to assist in removal.

Circumstances under which users of the library will be asked to leave the public library are as follows:

USE OF:

- Obscene Language
- Disrespect or verbal abuse to library staff/patron(s)
- Misuse of holdings, furniture, hardware, or technical equipment
- Loud disruptive talking activity
- Unsafe activity

Adopted: 02/15/94
Revised: 03/25/97
Adopted with revision: 05/01/97
Revised 12/13/05

WILLINGTON PUBLIC LIBRARY MATERIAL SELECTION POLICY

It is the responsibility of the library to give full meaning to the statement “freedom to read” by providing a full range of books and other material that enrich the quality and diversity of thought and expression for patrons. Materials shall offer a variety of political, social and/or moral views. Libraries serve the educational process and the community by helping to make available information and ideas to enhance learning and broaden knowledge. It is our belief that a free communication is essential to the preservation of a free society and a creative culture.

The library recognizes that many materials may be controversial. The Library has a responsibility to challenge censorship of materials in meeting its objectives to provide information to encourage intellectual freedom. It is emphasized that the library does not endorse the opinions expressed in any materials that are housed in the collection.

ACCESS STATEMENT

The processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labeling of any item or its catalog cards to indicate its point of view or bias. All materials shall be shelved in their proper collection area, on open shelves, freely and easily accessible to the public. The library assures free access to its holdings for all patrons who are free to select or reject for themselves any item or type of material in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Children are not limited to the juvenile collection, although juvenile collections are kept together to facilitate use. Responsibility for a child’s reading must rest with the parent or guardian, not the library.

**Adopted 11/12/91
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY RECONSIDERATION OF MATERIAL PROCEDURE

The Willington Public Library Board of Directors is willing to re examine the position on any item in the library's collection. In order to deal with objections to any item, the following procedure has been established. No item is to be removed or restricted because of a complaint except in accordance with this procedure.

1. All complaints and/or questions shall be referred to the Librarian.
2. The Librarian shall inform the complainant of the library's selection policy. Copies of the library's Material Selection Policy shall be made available. At the same time, copies of the following shall be given to the complainant: Library Board Philosophy, American Library Association's Library Bill of Rights, Freedom to Read statement, Freedom to View Statement.
3. If the complainant wishes further consideration of his/her objection to the library material in question, he/she shall be requested to submit a formal "Request for Reconsideration of Library Materials" form.
4. The Librarian shall inform the Chairperson of the Library Board of Directors, the Willington School Superintendent, the Hall School Principal, and any other designated personnel.
5. The challenged material shall remain in the collection during the reconsideration process.
6. Upon receipt of the completed form, the Librarian shall submit the written request to the Chairperson of the Library Board and the school principal for review of the challenged material by the Joint Library Working Committee. The committee shall complete the review within thirty (30) working days of the receipt of the completed form.
7. The Joint Working Committee shall take the following steps after receiving the challenged material:
 - a. Read, view or listen to the material in its entirety.
 - b. Consider critical reviews and consult recommended lists and/or persons knowledgeable in the field.
 - c. Determine the value of the material to the collection.
 - d. Determine whether the material conforms to the standards of the Materials Selection Policy and Procedure.
 - e. Complete the appropriate "Checklist for Reconsideration of Library Materials", judging the material for its strength and value as a whole and not in part.
8. The Chairperson of the Working Committee shall notify the complainant of the review committee's recommendation within five (5) working days after the completion of the committee review.
9. If the complainant, upon receiving the written recommendations, desires further reconsideration of the material, a written appeal may be made to the Chairperson of the Library Board of Directors and the Chairperson of the Board of Education within twenty (20) working days.
10. Upon receipt of the appeal, the Boards shall review the written recommendation of the review committee and shall accept, reject, or amend the recommendation.

Adopted 10/84, Revised 11/93, Revised 12/13/05

**WILLINGTON PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Title Of Material: _____

Author: _____

Publisher: _____

Type of Work: *(circle type)*

PRINT: Book Textbook Magazine Newspaper Pamphle Play Student Publication
NON PRINT: Artwork Film Photograph Sound Recording Video CD Rom
OTHER: Collection Exhibit Performance Speech On-Line Resources Other: _____

GROUND FOR CHALLENGE: *(circle all applicable)*

Cultural: Anti-Ethnic Insensitivity Racism Sexism "Inaccurate" Other: _____
Sexual: Homosexuality Nudity Sex Education Sexually Explicit
Values: Anti-Family Offensive Language Political Viewpoint Religious Viewpoint Unsuted to Age Group

Request Initiated By: _____ **Date:** _____

Street Address: _____

City/Town: _____ **Zip Code:** _____ **Telephone:** _____

Complainant Represents: _____ **Self** _____ **Group**

1. **To what particular contents do you object? Please be specific; cite parts if possible.**

2. **Did you read (view) the entire work? _____ If not, what pages or selections?**

3. **What do you feel might be the result of reading (viewing) this work?**

4. **What, if any, value do you think there is in this work? (What of value is there in this work?)**

5. **What do you believe is the theme or purpose of this work?**

6. **Are you aware of the judgment of this work by critics?** _____ **Yes** _____ **No**

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

For Office Use Only

_____ Date of receipt by Librarian _____ Date of receipt by Library Board Chair
_____ Date of receipt by School Principal _____ Date of receipt by Joint Working Committee
_____ Review Due Date (30 working days after Comm. Receipt) _____ Date of review Completion
_____ Date of Complainant Notification of Comm. recommendation (5 working days after completion)

Revised 12/13/05

**WILLINGTON PUBLIC LIBRARY
HOLIDAY CLOSINGS POLICY**

The Library is closed on the following legal holidays as observed in the Town of Willington:

New Year's Day
Martin Luther King Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veteran's Day
Thanksgiving
Day After Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

If a salaried employee would normally work on one of these days, he/she will be paid for that day.

**Amended November 12, 1996
Adopted December 20, 1996
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY HOURS OF WORK POLICY

Work Week

The workweek should not exceed forty scheduled hours over five days. A single workday should not exceed ten hours. Any hours scheduled beyond forty hours per week should be considered overtime. Saturday work schedules are arranged on a rotating basis.

Meal Breaks

Employees are entitled to a paid thirty-minute meal period if they work at least six continuous hours in a day.

Breaks

Exclusive of unpaid staff, any library employee whose scheduled workday encompasses a minimum of three and one-half hours shall be entitled to a paid break period of fifteen minutes away from his/her workstation. Break time should not be used as time worked for purposes of early dismissal or late arrival.

**Adopted 5/7/1985
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
CONDITIONS FOR EMPLOYMENT**

Personal Business

Employees will not conduct any personal business while on duty at the library. Emergency situations defined as “sudden need for immediate action during a trying or dangerous time” are an exception. Emergencies should be reported to the Chairman or Vice-Chairman if necessary.

No employee may serve on a municipal board in Willington. No employee may have a financial interest in any company/vendor that conducts business with the library.

Board members and their relatives, and relatives of library employees may not be employed at the library. The term “relative” is defined as: spouse, parent, stepparent, child, stepchild or sibling.

Bookkeeping responsibilities for accrued vacation and sick days should be recorded by someone other than the recipient of those benefits.

**Adopted 5/7/1985
Revised 6/2/1993
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
HIRING POLICY**

Employees with benefits shall be hired by a vote of the Library Board of Directors for a probationary period of six months. During this period of time, a two-week notice if resignation will be required. Upon mutual consent of both parties, termination can be effective immediately.

Permanent employment will be granted upon a vote of the Board of Directors after a six-month probationary period. Once permanent employment is established, a two-week notice of resignation is also required. Upon mutual consent of both parties, termination can be effective immediately.

**Adopted 4/9/1985
Revised 10/19/1993
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
LEAVE OF ABSENCE POLICY**

The Library Board of Directors shall consider all requests for Leaves of Absence on an individual basis.

**Adopted 3/12/1985
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
VACATION POLICY**

Salaried employees will earn a paid vacation after successful completion of the six-month probationary period. This vacation is earned on a pro rated monthly basis of .83 days per month.

Two regular workweeks of paid vacation will be granted annually following the fiscal year.

Vacation may not be accumulated from one fiscal year to the next.

**Adopted 3/12/1985
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
PERSONAL LEAVE POLICY**

All employees with benefits shall be entitled to and allowed up to, the equivalent of three half day absences during each fiscal year, for such purposes as may be determined as personal by the individual employees on any day of his/her choice without loss of pay.

Such days off should be requested, when possible, a minimum of forty-eight hours in advance from the Vice Chairman of the Library Board.

Personal leave shall not be added to sick leave or vacation time and will not be accumulated from one fiscal year to the next.

**Adopted 3/12/1985
Revised 10/1993
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
SICK LEAVE POLICY**

Sick leave means the absence if any salaried employee because of illness, accident or exposure to contagious disease. Salaried employees shall have nine half days sick leave per fiscal year. Sick leave may be accrued up to 108 half days. One half day equals four hours.

The Library Board may request a physician's statement from an employee whenever such requirement appears reasonable.

Routine medical and dental appointments should be scheduled on an employee's own time.

In the event of sickness, employees are responsible for abiding by the Absence Reporting Procedure. Failure to do so will result in loss of Sick Leave pay.

Earned Sick Leave benefits for new employees shall commence with the successful completion of the six-month probationary period.

**Adopted 3/12/1985
Revised 5/10/1988
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
ABSENCE REPORTING POLICY**

Any employee who is going to be absent is responsible for securing coverage of his/her scheduled hours. Other library employees will be given first preference for providing coverage. The substitute list shall be utilized if regular employees are unavailable.

In the event that coverage is unavailable, necessitating closing of the library, the Vice-Chairman must be contacted immediately. The Vice-Chairman shall be notified on a continuing basis of extended library employee's absences of more than three consecutive days.

Board approval must be obtained for request for a leave of absence or a permanent change in an employee's regularly scheduled work hours.

**Adopted 3/12/1985
Revised 6/2/1993
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
SICK LEAVE BOOKKEEPING PROCEDURE**

The following procedures apply only to those employees receiving sick leave benefits as defined by the Library Board of Directors.

Sick time shall be logged on a balance sheet in the bookkeeping ledger. Information shall be logged as earned time per employee. Sick time shall be logged on side-by-side columns as earned and used, per employee.

The wage structure used shall be referenced annually.

Annually, a tally shall be done per employee with monies deposited to the accrued sick leave bank account per employee, and cross referenced to the sick leave balance sheet and the bank depository slip.

Each new sick leave column, if figured annually, shall reference accumulated sick leave earned, per employee.

When an individual leaves employment, the amount of sick leave monies accumulated in the bank account for that individual shall be transferred to the current budget (Miscellaneous line item) and disposition of such funds shall be acted upon by the Library Board of Directors at their next regularly scheduled meeting (or by special board meeting if deemed necessary).

**Adopted 3/12/1991
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY BENEFITS POLICY

Social Security

All employees are covered under the Social Security Act.

Worker's Compensation

Library employees are protected by Worker's Compensation in the event of an accident or death occurring in the course of employment. This protection is in force regardless of whose fault the accident was. It is necessary that the employee notify the Selectman's Office of the accident as soon as possible, and in no event should he/she delay notification longer than twenty four hours. In the event of loss of time caused by the accident, such loss of time will be reported to the Board Vice Chairman. When an employee returns to work after loss of time due to an on the job injury this must be reported so as to establish the employee's claim.

Unemployment Insurance

Employees may be eligible for Unemployment Benefits.

Personal Book Orders

Employees may take advantage of the library discount for personal purchase provided they arrange for a separate purchase order and reimburse the library by check.

Professional Memberships

The Library will pay for the librarian's membership in the Connecticut Library Association.

**Adopted 5/7/1985
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
EMERGENCY CLOSINGS POLICY**

The decision to close the library for any emergency (snowstorm, utility failure, etc.) shall be made by the Board Chairperson (or designated person) and the Librarian. The library will not necessarily conform to school closings.

Salaried personnel shall be paid their regular salaries during such closings.

In the event the library is opened following inclement weather, and the school is not the Librarian shall be responsible for informing the Head Custodian, who has the responsibility of maintaining the library's physical plant, pursuant to the May 1981 joint agreement with the Willington board of Education.

**Adopted 4/9/1985
Revised 5/10/1995
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY PROFESSIONAL DEVELOPMENT POLICY

Philosophy

The Willington Public Library is committed to recruiting, training and retaining the most competent personnel available.

Staff development is on going. Continual staff development is necessary to enable the Library to respond to rapidly evolving technology and a rapidly changing environment. It also benefits the Library for staff to be aware of new developments in library services. Staff development prepares both the individual and the library for the future.

Course and Conference Attendance:

The Library Board encourages attendance at conferences related to both library function and employees' responsibilities as a means of enhancing the library's services to the community. Accordingly, it pursues a policy of paying expenses of staff members as outlined below:

Conferences:

The Board may request/authorize staff attendance at conferences based upon expected budgetary impact, effect on the library's scheduled staff coverage, and inherent value of the conference. Requests must be made four weeks in advance of the conference, whenever possible.

A written report shall be presented at the next regularly scheduled Board meeting following attendance at such conference. Items to be addressed include workshop topics, relevance to the library, participant's reactions to the views expressed and implications for the Board/Library.

Reimbursement:

Paid professional time, full or partial fee/registration and mileage payments may be considered for reimbursement.

Course Attendance:

If an employee plans to attend a college level course in Library Science during their regularly scheduled work hours, the employee is encouraged to work with the Board/Librarian to reschedule those hours. If this is not possible, a substitute shall cover that time and the substitute cost shall be deducted from the employee's salary line item in the budget.

**Adopted 12/1985
Revised 3/1986
Revised 11/1993
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
EMERGENCY OPERATIONS PLAN**

It is the policy of the Willington Public Library to follow the Emergency Operations Plan for Willington Schools. The plan is available at the Library and as an addendum to this manual.

**Revised 10/2002
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY PUBLIC ACCESS TO COMPUTERS

Rules for Computer Use

To assure timely access, please sign up for time by phone or in person. You must present a valid, up to date, Connecticut library card or proper identification.

Sign up for 1 hour (1/2 hour between the hours of 3 and 5 on weekdays) of computer access. If no one is waiting for the computer, you may claim a second hour (1/2 hour). If another person is signed up after you, and that person is 10 minutes late by the library clock, you may also claim the second hour.

Maximum time per day is limited to a total of 2 hours on all the computers including the Internet computer. If you share your computer time with another person, you still have a total time of 2 hours per day on library computers. Ask for a guided tour if you are not familiar with the library's computer.

Documentation for the library's software is for reference only, and it remains in the library at all times.

At this time you are limited to library software. You may not load your own software to the library computers. You may not download or copy files to your own floppies or the hard drive.

Periodic downtimes may be necessary for maintenance, technical difficulties or staff use.

Misuse of the computer or Internet access will result in loss of your computer privileges.

The library reserves the right to modify these rules at any time.

**Revised 10/2002
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY PUBLIC RELATIONS POLICY

Public relations goals of the Willington Public Library are to promote a good understanding by governing officials, by civic leaders and by the general public of the Library's objectives and services and to promote active participation in the varied services offered by the library to people of all ages.

The Library Board urges its own members and every staff member to realize that he or she represents the Library in every public contact. Good service supports good public relations.

The Librarian and staff, because of their daily contact with patrons, set the climate of the Library. Staff members are expected to make presentations and to participate in community activities to promote the Library and its services.

Each Library Board member shares with the Librarian, the staff and other board members, the responsibility of forming the public "image" of the Library. Members of the Library Board, through their many and varied contacts in the community, serve as invaluable liaisons between the Library and the public.

Public relations is a continuing, year-round program, which is worked out by the Board and the Librarian cooperatively and pursued every day in order to assure public interest and support of the library program. The community will be kept informed of library resources and activities through library publications, the local news media and other forms of communications. The Library staff will endeavor in every possible way to provide the services for which the library exists in a helpful courteous manner. The Library Board members will keep informed about library policies and activities and will endeavor to relay them to community members when appropriate.

Revised 10/2002
Revised 12/13/05

WILLINGTON PUBLIC LIBRARY REFERENCE & INFORMATION SERVICES

General

The Library provides in person and telephone reference/information services during regular service hours. The reference staff responds to requests for information received through the mail.

CONNECT and CD-ROM databases are available for public use. Reference staff will provide instruction on use of the databases.

Internet databases are searched by library staff when it has been determined through the reference interview that the Internet is an appropriate resource.

The library staff will make every attempt to answer, refer, or request material from another source within one (1) working day of the patron's initial request. If the request takes longer than 2 working days, the status of the request will be reported back to the user.

All information provided must be available in a documented source. The source(s) will be identified to the user.

The Library participates in the Capitol Region Library Council Fax Reciprocity Program. See Appendix D. No material is faxed directly to the patron in response to a request for information.

Specific Types of Information

The Library staff will not provide telephone directory information (numbers & addresses) to patrons under any circumstances.

The library will provide telephone company publications for towns and cities within the state of Connecticut for patrons use. Information from any such directories will not be relayed by telephone or fax.

Medical and legal (including tax law) requests are referred to appropriate sources. The reference librarian does not interpret this information for the user.

Values of books, motor vehicles, etc. are referred to appropriate sources. The reference librarian does not interpret this information for the user.

Local genealogy requests are answered using the materials available in that collection. If information is not available, the user is referred to other agencies.

**Revised 10/2002
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY RESIDENT AND NON-RESIDENT USE

The Willington Public Library participates in the Connecticard and Connecticar reciprocal borrowing program. The Willington Public Library honors the library cards of other Connecticut public libraries and uses the same borrowing parameters for non-residents as for residents. The Willington Public Library accepts the return of materials belonging to other Connecticut public libraries and returns them to the owning library via the Connecticar delivery system.

Every resident of Willington is eligible to receive a library card from the Willington Public Library. This library card may be used in all public libraries in Connecticut that participate in the Connecticard reciprocal borrowing program. Use of a Willington Public Library card in another library is subject to the rules of that library.

Residents of other Connecticut towns need to obtain a library card from their hometown library. They are then welcome to use their hometown card at the Willington Public Library. This is in accordance with Connecticut State Statutes: Title 11, Section 3a., part e and Connecticard guidelines. A person who comes to the library and does not have a card from his/her hometown library will be allowed to borrow materials that day under a provisional privilege. In order to continue to use the Willington Public Library, the patron must bring in a card from his/her hometown library.

A patron who owns property or has a business in Willington but makes his principal residence in another town must receive his library card from the library in which he makes his principal residence. Principal residence is determined by address on a current driver's license, social security card or income tax return. A patron in this category may have all borrowing privileges extended to town residents. Upon request, the library will issue a Willington Public Library card for use only in the Willington Public Library.

Interlibrary loan services are offered regardless of the residency of the user. The Willington Public Library will absorb charges assessed by loaning libraries when the requester is a resident of Willington. Charges will be passed on to non-residents but items will be borrowed only with their prior approval of the charges.

When a program has limited capacity, first priority will be given to children of local residents, using the same criterion employed by the public school system for determining eligibility for enrollment. This means that Willington children will be registered before those from out of town. This also means that Willington children who wish to repeat a program will be registered before out-of-town children, even if the latter have not previously participated in that program.

**Revised 10/2002
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY VOLUNTEER POLICY

Role of Volunteers

The Willington Public Library utilizes its volunteers to enhance public service to the community. Volunteers generally provide support services to staff and/or work on special projects.

Selection of Volunteers

Volunteers are selected based upon their qualifications and the needs of the library at any given time.

Job Supervision

Volunteers will work with and be trained by the Librarian or Librarian's Assistant, Volunteers are expected to take directions from the staff person who is responsible for their work, and may be removed by that staff person.

Work Schedules

Volunteers will work during the hours when adequate supervision is available. Each volunteer will work with the Librarian to arrange work schedules and specific time commitments. Volunteers who cannot meet a scheduled work assignment will inform the Librarian in advance.

Revised 10/2002
Revised 12/13/05

WILLINGTON PUBLIC LIBRARY VOLUNTEER JOB DESCRIPTION

Requirements

- Willingness to work within the library environment
- Ability to interact with patrons and library staff in a positive and pleasant manner
- Dependability

Skills

- Ability to follow directions
- Knowledge of alphabetical order
- Manual dexterity
- Some typing proficiency
- Organizational ability

Duties

(Any one, but not necessarily all, of the above listed skills will be required to perform the following tasks)

- Shelving books and other library materials
- Typing of catalog cards, spine labels, and other functions of technical processing
- Covering books with new jackets
- Alphabetizing and filing catalog cards
- Pulling catalog cards for discarded items
- Reading and organizing shelves
- Pasting pockets in paperbacks and periodicals
- Organizing newspaper and periodical collection, including display of current issues
- Assisting with children's storytime program
- Assisting with special library events (e.g. service as hostess, baking for programs)
- Carrying out one-time projects

**Revised 10/2002
Revised 12/13/05**

**WILLINGTON PUBLIC LIBRARY
VOLUNTEER APPLICATION**

Name: _____ Date: _____

Address: _____ Home Phone: _____

_____ Bus. Phone: _____

In case of emergency notify: _____ Phone: _____

Education: _____

Previous Work Experience: _____

Special Skills/Interests:

Days and Hours Available To Volunteer At Library: _____

Why Do You Want To Volunteer Here? _____

How Many Hours Per Week Are You Willing To Volunteer? _____

**Revised 10/2002
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY INTERLIBRARY LOAN POLICY

Materials not available at this library are borrowed from another library on interlibrary loan whenever possible to meet a patron's needs or requests. This service is provided to patrons regardless of their town of residence. Non-Willington residents, however, are encouraged to use the ILL service of their hometown library if possible.

Requests are limited to 3 per patron with the exception of research projects. Patrons can request up to 5 magazine article photocopies at a time, more for research projects. Once at least one of the originally requested items has arrived, a patron can place additional requests.

There are no charges for ILL service except any charges made by the lending library are passed on to the patron who requested the item.

The following types of materials may be borrowed on interlibrary loan:

- Adult, young adult, and children's fiction and non-fiction books. (Exception: Mass-market paperbacks will not be borrowed from outside Connecticut.)
- Large print books
- Photocopies of magazine articles
- Multimedia kits available from the Middletown State Library Service Center
- State documents
- Census microfilm and some other microfilmed records available from the American Genealogical Lending Library

The following types of materials are not available for loan because of danger of damage in transit or because of high local demand:

- Phonograph records
- Videocassettes
- Compact discs
- Books on the New York Times bestseller list
- High local demand items
- Audiocassettes (some libraries will lend these)

Overdue fines on materials borrowed from another library are \$.25 per day. Borrowing periods and willingness to lend are set by the lending library.

The fax machine is used to transmit and receive InterLibrary Loan requests or to transmit documents when speed of delivery is essential. Where speed is not of prime importance, mail service, Connecticut service, or other standard delivery service is used.

Articles or other short documents of less than 15 pages in length may be faxed.

Any costs billed to the library for articles received from another library at a patron's request will be passed on to that patron. Otherwise there are no charges for sending or receiving articles for interlibrary loan purposes.

Titles frequently requested for interlibrary loan are considered for purchase and addition to the library's permanent collections.

**Revised 10/2002
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY BULLETIN BOARD AND HANDOUTS POLICY

The purpose of posting flyers or making handouts available in the Library is to inform people in the community about local educational, cultural and service-orientated programs.

Placement of posters and handouts is at the discretion of the Librarian, based on space available, time of the event, length of time the library has had the material and the priority of the material as listed below. The Library will not accept for display or handout commercial, personal or profit-making information.

Community Bulletin Board

The Library will display posters providing information about events and issues in the following order of priority based on space available.

- Sponsored by the Willington Public Library
- Pertaining to Willington town Government
- Willington non-profit organizations and schools
- Willington non-profit events
- Other Connecticut libraries
- State and federal government information
- Cultural, literary or consumer information.

Handouts

The Library will accept handouts of the above types of materials and multiple copies of local newspapers or magazines of an objective or general nature as space allows.

Note: items on display or available for handout do not imply endorsement by the Library or the Town.

**Revised 10/2002
Revised 12/13/05**

WILLINGTON PUBLIC LIBRARY CONFLICT OF INTEREST POLICY

A member of the Board of Directors of the Willington Public Library may not use his or her position as a director for the private benefit or gain of the director's immediate family, or an organization with which the director is associated.

In the event that a conflict of interest should arise, a director shall be expected to abstain from discussion or voting on any issues that the director recognizes as a conflict of interest position. If any member of the Board perceives a possible conflict of interest for any other director, the possible conflict should be questioned and the group as a whole should then decide whether the issue represents a conflict of interest before the discussion on the issue proceeds. In such cases, the Chairperson of the Board will make the final determination if a conflict of interest exists. If the possible conflict of interest involves the Chairperson, the Vice-Chairperson will make the determination.

Revised 10/2002
Revised 12/13/05