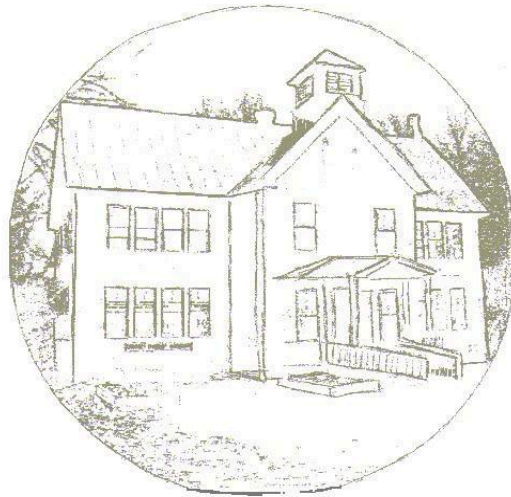


Barnet Public Library

147 Church Street

Barnet, VT 05821

(802) 633-4436



Policies and Procedures

Revised June 2025

Mission Statement

The Barnet Public Library is the living room of the community serving as a common ground where all are welcome. The library promotes reading, literacy and community engagement in a safe and welcoming environment for everyone in Barnet and beyond.

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Barnet Public Library Confidentiality Policy:

Confidentiality is an integral part of library services. Our policy to protect patron privacy and confidentiality is supported by laws of Vermont and by the ethics and practices of librarianship. Vermont's Statue No. 129, Confidentiality of Library Patron Records, requires that all library patron records remain confidential.

1. Choice and Consent

- To provide a patron with borrowing privileges, library staff must obtain certain information about a patron. Patrons will be asked to provide: name, address, phone number, and email.
- Additional information may also be maintained for reporting purposes:
 - Circulation information of current materials borrowed or requested
 - Program registrations

2. User Access

Patrons may be asked to provide identification and may be asked to view or update their personal information in person.

3. Compliance with the Law/Confidentiality

- The library will comply with all lawfully issued court orders and subpoenas that are properly served upon it and will furnish the documents and materials specifically listed in such court orders or subpoenas.
- It is further understood that compliance with validly issued court orders does not eliminate the right of the library to challenge that these were issued in a proper legal manner.
- The library will follow established procedures in responding to requests from law enforcement personnel.
- Library records that may be the focus of law enforcement requests include electronic files, print and any other form containing patron information.
- Under Vermont law, a parent or guardian of a child under age 12 who has a library account may request and receive circulation records from the Library staff pertaining to the child.
- Parents seeking records of their minor children, children under the age of 12, may be asked to provide proof of their children's ages as well as evidence that they are the custodial parents.
- A parent or guardian must have the written or verbal permission from a child age 12 or older who has a library account to request and receive that child's circulation records.
- All staff members must adhere to the library's Confidentiality Policy and related procedures.

- All library personnel shall be fully informed on this policy and its procedures and are responsible for knowing what their roles would be in the situations previously described.

4. General Considerations

- The services of the Library are provided free of charge to all patrons and visitors.
- The Library will meet the minimum standards for Vermont public libraries.
- The Library will be open at hours convenient to the community within the constraints of the yearly budget.
- The Library is closed on the following holidays:

New Year's Day	Town Meeting Day
Memorial Day	Independence Day
Labor Day	Thanksgiving
Christmas	New Year's Day

 Other Days as Needed at the discretion of the library director
- Library users will fill out a registration form and be given a library account with an identifying number and expiration date.
- Parents may be asked to sign registration forms and be responsible for materials signed out for children under the age of 16.
- Library materials may be borrowed for a period of two weeks renewable for another two week period unless on request by another patron.
- Materials may be renewed by telephone or email.
- In general, reference, special demand, and irreplaceable materials will be used in the Library. Such materials may circulate at the discretion of the Library Director.
- There is no charge for overdue materials.
- Borrowers may be charged replacement cost of materials lost or damaged materials.
- Grounds for denial of library privileges include negligence in returning library materials when due, failure to make restitution for lost or damaged materials or failure to adhere to library policies.
- Library privileges may be revoked and/or reinstated at the discretion of the Library Director and the Board of Trustees.
- The Library will keep circulation statistics, which are reported in the town's annual report.
- The Library recognizes, however, that its circulation records and other records which link the names of library users with specific materials are strictly confidential. These records shall not be made available to any party except as required by law.
- The Library is governed by a board of five trustees.
- Trustees are elected each year at Town Meeting to serve a five year term.
- Trustees' meetings are held on the 2nd Thursday of each month, except July and December.
- Proper notification will be made of any canceled meetings.
- The Trustees and the Library Director shall prepare a yearly budget and present the proposed budget to the Select Board for approval.

5. Rules of Conduct

The library is a public space, and Library patrons and staff share the responsibility for making it a safe and welcoming place.

- Library patrons will respect the rights of others to use the Library in peace.
- Respectful behavior includes but is not limited to:
 - a. Not using abusive, threatening or obscene language in the Library.
 - b. Wearing a shirt, shoes, and appropriate clothing in the Library.
 - c. Not using Library facilities for bathing, shaving, etc.
- Library patrons will treat all Library materials, the building, and grounds with respect.
- Children under the age of 10 shall at all times be attended and supervised by a responsible adult unless they are at the Library for a library program for which they are registered.
- Children age 10 and older may use the Library unattended provided that they adhere to the Library's rules and policies.
- Smoking, the consumption of alcohol, and the use of illegal substances are prohibited in all areas of the Library building and the outside grounds.
- Anyone posing a health or sanitary risk will be asked to leave the Library.
- Library users will follow all safety instructions given by the Library staff.
- Library patrons whose behavior is disruptive or who interfere with others' use of the Library will be required to leave the library. Repeated violations may result in permanent loss of access to the Library.
- Pets are allowed in the library provided they are friendly and non-threatening
- Pet owners will clean up after their animals when on the property.

6. Children in the Library

- Parents or legal guardians are responsible for the well-being and safety of their children.
- The Library is not responsible for enforcing the restrictions a parent deems appropriate in terms of the materials the child may access.
- The Library assumes no responsibility for children of any age left unattended.
- Parents or legal guardians assume all liability for damage done by their children to the Library materials, computers, furnishings, and to the facility itself.

7. Building Use

Bearing in mind the size constraints of our facility and the scheduling logistics overseen by the Library Director, the Library is available for group meetings of non-profit or community service organizations free of charge, on a first-come, first served basis subject to the following conditions:

- Groups may include organizations that represent the Town of Barnet public government; private, not-for-profit entities approved by the Library Director; individuals and groups and/or for profit entities approved by the Library Director.
- The provision of meeting space for public use does not constitute endorsement of the beliefs or ideas expressed by organizations or individuals using the space.

- The Library Director will inform the Board members of all entities that have been approved to use the library.
- Space reservations for the use of the Library must be made with the Library Director at least one week in advance.
- A [library use form](#) shall initially be filled out and filed with the Library Director one week in advance of the first meeting time (when possible).
- The organization, including a named Barnet resident associated with the event, will assume all liability for any damage that occurs.
- A damage deposit may be required as determined by the Library Director.
- If the event may reasonably be expected to attract more than 25 people, the Library may request proof of liability insurance, naming The Barnet Public Library as additional insured, no later than 24 hours prior to the meeting time, and the organization sponsoring the event may be asked to provide a private security officer at the discretion of the Board.
- No admission shall be charged.
- Use of the library computer system during such events is limited to wireless Internet access only.
- The facility must be cleaned up and left in the same condition as it was prior to the event.
- Smoking is not allowed inside the library.
- The lights shall be turned out, doors and windows shall be locked, and the key shall be returned promptly.

8. Collection Development

In accordance with 22 V.S.A. § 69, the [NAME] Library adopts this collection development policy which includes both a materials selection policy and procedures for the reconsideration and retention of library materials.

1. Introduction & Purpose

The Barnet Library (the library) maintains collections of resources to help library users pursue their intellectual interests and educational objectives, including material for leisure time enjoyment and practical problem solving.

The library strives to build a collection representing multiple points of view that reflect the community's diverse people and history, including a diversity of race, ethnicity, sex, gender identity, sexual orientation, disability status, religion, and political beliefs and a diversity of authors, creators, and media.

The library's collections reflect a commitment to intellectual freedom. Compliance with the First Amendment to the U.S. Constitution, the Civil Rights Act of 1964, and Vermont laws prohibiting discrimination in places of public accommodation shall underpin the practices and practical processes of maintaining the library's collections.

The library remains committed to securing professional services, including legal counsel, as necessary to ensure that its collection development activities comply with the above-identified State and federal laws.

2. Materials Selection Policy

Multiple factors determine what materials are included in the library's collections: funding, space, staffing, and ongoing maintenance needs. Library staff weigh the following criteria when making collection decisions:

- Alignment with the library's mission and strategic plan
- Review in a standard reviewing source (e.g., Booklist, School Library Journal, Publishers Weekly, Library Journal, Kirkus Reviews) and/or reviews and discussion in national newspapers and magazines, local publications, broadcast media, and reputable online sources.
- Community interests, demand, and suggestions
- Representation by and of diverse individuals and groups
- Significance and relationship to the local community and State of Vermont
- Authority and qualifications of the creator(s), publisher(s), and/or producer(s)
- Price and availability
- Accessibility of format and content
- Anticipated viability and/or longevity of the format

The library encourages Library Users to recommend items for inclusion in the collection and accepts donated materials. Suggested and/or donated materials will be evaluated by library staff prior to being included in the library's collection and must meet the library's selection criteria.

The library may provide access to subscription databases and shared online collections. The library may not have direct control over the inclusion or exclusion of specific titles within those shared collections.

3. Materials Retention Policy Materials that no longer meet the needs of the community and/or no longer support the library's collection will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a reasonable length of time. Items withdrawn from the collection will be disposed of in accordance with all applicable laws and municipal policies.

4. Procedures for the Reconsideration and Retention of Materials

- An individual (Library User) with a concern about the inclusion of an item in the library's collection is encouraged to discuss their concern with the library director (the Director).
- If speaking with the Director does not resolve the concern, a Library User may initiate a formal request that an item be removed from the library collection or relocated within the library collection by completing a [Request for Reconsideration form](#) and submitting it to the Director.
- The item in question will remain in circulation; it will not be relocated or removed from the library collection during the review process.

- The library will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.
- The Director will notify the Library User that their Request for Reconsideration form has been received and will inform the Library User when they anticipate processing the form (based on the number of other requests that have been filed).
- The Director or their delegate will review the Request for Reconsideration form and the material in question. They will read, listen to, or view the item and will read reviews of the item in professional journals when available. They will evaluate the usage of the item by the public (circulation) and evaluate whether the selection of the item conforms with the library's Materials Selection Policy.
- The Director will notify the Library User of the library's decision regarding the request within 15 library business days of receipt of their Request for Reconsideration form, stating the reasons for the decision to the Library User who submitted the request.
- If the Library User is not satisfied with the library's decision, they may submit a written appeal to the Board of Trustees (the Board) of the library within 10 library business days of receipt of the decision letter.
- The Board will notify the Library User if their appeal will be heard by the Board. If the Board plans to address the appeal at a meeting, the Library User will be notified of when and where the next regular meeting of the board will be held.
- The decision of the Board is final. Once an appeal has been considered by the Board, it will not be reconsidered. Selection of library materials shall be made in consideration of their general interest, information value, and consistency with the Library's mission.

9. Gifts

- The Library accepts gifts of books and other materials on the condition that the Library Director has the authority to make whatever disposition is deemed advisable under the Library's selection policy.
- Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.

10. Computer and Internet Use

The following govern access to electronic information in the Library:

- The Library has no control over the information available on the Internet, and not all information from Internet resources conforms to the Library's selection and collection development policy (see Collection Development).
- We recognize that the Library, as a public facility, receives visitors of all ages and sensibilities. Patrons, including minors, must be sensitive to the rights of others in viewing materials (text or images) in this public space.
- The Library affirms the right and responsibility of parents to guide their children's use of all Library resources, including the Internet. The Library is not in a position to enforce parental restrictions and does not assume any responsibility for the supervision of children who are minors or their access to inappropriate materials via the Internet.

- The violation by any patron, including minors, of any federal, state, or local law governing information access, including but not limited to copyright law, is prohibited.
- Any illegal activity will be dealt with to the full extent of the law.
- Patrons may not use personal software or personal storage devices on Library networked computers.
- The Library is not responsible for any damage to or loss of patron's data that may occur while using any Library computer or Internet connection.
- Any attempt to alter, remove, or add hardware or software configurations neither of the Library's computer network nor to any individual Library computer is prohibited.
- Any damage to the Library's computers or damage or loss of the Library's computer-related materials will be charged (at replacement value) to the patron responsible or to his/her parent or guardian.
- The use of the Library computers is not secure; infringement of a patron's rights is possible and is not the responsibility of the Library. All library patrons should take care to protect personal information, including names, telephone numbers, and credit card information when using Library computers. The Library is not responsible for protecting personal information, including that gathered by outside web sites.
- Users who contravene these policies, or other policies of the Library, may, at the discretion of the Library staff, have their computer and/or Internet privileges revoked (See Rules of Conduct in Section 5).

11. Wireless Access Policy

- The Barnet Public Library provides free wireless Internet access via an open and unsecured wireless network that patrons may use at their own risk.
- The Library's Computer and Internet Use policy governs the use of the Library wireless access. (See Previous Section)
- Virus and security protection is the responsibility of the individual patron.

12. Exhibits and Displays

The Barnet Public Library invites displays for the dissemination of information consistent with our mission.

- As our display area is limited, the Library reserves the right to allocate space according to the following priorities:
 1. Organizations representing the Town of Barnet government
 2. Private not-for-profit entities approved by the Library Director and/or the Board of Trustees
 3. Individuals and groups as well as for profit entities approved by the Library Director
- Applicants may be required to submit a letter to the Library Director that identifies the applicant, describes the display, and clearly states the purpose it is intended to serve.
- The Library Director will review the display and/or materials prior to their exhibition.
- The size of the display and the period of exhibit will be determined on a case by case basis by the Library Director.

- The exhibitor will remove the display promptly at the end of the exhibition period the length of which is determined by the Library Director.
- The Library is not responsible for any loss or damage of the display materials, or for the storage of these materials if they remain at the Library after the end of the exhibit period.
- Materials posted on any of the bulletin boards within the Library and the entry to the Library building will be allowed at the discretion of the Library Director.

13. Paid Time Off (PTO) Policy

The policies listed below pertain to permanent employees of the Barnet Public Library. Paid time off (PTO) hours are to be used at the discretion of the employee and can include but are not limited to use as vacation, family, personal or sick leave.

- First 12 months of employment: PTO hours are equal to an average of one week of hours worked.
- In each additional year of employment the employee earns an additional number of PTO hours equal to half of an average week of hours worked (i.e. an employee working on average 20 hours per week in a year would earn an additional 10 hours of PTO for the next year).
- The maximum number of hours of PTO an employee can earn is equivalent to three weeks of average hours worked (after five years of employment).
- Up to ten PTO hours may be rolled over from year to year.
- Unused PTO is not eligible for monetary reimbursement.
- Pay is also provided when holidays fall on one of the employee's regularly scheduled days. Eligible holidays include Memorial Day, July Fourth, Labor Day, Thanksgiving, Christmas, and New Year's Day.
- Provisions for long-term illness and extenuating medical circumstances will be determined at the discretion of the board.

14. Library of Things Policy

The Library recognizes the need to circulate items that may be outside the scope of traditional library materials. Therefore, the Library has developed a "Library of Things." The Library staff will select materials for the Library of Things based on the criteria identified in the Library's Material Selection Policy. Any requests for reconsiderations of "Things" will be processed under the same procedure as reconsideration of library materials in the Material Selection Policy.

Guidelines for Borrowing and Use

1. The Library will provide a current list of "Things" but the list may be changed from time to time. The Library does not guarantee the availability of any items on the list.
2. Return Things to library staff in person, not to the book drop.

Fines and Liability

- Borrowers are responsible for any damage to the Thing and/or its accessories. The borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with damage or loss of a Thing and/or accessories. This includes damages due to heat or cold weather exposure.
- Borrowers must sign the Borrower's Agreement with each Thing borrowed.
- Borrowers shall not make any modifications, repairs or alterations to the Thing.
- All Things shall be returned in the same condition as they were when issued, excluding normal wear and tear. All Things shall be returned clean. Return the Thing with all parts, components, and accessories.
- The Library Director or designee may refuse to lend any of the Things if a borrower has violated this Policy, including losing or damaging any Thing, violating this Policy or violating any term of the Borrower's agreement. The Library shall provide written notification to the borrower.
- The Borrower may appeal the Library Director's decision to the Library Board by filing a written appeal with the Library Board Chair within 10 business days of the notice of refusal.

15. Addendum to Collection Development Policy Regarding Library of Things

Purpose and Scope of the Collection

The Library of Things is a collection of non-traditional library items that complement the Barnet Public Library's mission to connect people, information and ideas to enrich lives and our shared community.

Types of Materials Included in the Collection

The purpose of the Library of Things is to provide community members with diverse opportunities for learning and engagement. To further this goal, the Library of Things may include items like home improvement and assistive devices, audiovisual equipment, crafting tools, games, musical instruments and more. The Library of Things is not intended to be comprehensive and the library is limited by a finite amount of storage space and resources for these items. A full list of items will be maintained by the Director and made available to patrons.

Procurement of Materials

The library staff will select materials for the Library of Things based on the needs and interests of library patrons, as well as storage space and budget considerations. The library welcomes input from the community concerning the collection. Due to limited storage space and the staff time necessary to evaluate, test and maintain each Thing, the library is cautious in accepting donations to this collection.

Collection Maintenance

The Library of Things collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items in the Library of Things are evaluated using the same criteria that is used for the rest of the Library's collection.

Library's Use of Things

The library reserves the right to take a Thing out of circulation temporarily to use for library purposes or to repair a damaged item.

16. Review and Revision of Policies

- These policies shall be reviewed A MINIMUM OF ONCE A YEAR by the Board of Trustees and revised as needed.
- All policy additions and revisions will be adopted by a majority vote at a duly convened meeting of the Library Board of Trustees.