

# NORTH BRANFORD LIBRARY BOARD

Town of North Branford, Connecticut

## Statement of Policy for the North Branford Library Department

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### I. GENERAL LIBRARY OBJECTIVES

The general objectives of the North Branford Library Department are:

- A. To provide as a community service, in organized collections, books and related educational and recreational materials.
- B. To serve the community as a center of reliable information.
- C. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.
- D. To support educational, civic and cultural activities of groups and organizations.
- E. To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- F. To seek continually to identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions which are providing community services.
- G. To provide opportunity for education and recreation through use of literature, music, films, and other art forms.

### II. WHO MAY USE THE LIBRARY

- A. The library may issue library cards to all residents of the community. Service will not be denied or abridged because of religious, racial, social, economic, or political status. Residents of other towns where libraries participate in Connecticut shall have full borrowing privileges in all library departments, provided that they are patrons in good standing both in North Branford and in their town of residence.
- B. Young children must be <sup>AGE 5 or in Kindergarten</sup> ~~able to write their first and last names~~ before they can apply for a library card. Library card applications for young people under 14 years of age must be endorsed by a parent or guardian.

C. THE FOLLOWING REGULATIONS SHALL BE OBSERVED BY ALL CARD HOLDERS:

1. A card holder is responsible for all materials drawn on his card. Parents or guardians may be held responsible for all materials drawn on the cards of children who are minors.
2. A library card must be presented whenever materials are drawn.
3. Library patrons are responsible for keeping their own cards. Cards are not kept on file at the libraries. Patrons should give the library prompt notice of any loss of card or change of address. Initial cards shall be issued free of charge. ~~However, a \$1.00 charge will be made for replacing a lost or damaged card.~~
4. Borrowing privileges may be suspended if a borrower does not adhere to library regulations or has overdue materials charged against his card. At the Library Director's discretion, the library may refuse to issue a card to any person who has a history of repeated delinquencies in the use of library materials, or to any parent whose minor children have such a record of delinquencies. A person's borrowing privileges may be suspended if any of the following limits are met or exceeded:
  - a. \$5.00 owed in fines;
  2. b. three overdue items;
  - c. \$5.00 worth of overdue items for which the person has been billed.
5. A library card issued at the Atwater Memorial Library or the Edward Smith Library shall be honored in all library departments. Library cards from towns whose libraries participate in Connecticard shall be honored.

D. CIRCULATION POLICY

1. The normal loan period for books or other materials in the general collection shall be twenty-eight (28) days. Renewals for an additional 28 days are allowable. Books or other materials and a library card must be presented in order for materials to be renewed at the library. Renewals by phone, or through the library's on-line catalog system, will be allowed subject to procedures and limits set by the Library Director and reviewed by the Board. Materials on reserve may not be renewed.
2. The Library Director may place new books, books in current demand, reference books, or any special material such as recordings and periodicals, on a shorter loan period and suspend the renewal privilege.
3. The number of materials borrowed on a library card at one time is governed by the borrower's need and the demand on the collection. The librarian on duty may limit loans from a subject area to avoid depleting materials on that subject.

4. A person may reserve a book that is not immediately available. Upon the book's availability, the patron will be notified by telephone and the book held for three (3) days, unless other arrangements are made at the time of notification.
5. At the discretion of the Library Director, a Rental Book Collection, consisting of new and popular books, may be offered. Books in the collection will be loaned for a limited period of time and a fee approved by the Library Board. Books in the Rental Collection will not have reserve lists. There will be at least one free copy of a book, loaned at no charge and available for reserves, for each copy in the Rental Collection.

#### E. OVERDUE POLICY

1. A fee of ten (10) cents per day will be charged on all materials not returned by the due date. This overdue fine shall not, however, exceed \$5.00 (or the cost of the item if less). A grace period of two (2) days will be allowed, during which fines will not be charged. Materials three days or more overdue will be charged in full. Fines will not accrue for days that the library is closed.
  2. Upon recommendation by the Library Director and approval by the Library Board, fees higher than ten (10) cents per day or \$5.00 per item may be charged and/or the grace period may be eliminated on certain materials, the late return of which will be a serious disservice or inconvenience to library patrons.
  3. After loans become overdue or fees are not paid, overdue notices shall be telephoned or mailed on a schedule set by the Library Director. Extremely long overdue materials (8 weeks or more) may be referred to the Town Police Department for action.
  4. Borrowers are responsible for the full replacement cost of library materials lost or accidentally damaged. The cost appraisal will be made by the Library Director and will be final. Willful damage to borrowed library materials, such as marking and removing pages, is punishable under Connecticut Statutes, Sec. 53a-115 to 53a-117.
  5. A return box shall be available outside each library for the return of materials during hours when the library is closed. Materials will be considered returned when the box is opened in the morning of each working day. Phonograph records or art reproductions should not be left in the box, and patrons will be responsible for damage to records or art left there.
- F. The use of the library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, puzzle contestants, and others whose demands for staff time, available materials, or space would prohibit attention and service to other individuals or groups.
- G. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of library patrons,

or objectionable conduct on the library premises.

### **III. SERVICES OF THE LIBRARY**

- A. The library will select from the mass of available materials and organize for easy access, those books and materials which best meet the needs of the community.
- B. The library staff will provide guidance and assistance for people to obtain information from printed and audio-visual resources not contained in the library.
- C. The library will provide information and materials to support the general library objectives.
- D. The library will initiate programs, arrange exhibits, provide book lists, etc. to stimulate the use of library materials.
- E. The library will cooperate with other community agencies and organizations to:
  - 1. determine and meet the educational needs of the community, and
  - 2. help them (within the library's capacity) with their programs through such services as special bibliographies, materials and exhibits.
- F. The library accepts a responsibility for securing information beyond its own resources, when to do so does not incur unreasonable cost, by:
  - 1. collecting information about, and listing for referral, resources of agencies, institutions, organizations, and individuals in and beyond the community, and
  - 2. borrowing for patrons materials which are not owned by the library and which cannot be purchased or materials for which demand does not justify purchase.
- G. The library will lend to other libraries materials which are requested for their patrons and which are not available in the borrowing library. Patrons of the North Branford Library have priority in the use of materials.
- H. The library will endeavor to maintain a balance in its services to men, women, young people, and children. The public library will cooperate with but cannot perform the functions of school or other institutional libraries which are designed to meet specialized needs.
- I. It is the goal of the North Branford Library Department to provide services during the hours which best meet the needs of the community and through service outlets located at points of maximum convenience to the public.
- J. Periodic review will be made of library services to determine whether the needs of the community

indicate that the present services should be discontinued or other services should be added. This review shall be conducted by the Board and the Library Director.

#### IV. LIBRARY MATERIALS

- A. The library will attempt to provide any materials which help to meet its objectives. Materials may include (among others) books, periodicals, pamphlets, newspapers, pictures, slides, films, music scores, maps, recordings, and microfilm.
- B. Materials acquired will meet high standards of quality in content, accuracy, expression, and format.
- C. The library will keep itself informed of other publicly available resources of books and other materials in the area to avoid unnecessary duplication.
- D. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self education, but is not primarily designed to furnish reading required by academic curricula.
- E. All materials except those which are in special demand or cannot be duplicated, including rare and fragile items, will be loaned for home use under library regulations and procedures.
- F. The library subscribes to the Library Bill of Rights of the American Library Association as amended January 23, 1980. The full text of the Library Bill of Rights is appended to these policies.
- G. The library also subscribes to The Freedom to Read, a joint statement by the American Library Association and the Association of American Publishers, as adopted July 12, 2000. The full text of The Freedom to Read is appended to these policies.
- H. Material offered in or through the library for public use shall be loaned to qualified borrowers as a matter private to the borrower. No information relative to a borrower's use of library material may be provided to any third party (whether individual, governmental, or otherwise defined) except as may be required to retain possession of library property.

The purpose of this policy is twofold:

- 1. to affirm the Board's intent that access to information and materials in the North Branford Library Department shall be private, and free from any coercive influence; and
  - 2. to state hereby the Board's intent to shield the borrower from possible coercion in the use of library materials, and to protect this privacy.
- I. Materials which are no longer useful in the light of stated objectives of the library will be systematically weeded from the collection according to accepted professional practices. The

Library Director shall develop plans for regular critical review of library collections for the purpose of removing materials which are out-of-date, damaged beyond economical repair, or of little value regardless of reason. Such materials shall be disposed of in one of the following ways, to be decided by the Library Director:

1. sale to patrons;
2. deposit in storage;
3. sale to second-hand book dealers;
4. give to needy libraries;
5. discard as waste.

## **V. COOPERATION WITH OTHER LIBRARIES**

- A. The Board recognizes that no single library can meet all demands in its community. Various types of libraries in different political subdivisions working together, sharing their services and resources, can meet more nearly the full needs of their users.
- B. The Board and the Library Director will be alert to opportunities of cooperation with other libraries, to strengthen the services and resources of the library.

## **VI. PHYSICAL FACILITIES**

- A. To achieve the goal of good library service the Board accepts the responsibility to see that public library building facilities are provided which will adequately meet the physical requirements of modern library service.
- B. The libraries may be used for meetings of responsible groups and organizations whose aims are educational, cultural or civic, provided their membership includes North Branford residents. Use of these rooms shall not be granted for meetings which are commercial or which are intended for monetary gain by an individual or organization or for which an admission charge is made. Exceptions may be made for meetings sponsored by the library or an approved non-profit educational group or institution for short-term classes, institutes, discussion groups, and forums involving small fees. Such meetings shall ordinarily be held during hours when the library is closed. However, permission for meetings to be held during library hours may be granted by the Library Director if such use of the room does not interfere with normal library operation. The Library Director is designated as the agent of the Board in receiving requests for the use of these rooms and the granting of permission.

A charge shall be made for the use of these rooms when it is necessary to employ a custodian or security guard especially to supervise them and for necessary extended periods of heating and lighting. Neither the Library Board nor the Library Department assumes any responsibility for the injury of persons or loss or damage to the property of the group which occurs during the use of library facilities. The Library Board assumes the right to assess any group for damage incurred on library property during the use of library facilities. The amount of all charges or assessments

shall be set by the Library Board or Library Director.

- C. Use of the library telephone is restricted to calls relating to library business.
- D. Use of the toilet facilities is restricted to only one person at a time.
- E. Except during special programs sponsored by the library, the staff will not be responsible for providing child care. Children under the age of eight (8) must be accompanied in the library by a parent or responsible adult.

The Library Director will ensure that adequate child care is provided at all library-sponsored children's programs by staff, parents, and/or volunteers. Child care during programs held at the library, but not sponsored by the library, will be the responsibility of the group or individual(s) sponsoring the programs.

- F. Snacks are permitted at library study tables if they are small enough to be carried in a pocket, are not messy, and can be eaten quietly. Drinks are permitted if they are in closed containers. Eating and drinking are not permitted at or near library computers.

## **VII. GIFTS**

Within the provisions of the state law, the Library Board adopts the following policies:

- A. Books and other materials will be accepted on the condition that the Library Director has the authority to make whatever disposition he or she deems advisable.
- B. Gifts of money, real property and/or stock will be accepted if conditions attached thereto are acceptable to the Library Board and to any other governing bodies involved.
- C. Personal property, art objects, portraits, antiques and other museum objects will not be accepted other than on a loan basis for a limited amount of time determined by the Library Director.
- D. Each donor will be sent an appropriate expression of appreciation of the Board for a gift or loan. Ordinarily this will be taken care of by the Library Director and reported to the Board at the next regular meeting.
- E. The library will not accept for deposit any materials which are not outright gifts.

# **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.



## THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association  
Association of American Publishers

Subsequently Endorsed by:

American Association of University Professors  
American Booksellers Foundation for Free Expression  
American Society of Journalists and Authors  
The American Society of Newspaper Editors  
Anti-Defamation League of B'nai B'rith  
Association of American University Presses  
Center for Democracy & Technology  
The Children's Book Council  
The Electronic Frontier Foundation  
Feminists for Free Expression  
Freedom to Read Foundation  
International Reading Association  
The Media Institute  
National Coalition Against Censorship  
National PTA  
Parents, Families and Friends of Lesbians and Gays  
People for the American Way  
Student Press Law Center  
The Thomas Jefferson Center for the Protection of Free Expression

HG

## WHAT WE'LL COUNT

### CIRCULATION

Count what we do now, with one change: juv. videos will get their own scat, and videos will be incorporated into departmental circulation as a separate category (rather than being totally separate, as they are now).

### REFERENCE

#### Reference Inquiries

Sub-categories: Computer reference, phone, & e-mail (If any!)

Include:     -- any help in finding information  
              -- help in locating books & other materials  
              -- subject searches  
              -- assistance in browsing shelves  
              -- Electric Library, Internet, & other computer searches

Don't include:     -- Directional questions ("where are the videos?")  
                      -- Schedule and program inquiries  
                      -- Reserves (initial search may be counted)  
                      -- I.L.L.'s (initial search may be counted)

### RESERVES AND INTER-LIBRARY LOANS

#### Reserves filled

Get this from LEAP statistics (count of holds trapped)

Alternative: count holds placed

#### Inter-library loans obtained for patrons

Figures for I.L.L.'s loaned to patrons are in two places in LEAP stats.  
(If we actually want a count of I.L.L.'s requested or received,  
department heads will have to count them.)

### PATRONS

#### New patrons registered

(Should we count patrons re-registered?)

## PUBLIC COMPUTERS

### Patrons using public computers

Include any type of public use -- reference, Internet, ReQuest (CLN), entertainment, word processing, etc. Include public use which begins as a reference question. Include staff use for the public.

## PROGRAMS

### Number of children's programs in library

### Number of children's programs outside the library

### Total attendance at children's programs

(In addition to kids, include approximate number of adults who participate in any way -- parents who help kids, teachers, etc.)

(Adult programs will be counted separately, if we have any)

## MEETINGS

### Number of meetings held in the library

## TECHNICAL SERVICES

For each department:

New fiction books cataloged

New non-fiction books

New videos

New music CD's and cassettes

New books on tape

New computer programs

Other new materials

For each department:

Books withdrawn from collection

Other materials withdrawn

TO: All Staff  
FROM: Bob  
DATE: 10/27/05

**SUBJECT: Checking out to patrons without library cards**

Many of you are aware that the Library Board has approved checking out to patrons who do not have a library card. At its October 12 meeting, the Board voted to change its policy, which formerly said that patrons must have a card in hand to check out. Now, staff is allowed to check out to a borrower without a card, as long as the person is already a registered patron and has identification that meets standards set by the Library Director.

The following are my standards for identification:

If you know a patron, you may check out by name without asking for i.d. If you don't know the patron, you should ask for any form of i.d. that has his/her full name (license, credit card, bill, business letter, etc.). The i.d. does not have to contain the patron's address. If you know a borrower is a regular patron but do not remember his name, you may just ask for his name rather than i.d.

The above criteria apply to out-of-town as well as North Branford residents. However, it is still true that a resident of another town who is not yet registered in the LEAP system must have his library card from that town in order to register here. Once that is done, he may borrow without a card as above.

Remember when you search for a patron by name you must type last name, comma, first name. You can truncate the first name by typing the first couple of letters and then a dollar sign. It is useful, if you're not certain you have the right patron on the screen, to ask if his address matches the address on the computer.

## Library Cards for Grandchildren

We have a rule that a parent or legal guardian must sign the library card application for a child under 14. I would like you to make this exception: when a grandparent has the same address as the child, with or without a parent living in the same place, the grandparent can also sign. (i.e., whether or not the grandparent is a legal guardian, if they live in the same home they can sign.)

## The Name Game: Children's Library Cards

Please remember that children must write or print their first and last name to get a library card. A patron gave me a hard time because I wouldn't issue a card to his toddler. I think he felt that his child should not be denied what his older kids could get.

You can just tell patrons that "it's Library Board policy". If you want to explain more, here are some reasons for the policy:

1. We would like kids, when they get a card, to have a basic idea about the rules of borrowing and returning books, taking care of things they don't own, etc. Most 3- and 4-year-olds don't.

2. Although a child's signature is not legally binding (that's why the parent also signs), we hope it means something to him when he does. Families often treat the first library card as an occasion, something special the child can be proud of.

What about a child with a learning disability, or other special problem? This child can get a card at 5 years of age, with or without a signature.

age  
5  
for  
card

## Some Rules for Tutors

If a tutor is working with a student in the library and they want to use the Internet, it's OK even if the student is under 18 and has not submitted our parent permission form. The tutor is responsible for the student. If the tutor is working for the school dept., he/she need not be a registered borrower to use the computer.

Tutors should be arranging their schedules ahead of time with our department heads. Each department head should decide one location in her department where tutoring should take place, and make sure tutors use that table.

## Handicapped Rights

Because our children's departments are not handicapped-accessible, we may need to make special provisions for some patrons. Staff should be willing to bring to handicapped patrons any materials they may need from the children's department. This could involve bringing up quite a few items for the patron to look through.

Another thing we have to watch for is handicapped children who want to attend story hours. If the child can't get to the department, we are legally required to make a program available in a place the child can get to (i.e., the adult department).

I'm sure these situations won't arise too often, but if they do we need to respond.



TO: All Staff  
FROM: Bob  
DATE: 10/27/05

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The following are my standards for identification:

If you know a patron, you may check out by name without asking for i.d. If you don't know the patron, you should ask for any form of i.d. that has his/her full name (license, credit card, bill, business letter, etc.). The i.d. does not have to contain the patron's address. If you know a borrower is a regular patron but do not remember his name, you may just ask for his name rather than i.d.

The above criteria apply to out-of-town as well as North Branford residents. However, it is still true that a resident of another town who is not yet registered in the LEAP system must have his library card from that town in order to register here. Once that is done, he may borrow without a card as above.

Remember when you search for a patron by name you must type last name, comma, first name. You can truncate the first name by typing the first couple of letters and then a dollar sign. It is useful, if you're not certain you have the right patron on the screen, to ask if his address matches the address on the computer.

## **Policy on old fines**

At the April 17 full-time staff meeting we discussed fines over 3 years old. Up until now, our policy has been that fines over 3 years old were cleared from the system as long as the patron owed less than \$10.00. This produced unfair results (a patron who owed \$9.50 was cleared, but one who owed \$10.00 had to pay the full \$10.00).

From now on, the policy is as follows:

**Patrons with fines over 3 years old owe the amount of the fine minus \$10.00.**  
This only applies to fines and not to bills. Bills must be paid as they are for books not returned.

Examples:

A patron with a \$4.50 fine would be cleared.

A patron with \$14.00 in fines would pay \$4.00 (\$14. - \$10.)

A patron with \$25.00 in fines would pay \$15.00.

## Library Rules

When we discussed at a staff meeting the Staff Opinion Survey that everyone completed for me a few months ago, we talked about eliminating the separate registration for video borrowing. Most staff thought we should do this, but felt that new patrons should get something written about library rules when they sign up for a library card. Along with this change, I am inclined toward several other rule revisions, making video borrowing more like borrowing other stuff:

1. Videos may be returned to either Atwater or Smith. This would not delay getting them back on the shelf too much, and would make things easier for patrons.

2. No \$5.00 fee for out-of-towners. We talked about this, but the Board hasn't had a meeting to vote on it. I may make the change and get Board approval later, when they finally have a meeting.

3. No age restrictions on video borrowing. Age restrictions on any material actually violate Board policy, which endorses the Library Bill of Rights: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." (This would prohibit any restrictions on library use based on age.)

4. Patrons may borrow videos using another family member's card, as they do with other materials.

If you see problems with any of these changes, tell me or write a note with your answers to the reference quiz.

On the following page is a library rules summary which could be handed to patrons. How does it look to you?

# Rotating New Books

## Summary

- All computer and paper work on rotating books should be done at the books' permanent owning library.
- **New rotating:** Edit **Location** (change nb to nt or vice versa), do paperwork and label, and ship to the other library.
- **Return rotating:** Ship to the owning library. At that library, edit **Location** (change nb to nt or vice versa, and remove the final n) and **Item Type** (change 12 to 1, usually). Check the **Item Agency** to make sure it is correct and edit if needed. Do paperwork.

*(For details, see below)*

## Item Fields

### Item Type

The Item Type is a number that plays a large part in the circulation rules for a book: loan period, holds, fines, renewals, etc. Changing the item type alone can change the loan period, so this is what we will do when we change loan periods for any reason.

When new books are entered, and all during the rotating process, their item type will usually be 12, for "Books (14 day)". At the end of the rotating process, when books come back home, we will change the item type to 1, for "Books (28 day)". Department heads may make some very long books item type 1 from the start; in these cases the field will never have to be changed.

### Location

The Location describes where a book is located and what type of book it is. It can also, along with the item type, affect circulation rules. The **Location Code** is a series of four or five letters that appears in the circulation system when you inquire on a title or item. Each location code has a **label** that appears in the OPAC (online public catalog), which describes the book's location in a way that patrons can understand.

The location code will be changed at each step of the rotating process. For example: a new fiction book owned by Smith will get the location code ntafn for Smith (nt) Adult (a) Fiction (f) New (n). When the book rotates to Atwater, the location code will be changed to nbafn, where nb stands for Atwater. When the book return rotates permanently back to Smith, the location code will be ntaf.

### Item Agency

The Item Agency is a number with a label, showing the library that owns the book. Our item agencies are 2 for Atwater or 3 for Smith. The item agency will *not* change during the rotating process (except some in the first few months – see below). To be sure which library is the permanent owner of an item, staff can check the item agency.

*for both*

## Call Number

The Call Number, of course, is the number or word that tells exactly where to find an item. We have decided that, because the location code identifies which books are new, we will not have the word "new" in our call numbers for new books. This means that the call number will not be changed as we rotate books.

## How to Rotate Books

### New Rotating

When a new book reaches its first rotating date, it will be set aside for computer work and paper file work to be done. In the computer, staff should sign on to "~~nbcat~~", either from the desktop or from the circulation system. Each item's location will be changed as described above, with only that part of the location code relating to library (the first two letters, nb or nt) being edited. The item type will *not* be changed.

see  
F key  
short cut  
list

### Return Rotating

When books are done with rotating, they should return to their permanent owning library for processing. The reason for this is to avoid having books pile up for processing twice, once for computer work and again at the owning library for paperwork. This way, return rotating books can just be put in the delivery box and *all* processing work can be done at the owning library.

Staff must sign in to "~~nbcat~~" ~~from the desktop (not from circ)~~ in order to work on return rotating books. The reason for this is that you are working on books that the computer sees as belonging to the other library. Return rotating books will have the location changed, editing the first two letters for the library and removing the last letter "n". Staff will also normally change the item type from ~~12~~ to ~~167~~

162

For the first few months, keep an eye on the item agency when handling return rotating books. Atwater books that were rotating at Smith, and vice versa, had their item agency field changed to the *temporary* owning library when we converted our computer system. Staff will have to edit the item agency so that it reflects the permanent owner. This will not be a long-term problem, because from now on we will not change the item agency.

OWNING LIB.  
IN NOTES

### New Books that Don't Rotate (owned by both libraries)

When department heads want these books to go back to the regular shelf, they will need to edit the location (removing the n for new) and the item type (making a 14-day book into a 28-day book).

## 10 Reasons Why the Internet Is No Substitute for a Library

By Mark Y. Herring

Dean of library services  
Dacus Library  
Winthrop University  
Rock Hill, South Carolina

Reading, said the great English essayist Matthew Arnold, "is culture." Given the condition of reading test scores among school children nationwide, it isn't surprising to find both our nation and our culture in trouble. Further, the rush to Internetize all schools, particularly K-12, adds to our downward spiral. If it were not for the Harry Potter books one might lose all hope who languishes here. Then, suddenly, you realize libraries really are in trouble, grave danger, when important higher-education officials opine, "Don't you know the Internet has made libraries obsolete?" Gadzooks! as Harry himself might say.

In an effort to save our culture, strike a blow for reading, and, above all, correct the well-intentioned but horribly misguided notions about what is fast becoming Intertopia among many nonlibrarian bean counters, here are 10 reasons why the Internet is no substitute for a library.

### Not Everything Is on the Internet

With over one billion Web pages you couldn't tell it by looking. Nevertheless, very few substantive materials are on the Internet for free. For example, only about 8% of all journals are on the Web, and an even smaller fraction of books are there.

Both are costly! If you want the Journal of Biochemistry, Physics Today, Journal of American History, you'll pay, and to the tune of hundreds of thousands of dollars.

### The Needle (Your Search) in the Haystack (the Web)

The Internet is like a vast uncataloged library. Whether you're using Hotbot, Lycos, Dogpile, Infoseek, or any one of a dozen other search or metasearch engines, you're

not searching the entire Web. Sites often promise to search

everything but they can't deliver. Moreover, what they do search is not updated daily, weekly, or even monthly, regardless of what's advertised. If a librarian told you, "Here are 10 articles on Native Americans. We have 40 others but we're not going to let you see them, not now, not yet, not until you've tried another search in another library," you'd throw a fit. The Internet does this routinely and no one seems to mind.

### Quality Control Doesn't Exist

and historical  
young people  
politics from  
no quality control  
press publications are  
put up anything on the  
Yes, we need the Internet, but in addition to all the scientific, medical, information (when accurate), there is also a cesspool of waste. When aren't getting their sex education off XXX-rated sites, they're learning the Freeman Web page, or race relations from Klan sites. There is on the Web, and there isn't likely to be any. Unlike libraries where vanity rarely, if ever, collected, vanity is often what drives the Internet. Any fool can Web, and, to my accounting, all have.

### What You Don't Know Really Does Hurt You

full-text sites,  
(especially when  
warning.  
The great boon to libraries has been the digitization of journals. But while grand, aren't always full. What you don't know can hurt you:  
1.articles on these sites are often missing, among other things, footnotes;  
2.tables, graphs, and formulae do not often show up in a readable fashion  
printed); and  
3.journal titles in a digitized package change regularly, often without

number in May.  
the library may have paid  
access to digitized  
and measured one, not  
A library may begin with X number of journals in September and end with Y number in May. Trouble is, those titles aren't the same from September to May. Although \$100,000 for the access, it's rarely notified of any changes. I would not trade journals for anything in the world, but their use must be a judicious, planned, full, total, and exclusive reliance.

States Can Now Buy One Book and  
Distribute to Every Library on the Web  
—NOT!

Yes, and we could have one national high school, a national university, and a small cadre of faculty teaching everybody over streaming video. Let's take this one step further and have only digitized sports teams for real savings! (Okay, I know, I've insulted the national religion.) Since 1970 about 50,000 academic titles have been published every year. Of these 1.5 million titles, fewer than a couple thousand are available. What is on the Net are about 20,000 titles published before 1925. Why? No copyright restrictions that cause prices to soar to two or three times their printed costs. Finally, vendors delivering e-books allow only one digitized copy per library. If you check out an e-book over the Web, I can't have it until you return it. Go figure, as they say. And if you're late getting the book back, there is no dog-ate-my-homework argument. It's charged to your credit card automatically.

#### Hey, Bud, You Forgot about E-book Readers

Most of us have forgotten what we said about microfilm ("It would shrink libraries to shoebox size"), or when educational television was invented ("We'll need fewer teachers in the future"). Try reading an e-book reader for more than a half-hour.

Headaches and eyestrain are the best results. Besides, if what you're reading is more than two pages long, what do you do? Print it. Where's a tree hugger when you really need one? Moreover, the cost of readers runs from \$200 to \$2,000, the cheaper ones being harder on the eyes. Will this change? Doubtless, but right now there's no market forces making it change. Will it change in less than 75 years? Unlikely!

#### Aren't There Library-less Universities Now?

No. The newest state university in California at Monterey opened without a library building a few years ago. For the last two years, they've been buying books by the tens of thousands because—surprise, surprise—they couldn't find what they needed on the Internet. California Polytechnic State University, home of the world's highest concentration of engineers and computer geeks, explored the possibility of a virtual (fully electronic) library for two years. Their solution was a \$42-million traditional library with, of course, a strong electronic component. In other words, a fully virtualized library just can't be done. Not yet, not now,



not in our lifetimes.

But a Virtual State Library  
Would Do It, Right?

Do what, bankrupt the state? Yes, it would. The cost of having everything digitized is incredibly high, costing tens of millions of dollars just in copyright releases. And this buys only one virtual library at one university. Questia Media, the biggest such outfit, just spent \$125 million digitizing 50,000 books released (but not to libraries!) in January. At this rate, to virtualize a medium-sized library of 400,000 volumes would cost a mere \$1,000,000,000! Then you need to make sure students have equitable access everywhere they need it, when they need it. Finally, what do you do with rare and valuable primary sources once they are digitized? Take them to the dump? And you must hope the power never, ever goes out. Sure, students could still read by candlelight, but what would they be reading?

The Internet: A Mile Wide,  
an Inch (or Less) Deep

Looking into the abyss of the Internet is like vertigo over a void. But the void has to do not only with what's there, but also with what isn't. Not much on the Internet is more than 15 years old. Vendors offering magazine access routinely add a new year while dropping an earlier one. Access to older material is very expensive. It'll be useful, in coming years, for students to know (and have access to) more than just the scholarly materials written in the last 10 to 15 years.

The Internet Is Ubiquitous  
but Books Are Portable

In a recent survey of those who buy electronic books, more than 80% said they like buying paper books over the Internet, not reading them on the Web. We have nearly 1,000 years of reading print in our bloodstream and that's not likely to change in the next 75. Granted, there will be changes in the delivery of electronic materials now, and those changes, most of them anyway, will be hugely beneficial. But humankind, being what it is, will always want to curl up with a good book—not a laptop—at least for the foreseeable future.

The Web is great; but it's a woefully poor

substitute for a full-service library. It is mad idolatry to make it more than a tool. Libraries are icons of our cultural intellect, totems to the totality of knowledge. If we make them obsolete, we've signed the death warrant to our collective national conscience, not to mention sentencing what's left of our culture to the waste bin of history. No one knows better than librarians just how much it costs to run a library. We're always looking for ways to trim expenses while not contracting service. The Internet is marvelous, but to claim, as some now do, that it's making libraries obsolete is as silly as saying shoes have made feet unnecessary.

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## V. CONFIDENTIALITY OF PATRON RECORDS

- A. Material offered in or through the library for public use shall be loaned to qualified borrowers as a matter private to the borrower. No information relative to a borrower's use of library material may be provided to any third party (whether individual, governmental, or otherwise defined) except as may be required to retain possession of library property, or as provided herein.

The purpose of this policy is twofold:

1. to affirm the Board's intent that access to information and materials in the North Branford Library Department shall be private, and free from coercive influence; and
  2. to state hereby the Board's intent to shield the borrower from possible coercion in the use of library materials, and to protect this privacy.
- B. The library will preserve the privacy of personal circulation records (including overdue records and patron registration records) to the fullest extent permitted by law. Section 11-25(b) of the Connecticut General Statutes prohibits disclosure to all third parties, excluding the parents or guardians of minors. Library staff shall not release library records to any person other than the patron named in the record (i.e., the library card holder). Records shall be released to the parents or guardians of minor children only with the approval of the Library Director. Circulation records do not include non-identifying material such as circulation statistics, or non-identifying information on the circulation of specific materials or reference questions asked.
- C. Circulation records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
- D. Any employee of the library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library records shall promptly notify the Library Director. If the Library Director is not available, the employee shall promptly notify the Town Manager and the Chairperson of the Library Board. The Town Manager, in consultation with the Library Board, shall act on behalf of the North Branford Library Department.
- E. The Library Director, in a timely manner, shall review all requests and orders, and respond in an appropriate manner to each such request and order in accordance with this policy. The Library Director shall promptly notify the Town Manager and the Chairperson of the Library Board of any such request or court order. The Town Manager and/or Library Board shall seek the advice and legal representation of the Town Attorney during the execution of any court order.
- F. Upon being served with a search warrant, the Library Director, Town Manager or Chairperson of the Library Board shall immediately consult with and/or seek the legal representation of the Town Attorney. The Library Director, Town Manager or Chairperson of the Library Board may also request that the Town Attorney be present during the execution of said search warrant.
- G. In the absence of any of the court orders referenced above, the Library Director shall deny, in writing, all requests for the release or disclosure of library records as defined under state statute, unless the Library Director has received the named patron's written consent for such release or disclosure.

## SUMMARY OF NORTH BRANFORD LIBRARY RULES

Atwater Memorial Library, North Branford  
488-7205

Edward Smith Library, Northford  
484-0469

Hours for both libraries: Monday through Thursday, 11:00 - 8:00  
Friday, 9:00 - 12:00 noon  
Saturday, 9:00 - 3:00 (closed Saturdays in summer)

### Library Cards

A valid library card must be presented to borrow materials from North Branford's public libraries.

We issue free library cards to residents of North Branford. Proof of residency is required. Children may get cards when they ~~can print their first and last names~~ <sup>are ages 5 or in kindergarten</sup>. A parent's signature is required for children under 14. Parents are responsible for the debts of minor children. Cards expire in 3 years, and may be renewed for free. ~~A card lost before it expires costs \$1.00 to replace.~~ Patrons may use another family member's card; the card's owner is responsible.

Residents of other towns must obtain a library card from the town where they live, and are then welcome to use our libraries.

### Fines for Overdue Materials

<sup>DVDs</sup>  
Videocassettes: ~~\$1.00~~ <sup>50</sup> / day

Rental books and some inter-library loans: 10 cents / day

All other materials: ~~10~~ cents / day

Maximum fine on any one item: ~~\$5.00~~ or list price of the item, whichever is lower

For most materials, there is a grace period of 2 days during which no fine is charged. There is no grace period for videos or for rental books.

When calculating fines, we count all days since the due date, including Sundays and holidays. For materials 3 or more days late, the 2 days of the grace period are counted in figuring fines.

Patrons who owe ~~\$5.00~~ or more in back fines will not be allowed to borrow library materials.

### Overdues, and Charges for Loss or Damage

Patrons with 3 or more overdue items will not be allowed to borrow materials. Long overdue items will be billed; if they are not returned, the full replacement cost must be paid (cost plus \$1.00 for magazines).

The full replacement cost must be paid for materials which are lost or damaged beyond repair. Lesser charges will be made for materials which need to be re-bound, dried out, or re-covered, or for other types of damage.

### Returning Materials in Outside Book Drops, or in Other Town Libraries

Both of our libraries offer outside book drops as a convenience for patrons. ~~These should not be used while the libraries are open, or when they are so full that no more books can fit in (50 cent charge for each book left outside). Videos, CD's, and cassettes should not be put in the book drop (50 cent charge for each one that is).~~ Items left in the drop are considered returned when we open the drop at the beginning of each working day.

Any item borrowed from one of our libraries may be returned at either of the North Branford libraries. Books and magazines may also be returned at public libraries in other towns, but videos, cassettes, and CD's must be returned directly to us. Materials borrowed from other towns may be returned to us, if the other town permits this.

### Renewals

Almost all materials from our libraries may be renewed for their normal loan period. Videos are limited to one renewal, while most other items can be renewed up to 3 times. We cannot renew items you have borrowed from another library; also, some items that we borrow for you on inter-library loan cannot be renewed. ~~Materials you want to renew must be brought to the library with your card. We do not renew over the phone.~~

## **General Policies on Fundraising for the Library Building Project**

### **Conducting the Fund Drive**

The Library Board does not expect to be heavily involved in raising funds for the construction project. Therefore the drive will mainly be conducted by the library staff, under the direct supervision of the Library Director and the ultimate supervision of the Town Manager.

### **Receiving and Spending Donated Funds**

All money raised for the building project will be deposited in a special account managed by the Finance Department, the same as with any private donations for the Library Department. This Building Project Account will have sub-accounts for the Atwater and Smith Libraries, allowing patrons to direct their gifts to an individual library if preferred.

As with other private funds given to the library, in order for money to be spent the following steps must be taken: 1. Library Board proposes appropriation; 2. Town Manager recommends appropriation; 3. Finance Director certifies cash balance; 4. Town Council approves appropriation. (If no Council action is taken within 60 days of the Board's proposal to the Manager the appropriation is approved.)

### **Role of Friends of the Library**

A strong effort will be made to coordinate and cooperate with the Friends of the North Branford Libraries. The Friends will continue to run events such as their book sale, wreath sale, etc. to raise funds that they will allocate as they see fit (with approval of the department, Board and/or Manager, of course). If the Friends choose to be involved with direct soliciting for the building project, they will work with the library staff to create a joint project, with money going into a town account as described above.

### **Honoring Donors**

The Library Board has deep reservations about naming rooms or parts of the library after donors. However, naming rights may be considered in response to very large gifts. The Board, Library Director, and Town Manager will discuss each such case individually.

The Board has approved several other methods for honoring donors, including a plaque near the entrance, bookplates, and plaques in special areas of the library for larger donors.

*This sheet describes the policies we'll follow in fund raising. It's not for patrons.*