

THE MARLOW TOWN LIBRARY  
Updated 10/30/22

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## PREFACE

### BYLAWS AND POLICIES

Bylaws outline the purpose, composition, and procedures of the board of trustees. Policies are drawn by the trustees to ensure the smooth and consistent operation of the library.

### WHY POLICIES?

Every day, public library directors, staff, and volunteers make many decisions. They choose a few books from the over 50,000 published annually. They decide whether to close the library when a snowstorm threatens. They receive complaints from patrons about “obscene” materials. These and similar matters can be handled more efficiently and fairly when there are policies to follow.

Policies can explain procedures, clarify confusing situations, and sometimes defuse confrontations. They can bring order and stability to a library.

Incorporating into a library’s policies such statements of principles as “The Library Bill of Rights” and “The Freedom to Read,” both from the American Library Association, lend guidance and support to trustees and staff. At the same time, these documents guard the rights and privileges of the public.

### WHO MAKES POLICIES?

It is the major responsibility of the library trustees to make policies. Elected by and representing the people of the town, the trustees formulate the policies that best serve the interests and needs of that community.

### POLICIES ON FILE

Policies should be dated, kept on file in the library, reviewed periodically, and if necessary, amended as the need to do so arises. Policies give all concerned a common point of reference, and they provide guidelines for new trustees and staff.

### **MISSION STATEMENT**

The primary objective of the Marlow Town Library is to serve the community by providing a wide range of materials, in a variety of formats, which represent a diversity of appeal and different points of view, for all ages and abilities. The library will ensure every resident has free and equitable access to its basic services. Programs will be given free of charge whenever possible.

## **BYLAWS OF THE MARLOW TOWN LIBRARY**

Board of Trustees Bylaws (RSA 202-A: 11, 1)

Last amended 10/31/2022

### ARTICLE I: NAME

This organization, existing by virtue of RSA Section 202 of the Laws of the State of New Hampshire and exercising the powers and authority and assuming the responsibilities delegated under this statute, shall be called the Marlow Library Board of Trustees (RSA 202-A:2). The Board of Trustees is the governing body of the library and is responsible for its custody and management and shall establish policies that cover all facets of library operation (RSA 202-A: 11:1).

### ARTICLE II: MEMBERSHIP

The Board of Trustees shall have entire custody and management of the public library and all the property of the town relating thereto, except trust funds held by the town.

Section A: The Board of Trustees shall be composed of up to five (5) members elected according to RSA 202-A:6. Trustees shall serve without compensation. However, Trustees may be reimbursed for necessary travel and lodging expenses to attend professional meetings or other Library business. Trustees shall serve staggered 3-year terms, or until their successors are elected and qualified. All Trustees shall take an oath of office. (RSA-42:2) Three trustees shall constitute a quorum. Each trustee is entitled to one vote.

Section B: Vacancies on the Board shall be filled in accordance with RSA 202-A:10

Section C: The Board of Trustees may recommend to the Board of Selectmen the appointment of up to three alternate members. The alternate members shall be appointed to 1-year terms, and may serve as alternate members on the Board, with full voting privileges, when elected members are unable to attend a Board meeting (RSA 202-A:10). Alternate members shall not assume the role of the Chair, Assistant Chair, or Treasurer.

Section D: The duties of the board of trustees shall include:

- a. adopting rules and regulations for the business and government of the library.
- b. expending all money raised and appropriated by the town for library purposes.
- c. expending income received from trust funds for library purposes in accordance with the conditions of each trust.
- d. preparing an annual budget for each coming year indicating the amount which will be required for the library out of public funds and submit the same to the town selectmen for inclusion in the town budget.
- e. preparing a separate budget request for any proposed capital improvements for each coming year and submit the same to the town selectmen for inclusion in the special articles of the warrant to be presented at the town meeting.
- f. supervising and reviewing the performance of the library director.
- g. appointing all other employees of the library and determining their duties and wages in consultation with the director.
- h. establishing and annually reviewing all policies of the library.
- i. reviewing the budget on a regular basis.
- j. participating in and contributing to the meetings and work of the board.

Section E: Regular meetings of the board of trustees shall normally be held monthly. Special meetings may be called at any time. All meetings of the board, except executive sessions (when the performance and/or salaries of the library staff is discussed), shall be open to the public. Minutes of board meetings shall be available for inspection at the library.

### ARTICLE III: OFFICERS AND THEIR DUTIES

Section A: The Officers shall be Chair, Treasurer and Secretary.

The Officers shall be elected annually by the Board at its first meeting after the Town Elections. They shall assume office immediately upon election, and may serve, if reelected, for multiple terms.

Section B: Any officer vacancy that occurs during the year shall be filled at the next regular Board meeting, or at a special meeting called specifically for that purpose.

Section C: The Chair shall preside at all meetings of the Board, call for special meetings, appoint all committees except those specifically appointed by the Board, and perform all other duties associated with the office. The Board may designate additional responsibilities to the Chair. The Chair may move, second and/or vote upon any proposal before the Board. The Chair shall prepare and distribute to each Trustee and alternate member by placing it in his/her library mailbox, by first class mail or by email, a copy of the regular meeting agenda and any other relevant material, at least three days prior to the meeting. The Chair shall be an authorized signatory for Trustee accounts.

Section D: The Treasurer shall be responsible for all monies appropriated by the Town and for funds with which the library is endowed. The Treasurer shall prepare written monthly financial reports and work with the board to prepare the Annual Budget. The Treasurer shall perform other duties as are generally required of the office. The Treasurer shall be an authorized signatory on Trustee accounts. An annual financial report of receipts, expenditures and balances will be submitted to the town selectmen for inclusion in the town report.

Section E: The Secretary shall keep true and accurate minutes of all meetings of the Board. Minutes shall be distributed to Trustees within 5 business days after the meeting. Minutes made available within the 5-day frame are the minutes of

the meeting and can be amended at the next regularly scheduled meeting of the Trustees. Copies of the minutes and amended minutes are kept on record in the

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permanent file at the library. Once amended, the minutes will be made available on the library web page/site. The Secretary shall perform such other duties as are generally associated with the office.

#### ARTICLE IV: MEETINGS

Section A: Regular meetings shall be held once a month on a day, time and location to be determined by the Board. A change in the date, time and/or location of a regular meeting may be authorized by the Board. The public shall be allowed to attend all Board meetings unless the Board votes to hold a non-public session. Votes in public session may not be taken by secret ballot.

Section B: Special meetings may be held at any time at the call of the Chair, or by petition, with a minimum of 24 hours' notice, posted as in Section A above and stating the specific purpose, of any three Board members, one of which shall be the Chair, subject to the same criteria regarding notice and posting as noted in Section A, above.

Section C: The Board may hold non-public session (RSA 91-A: 3) only to discuss the following issues:

1. Dismissal, promotion and/or discipline of employees.
2. Hiring of public employees.
3. Matters which if discussed in public would adversely affect the reputation of any person except a Board member.
4. Consideration of acquisition, sale or lease of real property.
5. Consideration of pending claims or litigation.

To go into non-public session, a Board member shall make a motion stating the specific subject to be discussed. The motion shall be seconded and, following

discussion, a recorded roll call vote shall be taken. Minutes shall be taken of any non-public session in the same manner as those taken during a public session.

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Minutes and any decisions made in non-public session shall be disclosed within 72 hours of the meeting unless the Board decides, by a two-thirds recorded vote, that the minutes are to be sealed.

Section D: Trustees are expected to attend all Board meetings, and as elected officials, are subject to RSA 643, the Abuse of Office Law. Three or more unexcused absences during the period between annual Town elections may be cause for the Board to ask that member to resign. The Chair shall notify any Trustee thus asked to resign by first class mail at his/her last known address. Absences shall be considered excused if prior notice is given to the Chair, Recording Secretary or Library Director.

Section E: A quorum for the transaction of business at any meeting of the Board shall be 3 (Three) members, one who must be the Chair. For the purposes of a quorum, an alternate member, as described in ARTICLE II, Section B of these Bylaws shall be counted as a full member of the Board. However, an alternate member may not assume the role of Chair or Treasurer.

Section F: Unless otherwise stated by the Bylaws, the latest edition of Robert's Rules of Order shall govern the parliamentary procedures of the Board.

#### ARTICLE V: LIBRARY DIRECTOR

Section A: The Board shall appoint a qualified Library Director who shall be the executive administrative officer of the library. He/she shall assist the Treasurer in preparing written monthly financial reports and the annual budget, when required by the Treasurer.



Section B: The Library Director shall recommend to the Board the appointment, and specify the duties of, other employees.

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Section C: The Library Director shall be responsible for the direction and supervision of the staff and for the care and maintenance of the library property. He/she shall be responsible for the proper and adequate selection of library resources in keeping with the policies approved by the Board of Trustees and for the efficient provision of library service to the public.

Section D: Monthly, or at other times as requested by the Board, the Library Director shall make reports to the Board regarding the operations of the library.

Section E: The Library Director, with the assistance of volunteers (if necessary) will oversee the preparation and distribution of library news and events via the library website/page, email subscribers and/or in-house distribution via mailings as needed.

Section F: The director will provide an annual report on book circulation, volumes in hand, and other matters that may be of interest to the public.

#### ARTICLE VI: COMMITTEES

Section A: The Chair shall appoint committees of one or more members for such specific purposes as the business of the Board may require. Each committee shall be discharged upon completion of the purpose for which it was established and after it has given a final report to the Board.

Section B: Committees shall make regular progress reports to the Board.

Section C: No committee shall have other than advisory powers unless authority to act for the Board in a specific instance is granted by the Board. The Board may rescind this authority at any time.

#### ARTICLE VII: FUNDS, GIFTS AND MEMORIALS

Section A: In accordance with RSA Section 31:25, the Trustees shall formally adopt a policy for handling all investments made by them or by their agents for any funds, gifts or memorials in their custody.

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Section B: Gifts of money, real property and/or stock may be accepted if conditions attached by the donor are acceptable to the Board and the gifts are made in accordance with applicable Local, State and Federal Laws. A record of all monetary gifts will be maintained by the trustee treasurer and recorded as income. The library director, or a trustee will send a letter of appreciation to donors. Books and related materials may be donated on the condition that the trustees and library director have the authority to make whatever disposition of the books and materials they deem advisable.

Section C: RSA 202-A: 4-C authorizes the board of trustees to apply for, accept, and expand, without further action by the town meeting, unanticipated monies and gifts-in-kind during the fiscal year. Gifts may come from individuals, foundations, government, or other sources. As required by law, the board of trustees will hold a public hearing prior to approving expenditures of unanticipated monies. Personal property such as art and antiques may also be accepted, at the discretion of the Board.

Section D: The Chair and Treasurer shall be signatories of the Trustee accounts.

#### ARTICLE VIII: CONFLICT OF INTEREST

Members of the Board of Trustees have accepted an influential position in which they may learn of such issues as possible job openings, bid lettings, land purchases and building maintenance contracts. To avoid even the appearance of impropriety, it is vital and expected that members will recuse themselves from all discussions and votes where connections or bias can be questioned because of personal and family employment, memberships or association. This recusal will be acknowledged in the minutes of any meeting where it occurs.

#### ARTICLE VIX: AMENDMENTS

These Bylaws may be temporarily suspended or amended by the majority vote of all members of the Board, provided that written notice of any proposed amendment, alteration or repeal shall have been provided to all members of the Board at least ten days prior to the meeting at which such action is proposed to be taken. A full review of these Bylaws will be made at a minimum of once every three years.

Approved

Revised: 10/31/2022

## POLICIES

### WHO MAY USE THE LIBRARY

The Marlow Town Library will serve all residents and property owners of Harrisville without charge; applicants will be issued a library card permitting them to check out books and other materials.

A parent or legal guardian must register children between the ages of 6 and 14 and must sign the application card. Residents of neighboring towns and others may, at the discretion of the library director, be issued a temporary library card for which there is an annual fee.

Use of the library may be denied by the library director for failure to return materials, excessive tardiness in returning materials, damaging materials, creating disturbances, or for other due cause.

Lost or damaged materials must be paid for by the borrower.

Smoking in the library is prohibited.

### USE OF THE LIBRARY BY OUTSIDE GROUPS

Although the Marlow Town Library has extremely limited space available, it welcomes its use by groups subject to the following conditions:

1. The Marlow Town Library recognizes Article 6 of the Library Bill of Rights, which states that a meeting area should be made available to the public served by the library “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

2. Groups other than official Town organizations wishing to use the library are required to submit a library renting agreement (attached).
3. Library scheduling for its own purposes will take precedence over other groups wishing to schedule the use of the library.
4. There shall be no charge for attendance at these activities.
5. Authors/artists/performers may sell their books/artistic products.
6. Groups using the library shall leave it in the same order in which it was found and shall be held responsible for any loss or damage resulting from its use.
7. A group of minors may use the library, if its use is booked and attended by an adult supervisor.
8. Permission to a group to use the library does not constitute the library's endorsement of that group.

LIBRARY BUILDING USAGE AGREEMENT

Applicant/Organization: Contact persons (2- if possible): name, address, phone number/email

<u>Date(s) Requested</u>	<u>Time (start to finish)</u>
_____	_____
_____	_____
_____	_____

Terms and Conditions

The library shall be left in the same condition in which it was found. No tacks, nails, tape, or staples shall be affixed to the walls.

Smoking is prohibited, as are alcoholic beverages. No materials or equipment may be stored in the building. There shall be no charge for attendance; no product or service may be sold.

A key will be available from the library director.

I certify that I understand and accept the above terms and conditions.

Name	Organization	Date

### PATRON SERVICES

1. The library staff is obliged to be prompt, efficient, courteous, and friendly to the public.
2. The library will be open sufficient hours, including evening hours, to comply with the public's need for its services. Library hours of operation will be set by the trustees in consultation with the library director.
3. The library will purchase and catalog for easy access those books and materials that seem best suited for the community. The library welcomes recommendations.
4. The library staff will endeavor to provide guidance and assistance in the selection or location of books and information to those who ask for such help.
5. The library will initiate programs, book lists, and such to stimulate use of its resources.
6. When requested to do so, the library staff will endeavor to secure books, materials, or information from the New Hampshire State Library or other sources.
7. The library has a computer, internet access, Wi-Fi and a photocopier/printer/fax machine for public use.

### INTERLIBRARY LOANS

Acknowledging that it is impossible for any library to purchase or house all the books or materials that patrons might wish to use, the Harrisville Public Library endorses and encourages the practice of interlibrary loan borrowing and lending.

Any patron with a Marlow Town Library card may request an interlibrary loan of books, or other materials.

1. Borrowing. An “Interlibrary Loan” form must be filled out. The period of the loan and renewal policies are set by the lending library. Borrowed materials must be returned to the Marlow Town Library.  
The Marlow Town Library does not charge for this service, but some other libraries might, or there might be mailing charges. If a fee is to be charged, the patron must be forewarned of the amount and indicate on the form his/her willingness to pay the fee.
2. Lending. The Marlow Town Library will lend books or materials to any other public library in New Hampshire.

### COMPUTER USE

The Marlow Town Library has computers and access to the internet for its patrons. It should be noted that the library does not monitor its use by adults or children, which would hardly be possible and which in any case would be a violation of patrons’ right to privacy.

Parents or guardians are encouraged to accompany their children to the library to instruct them in the use of the computer (or to be instructed by them). The monitoring of children’s excursions through the internet is the parents’ or guardians’ responsibility.

The library staff will, as time and their own skills permit, assist patrons with the computer.

Patrons who want to use the computer must sign in at the desk. All patrons may use the computer for 20 minutes. If no one is waiting to use the computer, they may continue to do so, until it is needed by another patron.



Patrons using the computer are urged to be aware of other patrons who may be waiting their turns.

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Donations gladly accepted for printing, photo copying and faxing. Library privileges can be revoked by staff if printing, photo copying and faxing services are abused.

### INTELLECTUAL FREEDOM

The Marlow Town Library recognizes and accepts its responsibility to provide open access to the widest possible range of ideas, scientific research, art, politics, philosophies, religions, and interpretations of history.

1. We endorse and support the “Library Bill of Rights,” the “Freedom to Read,” the “Freedom to View,” and other such statements of the American Library Association (see pp. 29-38)
2. We pledge to maintain the confidentiality of those who use the library and to resist any attempts by individuals or organizations to break that confidentiality.
3. We will resist any attempt to remove or restrict the use of material because someone finds it “objectionable.”
4. We will not attempt to bias patrons by means of prejudicial labeling of books or materials.
5. We will assert the right of all persons in the community to engage in the free flow of ideas, however unseemly or objectionable they may be to others.

6. The final responsibility for what any individual reads, views, or listens to lies with that individual. We will not limit selection on the possibility that someone may object to the contents of any book or other material.

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7. No service shall be rejected or curtailed because of the race, color, gender, sexual orientation, or creed of the author, editor, illustrator, or presenter.

8. All of our services are in compliance with local, state, and federal laws.

### CIRCULATION

Books and other materials may be checked out for four-week periods and renewed for another two weeks if no one else has requested them.

Most reference works, at the discretion of the library director, may circulate.

Those patrons with books or materials more than two weeks overdue will be contacted by the library director or an assistant and reminded of their tardiness.

Patrons who take advantage of these relaxed rules may, at the discretion of the library director, lose their library privileges.

Patrons who do not return library materials after a second reminder will lose library privileges and face police action. Other patrons are inconvenienced when materials are not returned, and library materials cost money.

### BULLETIN BOARDS

Anyone wishing to post an item on a bulletin board in the library must seek permission from the library director who will then post it. The following rules shall be observed:

1. Posters or notices announcing library-related events shall be given top priority.

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2. Objections to posters or other notices and requests for their removal will be treated in the same manner as are requests for the removal of library materials (see p. 18).
3. No materials, leaflets, or posters which advocate the election of a candidate, political or otherwise, shall be displayed in the library.
4. The posting of petitions shall not be allowed.
5. No business cards or advertising shall be posted.
6. No box or other receptacle which solicits donations for other than library purposes shall be permitted.

Note: Maintenance of the bulletin board shall be performed weekly.

#### CONFIDENTIALITY OF LIBRARY RECORDS

The circulation records of the Marlow Town Library are confidential.

They are not to be made available to anyone except pursuant to such process, court order, or subpoena as may be authorized by law.

The legal process requiring the opening of circulation records will ordinarily be in the form of subpoena duces tecum (bring your records), requiring the library director to attend court with certain designated records.

Unauthorized demands concerning circulation records shall be reported to the State Library Commission and Attorney General.

In fact, all information concerning library patrons—names, addresses, telephone numbers—and the material they request, the reference questions they ask, etc., will be kept in confidence.

Again, for reasons of privacy, a person must use his/her own library card, not a borrowed card, when checking out material.

#### REQUEST FOR THE WITHDRAWAL OF LIBRARY MATERIALS

The board of trustees believes that censorship must be an individual matter and holds that while anyone is free to personally censor books or other materials, no individual or group can be allowed to infringe on the rights of others to make their own choices.

If a library is to be a genuine library and not an indoctrination center, it will have a certain percentage of unorthodox materials—materials that run counter to popular opinion, sometimes counter to common sense. Poets, artists, and philosophers listen and march to their own drummers. They challenge us to think.

Nevertheless, any library patron has the right to petition the library to remove books or other materials from the collection, to terminate programs or otherwise curtail practices and services.

Complaints will be treated with courtesy and promptness. The complaining patron will be asked to complete a form (a copy of which is attached), which will be submitted to the library director.

The library director will make the decision in a manner consistent with the principles of freedom of thought and expression as stated by the American Library Association. An appeal can be made to the Board of Trustees.

During that process no action will be taken with regard to the book or materials in question; they will remain in circulation, and programs will continue as scheduled.

REQUEST FOR THE WITHDRAWAL OF LIBRARY MATERIALS

Name \_\_\_\_\_

Marlow Town Library number \_\_\_\_\_

Marlow address \_\_\_\_\_

Telephone number \_\_\_\_\_

You represent (name of organization) \_\_\_\_\_

Title of book/periodical you request

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Publisher \_\_\_\_\_ Date of publication \_\_\_\_\_

Is this typically to be found in other libraries—for example, Keene Public  
Library? \_\_\_\_\_

What do you find objectionable? Be specific, cite pages. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you read the entire book or article? \_\_\_\_\_

Are you aware of the appraisal of this material by literary critics, scientists, or other appropriate authorities? \_\_\_\_\_

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Have you read "The Freedom to Read," "The Freedom to View," or other such statements from the American Library Association? \_\_\_\_\_

Additional comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of complainant \_\_\_\_\_

Date \_\_\_\_\_

## DISRUPTIVE BEHAVIOR

Disruptive behavior may be defined as any behavior that disturbs other patrons or interrupts the orderly course of library business.

In every case, patron and staff safety is the first concern, and the staff member is advised to call 911 if a situation cannot be resolved quickly.

1. A disruptive patron who persists in being disruptive will be asked to leave the library. Disruptive patrons may be denied use of the library by the library director.
2. A patron who damages equipment, defaces library property, or threatens other patrons or library staff is engaging in criminal activity and is therefore subject to police action.
3. In the case of a disruptive child, appropriate warnings will be given. If that is not sufficient, a parent or caregiver will be contacted. If prompt action is not taken by the parent/caregiver, the police will be called.

## STAFF

1. The governing body of the Marlow Town Library is the board of trustees, and the board recruits, hires, and supervises the library director (RSA 202-A:11 V and A: 15).
2. The board of trustees also appoints all other employees, in consultation with the library director (RSA 202-A:16 11).



3. The board of trustees determines all compensation and terms of employment, including job descriptions, for every position (RSA 202-A:11 V).

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4. The board of trustees shall conduct a performance review of the library director, based on job description and goals set by the board. The director, in turn, conducts performance reviews for other staff members. All reviews must be in writing, signed by the reviewer (s) and the person reviewed.
5. The library shall observe all legal holidays as specified by the State of New Hampshire at the library director's discretion.
6. With the prior approval of the board of trustees, the library staff will be reimbursed for fees, materials, and mileage expenses to library courses, workshops, and conferences.
7. The staff has the right to work in an environment free from intimidation and harassment because of sex, race, age, religion, and ethnic origins.
8. The staff is welcome to attend meetings of the board of trustees, with the exception of those designated executive sessions.

#### LIBRARY DIRECTOR

1. Oversees the observance of library policies as set forth in this manual.
2. Works in conjunction with the board of trustees in the appointment of other library staff.

3. Delegates responsibilities to other library staff and to volunteers.

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4. Works with the board of trustees in establishing the library's hours and work schedule of the staff.

5. Prepares a monthly "Status of the Library" report for the trustees meeting. Included will be circulation statistics, the budget, acquisitions, etc.

6. Works with the board of trustees in preparing the year-end accounting for the annual town report and town meeting.

7. Assumes the responsibility for developing and improving library service in the community and recommends to the trustees such policies or practices as may facilitate that.

8. Supervises ongoing publicity about the library's offerings and services.

9. The library director shall be compensated for mileage to attend library meetings and conferences.

#### ASSISTANT LIBRARIAN

1. Oversees the observance of library policies as set forth in this manual, particularly in the absence of the library director.

2. Works at those duties or projects assigned by the library director.

3. Assists with the training and supervision of volunteers in the library.

4. Advises the library director on matters requiring attention in the library.

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5. When requested to do so, assists the library director in compiling data and records for the annual town report.

6. Assumes responsibility for developing and improving library service in the community, and recommends to the library director such actions as will facilitate that.

7. Participates in the library's efforts at publicity about the programs and services offered by the library.

#### CHILDREN'S LIBRARIAN

1. The children's librarian shall assume primary responsibility for the children's section of the library. Her/his duties include:

2. Recommendations to the library director for purchasing of books, periodicals, and other materials for children, within the limitations of the budget.

3. Keeping abreast of publishers, authors and happenings in the world of children's books and media.

4. Doing the necessary weeding of older or worn or otherwise obsolete books and materials.

5. Plan for children's programming.

6. Oversee the operation of the library in general while on duty, if the library director or assistant librarian is not present

VOLUNTEERS

Volunteers can and do render great assistance to the library, particularly insofar as ours is a small library open a limited number of hours each week. Their contributions are valued by the trustees, the library director and the public.

A volunteer shall be immune from civil liability as provided by law.

Dear \_\_\_\_\_,

You are hereby recognized as a volunteer of the Marlow Town Library. The purpose of this letter is to comply with the provisions of RSA 508:17, the volunteer immunity law, as that law may be amended from time to time.

We are grateful for your service.

\_\_\_\_\_  
Library Director

## PUBLIC RELATIONS

The public, which supports us financially, must be kept informed of how and why that money is being spent. People need to be reminded of the important role the library plays in the community and how the demands of that role are met. This can be accomplished through the following means:

1. The trustees and staff of the library should bear in mind that they represent the library as a whole and do much to form public opinion about the library in general.
2. The Keene Sentinel and Monadnock Shopper News can be contacted to carry announcements of library events of wider interest.
3. The library director can maintain a social media presence (i.e., a blog, a Facebook page and an email list) to alert patrons to programs and events at the library.
4. Posters announcing programs and activities can be utilized at the Post Office, the library sandwich board, and on the town and library Facebook pages.

## COLLECTION DEVELOPMENT

### Selection

1. The method of book and other materials selection shall be consistent with the principles of the American Library Association. (See appendix.)
2. Using recommended professional tools (Booklist, Library Journal, NYTBR, and others), the library director, children's librarian, and others to whom authority

is delegated have the responsibility for the selection of books and materials.

3. The library director is responsible for the general collection; the children's librarian is responsible for the children's collection. Knowledge of the community, present holdings, budget limitations, recommendations from patrons, and still other factors all have a bearing on the selection of materials.
4. Books and other materials are judged by these general guidelines:
  - a. accuracy and balance of presentation.
  - b. reputation of the author and/or publisher.
  - c. literary quality and originality.
  - d. popularity and/or timeliness.

#### Withdrawals

Materials are regularly discarded ("weeded") from the collection because they are out of date, badly worn or damaged, or simply no longer used by patrons.

Standard bibliographic tools will also be used to ascertain their value. Some books do not go out of date, certain classics should always be available, and so forth.

#### Purchasing

1. Books shall be ordered on a regular schedule to ensure that the collection is "fresh" and timely.
2. Sources: Wholesalers, bookstores, publishers. Sales, discounts, and promptness of service is taken into account.
3. Quality paperbacks are perfectly acceptable.

4. Donated books or materials are accepted with the understanding that such gifts become the property of the library. They may be added to the collection or sold.
5. Donated items may be inscribed with the donor's name and will be appropriately acknowledged by the library director.

#### STATEMENTS OF PRINCIPLES

The Marlow Town Library endorses and hereby includes in its policy manual the following statements of principles:

1. The Library Bill of Rights (American Library Association)
2. The Freedom to Read (American Library Association and the Association of American Publishers)
3. The Freedom to View (American Library Association)
4. Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights (American Library Association)
5. Code of Ethics of the American Library Association
6. Ethics Statement for Public Library Trustees (American Library Trustees Association, a division of the American Library Association)

The above statements of principles can be found on the website of the American Library Association: [www.ala.org](http://www.ala.org)

COMPLIANCE WITH STATE AND FEDERAL LAWS

The Marlow Town Library complies with all appropriate and relevant New Hampshire State and United States federal laws and regulations, including Title VI of the Civil Rights Act of 1964 and pertinent New Hampshire R.S.A.s.

AMENDMENTS

Any of the provisions of this statement of policy may be temporarily suspended by majority vote of the trustees.

Amendments may be proposed at a regular meeting to become effective at a subsequent meeting.

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Jill Sanders

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Jeanne Kennedy

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Marcia Levesque

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Linda Fuerderer