

Dunbar Free Library Grantham, New Hampshire 03753

Bylaws and Library Policies of the Trustees

I. Statement of Organization

This organization shall be called “The Board of Trustees of the Dunbar Free Library”, hereafter referred to as “the Board”, existing by the virtue of the provisions of Chapter 202-A of the laws of the State of New Hampshire, and exercising the powers and authority and assuming the responsibilities to it under the said statutes.

Members

1. The officers shall be a Chairperson, Secretary, and a Treasurer elected from among the elected Trustees.
2. Officers shall serve a term and length as dictated by the Town of Grantham from the annual meeting at which they are elected and until their successors are duly elected. There shall be a total of five Trustees.
3. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, and perform all duties associated with that office. In the absence of the Chairperson, the Treasurer shall perform the Chairperson’s duties until such time as the Chairperson returns or resigns.
4. The Secretary shall keep a true and accurate record of all meetings of the Board, make arrangements to deliver to the Town Clerk a copy of the draft minutes within 5 business days of the conclusion of each meeting. The approved minutes shall be sent to the Town Clerk within 48 hours of the approval. The Secretary shall post, in a minimum of two locations throughout the town, notices of all regular and special meetings; and on the DFL website. The Secretary is also responsible, but may delegate, any correspondence that may be necessary for the Board, including acknowledgment of gifts or donations in excess of \$100. In addition, the Secretary is charged with maintaining the files of the Trustees of the Dunbar Free Library and safe maintenance of all important documents, deeds, and letters.
5. The Treasurer shall retain all financial records of monies received, spent and maintained in accounts; oversee payment of all bills and operating expenditures. The Treasurer shall meet annually with the auditors and then report to the Board. The Treasurer, in conjunction with the Library Director is responsible for taking the budget developed by the Library Director to be discussed/revised by the Board and submitting it to the town for the annual Town Report. The Treasurer is bonded, as are all Library Trustees, as town elected officials. In keeping with auditor preferences,

other Board members who are signatories shall sign checks as prepared by the Treasurer and/or the Library Director.

6. In the absence or disability of any officers of the Board, his/her duties shall be performed by such other members of the Board as the Board may designate until such time that the officer returns or until his/her resignation is accepted. Upon any resignation, the Board of Selectmen of the town of Grantham will appoint a person to fill that vacancy upon the recommendation of the Board.
7. Alternates to the Board may be appointed by the recommendation of the Board and approval by the town Select Board. Alternates are appointed for a one-year term and have voting rights only when filling in for an absent Trustee. Because an ongoing awareness and knowledge of the Library's business is required, alternates should attend and participate at every meeting and have the same concerns for the Library as the regular Trustees.

Meetings and Operating Procedures

1. The Board will schedule a minimum of 10 monthly meetings. Meeting notices shall be posted as stated in "Members, #4", at LEAST 24 business hours in advance, best practices state that 3-5 business days 'notice is preferable.
2. The election of officers shall take place at the first Board Meeting following the Annual Town Meeting.
3. The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown so far as circumstances permit;
 - a. Call to order
 - b. Public comment
 - c. Disposition of minutes of the previous regular meeting and any intervening special meeting
 - d. Treasurer's financial report of the Library's private funds
 - e. Progress and service report of the Library Director, including financial report of the operating account and itemized expenditures
 - f. Communications (letters, etc. to the Board)
 - g. Unfinished business
 - h. New business
 - i. Public comment
 - j. (if necessary) Non-public session as authorized by RSA 91-A3, II (a).
 - k. Adjournment
4. The Secretary or Treasurer may call special meetings at the direction of the Chairperson, or at the request of any member for the transaction of business as stated in the call for the meeting.
5. A quorum for the transaction of business at any meeting shall consist of three members of the Board present in person.
6. Any Trustee who misses three consecutive meetings of the Board may be requested to resign from the Board.
7. Robert's Rules of Order shall govern proceedings of all meetings.

8. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chairperson may vote upon and may move or second a proposal before the Board.
9. The Bylaws may be amended by the majority vote of members of the Board present provided written notice of the proposed amendment shall have been mailed or delivered to all members at least ten days prior to the meeting at which such action is proposed to be taken.
10. Any rules or resolutions of the Board, whether contained in these Bylaws or otherwise may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which three of the five members of the Board shall be present and approve.
11. As recommended and voted on by the Trustees of the Dunbar Free Library, the Board shall prepare and update yearly a 5-year plan for the Library. This plan will be a written statement of goals and objectives that serve as a basis for service and activities. The policies of government should also be reviewed annually and re-approved (with or without revision).

Library Director / Director

1. The Board shall appoint a qualified Library Director who shall be the administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director shall be held responsible for the care and maintenance of Library property, for an adequate and proper selection of books and other media material in keeping with the stated policy of the Board, for the efficiency of Library service to the public and for its financial operation with the limitations of the budgeted appropriation. The Library Director is responsible for acknowledging gifts and donations under \$100.
2. The Board shall be responsible for a performance review of the Library Director to be conducted at a minimum of one per year. More frequent evaluation may be conducted if deemed necessary by the Board. This review will take place no more than 12 months after the date of the last evaluation.
3. In keeping with the job description of the Library Director and with the Library statutes, the Library Director will present an annual plan to the Trustees at the fall budget meeting of each year for the following fiscal year beginning July 1.

Investment Policy

1. Scope – This investment policy applies to all monies and other financial resources available for investment on its own behalf.
2. Objectives – The primary objective of the Library’s investment activities are, in priority order,
 - a) To conform with all applicable federal, state and other legal requirements (legal)
 - b) To adequately safeguard principal (safety)
 - c) To provide sufficient liquidity to be available when needed
 - d) To obtain a reasonable rate of return (yield)

3. Diversification – It is the policy of the Dunbar Free Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.
4. Internal controls – The Board decides and the Treasurer executes.
5. Investments
 - a) Special time deposits
 - b) Certificates of deposits
 - c) Obligations of the United States of America
 - d) Obligations guaranteed by agencies of the United States where payment of principal and interest are guaranteed by the United States of America
 - e) Other investments decided by the Board

Debit Card Use Policy

1. The debit card shall be used only for items charged to the Operating Account.
2. There will be no cash withdrawals.
3. It will not be used for personal purchases.
4. The paperwork backup will be identical to that for paper checks.
5. The password will be known only to Library Director and Treasurer.
6. Card, Card Number, and Password are to be stored safely, and secured when not in use.

Background Checks Policy

It is the policy of Dunbar Free Library to exercise appropriate prudence to ensure a safe environment for all patrons of the Library. To this end, the Library requires background checks as a condition of employment or volunteering for all Volunteers and Staff. Library Trustees are requested to obtain a background check, but as elected officials, it is not a condition of service.

1. The cost of the background checks will be borne by the Library.
2. For potential employees (Director or Staff) and Volunteers, a satisfactory background check must be obtained prior to employment or volunteering. The Town of Grantham will determine whether or not the applicant qualifies for employment or volunteering.
3. For potential Staff and Volunteers, the Town Administrator will notify the Trustee Chair whether or not the applicant is eligible for employment or volunteering.
4. For the Library Director, the Town Administrator will notify the Trustee Chair whether or not the applicant is eligible for employment.
5. For Trustees, the Town Administrator will notify the Trustee Chair whether or not any items of potential concern were identified by the process.
6. Background checks will be maintained at the offices of the Town of Grantham and culled and shredded periodically according to Town procedures.
7. Library Staff and Volunteers are required to inform the Director of any criminal conviction which occurs during the course of their employment or volunteering with the Library.

8. The Library Director is required to inform the Trustee Chair of any criminal conviction which occurs during the course of the Director's employment.

Policies of Government

General Objectives

1. To assemble, preserve and administer, in organized collections, books and reliable educational and recreational material in order to promote and stimulate knowledge, wisdom, culture and pure enjoyment for all citizens.
2. To cooperate with the school and other public libraries wherever possible.

Who May Use The Library

1. The Library will serve all residents of the town of Grantham. Residence is established by meeting any one of the following criteria:
 - a) Is a Grantham property owner
 - b) Is registered to vote in Grantham
 - c) Has motor vehicle registration in Grantham
 - d) Rents property in Grantham
 - e) Is a child of any of the above
 - f) Attends school in Grantham
2. All borrowers shall be registered with the Dunbar Free Library. Parent's signature is required for all children under the age of 14. A fee of \$1.00 will be charged to replace lost Library cards.
3. Non-resident Borrowers
 - a) New Hampshire visitors and non-residents of Grantham may obtain a Library card on payment of a non-refundable annual fee of \$60 per family.
 - b) Non-residents who have paid \$500.00 or more to the Dunbar Free Library will be granted lifetime Library privileges at no cost.
 - c) A Non-resident who works or is employed in Grantham may have a free Library card on an annual renewal basis.
 - d) Croydon students may have annual Library cards purchased by the Croydon School according to the following rules:
 - i. Named individual must be present to use card
 - ii. Video checkouts on these cards are limited to the juvenile and family sections
 - iii. Cards are not valid for New Hampshire Downloadable Books consortium
 - iv. Cards are not valid for museum/parks passes
 - v. Cards are issued for a full year
 - vi. Students' families are allowed to purchase a **non-limited** (regular non-resident) card for an additional \$30
4. Use of the Library, or its services, may be denied by the Library Director and/or Board for due cause. Such cause may be failure to return items or pay restitution, destruction of property, disturbance of other patrons, or any objectionable conduct on Library premises. Objectionable conduct includes, but is not limited to the following:
 - a) Excessive noise
 - b) Alcohol, tobacco or drug use

- c) Threatening behavior
 - d) Loitering
 - e) Carrying weapons
 - f) Horseplay
 - g) Excessive displays of affection
 - h) Throwing objects
5. Any person who has taken a book in demand from the reserve list and does not return this book at the end of the two (2) or three (3) week circulation period after receiving a telephone call from Library Staff may be denied use of the reserve list for a six (6) month period.

Lending Of Library Materials

1. The Library lends books, periodicals, recordings, pamphlets, puzzles, audiovisual materials, museum passes and pieces of equipment.
2. The Library does not normally lend specified reference items (i.e. encyclopedias, dictionaries and other reference materials). Exceptions may be made on a case-by-case basis.
3. The loan period for materials will be:

<u>Type of Material</u>	<u>Loan Period</u>	<u>Number of Renewal Periods</u>
a. Red (generally PG13+) or Blue (Family) and White (pre-school/early elementary) videos	One (1) week	2
b. LUV (rotating collection) videos	One (1) week	1
c. Television series videos	Two (2) weeks	1
d. Newest/next newest issue magazines	One (1) week	0
e. Older magazines	Three (3) weeks	2
f. New bestseller books	Two (2) weeks	1
g. Audios	Three (3) weeks	2
h. Not otherwise indicated books	Three (3) weeks	2
i. Puzzles and games	Three (3) weeks	2
j. Museum passes	Four (4) days or varies	0
k. Telescope	One (1) week	Discretionary
l. E-readers	Three (3) weeks	2
m. WiFi Hotspots	Three (3) weeks	0
n. Inter-Library Loan	Two (2) weeks or Varies	Varies
o. Other	Varies	Varies

Policy for Overdue Materials

1. The Dunbar Free Library does not charge late fees/fines for items returned beyond the due date.
2. Patrons will be notified, if necessary, by multiple methods of overdue items. Should a third notice of overdue item(s) be necessary and/or the item(s) is/are determined to be lost or damaged beyond repair, the patron will be issued a bill for the item(s) replacement cost and a \$5.00 per item processing fee.
3. Borrowers will not be held responsible for material losses due to such misfortune as fire or flood.
4. All money collected from replacement charges/processing fees will be used for the purchase of new or replacement materials/media.
5. Borrowers with two (2) or more overdue items and no remaining renewal options cannot check out any other library materials. In the case of Croydon student borrowers, the limit is one (1) overdue item.
6. If necessary, in accordance of NH statute, the Library may turn information about excessive and/or egregious overdue items to the police.

Materials Selection/Collection Development

1. Objectives

The purpose of the Dunbar Free Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of published items and materials provided as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the Library Staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights*, *The Freedom to Read Statement*, and the ALA Code of Ethics have been endorsed by the Board and are integral parts of this policy. (See page 18.)

2. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Dunbar Free Library Board. This responsibility may be shared with other members of the Library Staff; however, because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the Staff.

3. Criteria for Selection

The main points considered in the selection of materials are:

- a) Individual merit of each item
- b) Popular appeal/demand
- c) Suitability of material for the clientele
- d) Existing Library holdings
- e) Budget

Reviews are a major source of information about new materials. The primary sources of reviews are Publishers Weekly, Library Journal, Booklist, School Library Journal and The New York Times Book Review.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title, which is in demand. Consideration is, therefore, given to requests from Library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

4. Interlibrary Loan

Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other Libraries those materials that are beyond the scope of this Library's collection. Because of the complexities of using materials from different libraries, the administration of the ILL program shall be within the discretion of the Library Director and Staff in the day to day running of the Library.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Dunbar Free Library agrees to lend its materials to other libraries through the same interlibrary loan network and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

5. Gifts and Donations

The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Director can dispose of them as the Director sees fit. The same criteria of selection which are applied to purchase materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the Library on request of a patron if the request meets the criteria established in this policy document. It is desirable for gifts or for specific titles to be offered after consultation with the Director. The Director will make book selection if no specific book is requested. The Dunbar Free Library encourages and appreciates gifts and donations.

By law, the Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

6. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

7. Potential Problems or Challenges

The Dunbar Free Library recognizes that some materials may be perceived as controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of Library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no Library material will be sequestered except to protect it from damage or theft.

8. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons, defined as Grantham, NH taxpayers or residents 16 years of age or older, requesting that material be withdrawn from or restricted within the collection, must complete a written "Request for Reconsideration of Library Resource" form which is available in the Library. Each individual item requested for reconsideration requires a separate form and all questions/information requested on form must be fully completed. The request form will be reviewed by the Director who will respond to the inquiry in writing no later than 25 business days from the date of form submission. Following Director's review, should the patron choose to appeal the Director's decision regarding the item in question, the inquiry will be placed on the agenda of an upcoming Dunbar Free Library Board of Trustees meeting to be held within 90 business days following Director's decision. During the reconsideration period the challenged item will remain part of the Library collection. Any Board decision related to the challenged material will be communicated in writing to the requestor within 15 business days of the Board of Trustees meeting. The decision of the Director/Board is considered final and the reconsidered item will not be eligible for reconsideration for a period of time of no less than three (3) years from the date of the decision.

Children at Dunbar Free Library

1. The Dunbar Free Library wishes to become a vital, friendly, comfortable center for providing cultural, informational, and recreational needs for all members of the community. The Library welcomes children into its facilities and wants a safe and secure environment for children who use the Library. We ask each parent to join us in protecting children. The Library does not act *in loco parentis*. The following children's policy has been adopted by the Board to insure that children will be properly supervised in the Library.

A "responsible adult" is defined as a parent/guardian, teacher, or assigned child-care giver over the age of 16. In the rest of this document, this term may be used interchangeably with the term "parent."

2. The responsible adult who has transported minor children onto the Library premises or who has otherwise directed or allowed minor children onto the Library premises

shall be responsible for the care and safety of those children at all times. This policy affirms that the Library Staff cannot assume responsibility for unattended children. The parent must be aware of Library hours.

3. All children under 6 must be supervised at all times by the parent or an adolescent at least 12 years old. The person who accompanied them to the Library may leave children who are 6 to 9 without supervision in the Children-Youth Services department for a maximum of 15 minutes.
4. Children who are 10 and older may visit the Library by themselves and are subject to the policy regarding acceptable behavior in the Library.
5. The Dunbar Free Library assumes no responsibility for children left unattended at the Library after hours. Unattended children under the age of 12 years of age present at the Library 15 minutes before the Library closes will be asked to phone a parent to pick them up. If no parent is available, Staff will notify the police.
6. Day care providers bringing groups to the Library are responsible for the supervision and behavior of those children.
7. All parents should be aware that DFL does not utilize filters on its computers and Library personnel do not monitor how patrons use the computers. A copy of our computer usage policy is available at the sign-in notebook. (See also “Internet Access for Children and Teens,” Policy XIV B.)

Policy on Use and Confidentiality of Information

General Statement of Policy

It is the policy of the Dunbar Free Library to protect the privacy of all persons who use the Library. Specifically, the Dunbar Free Library believes that each patron has a right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

Accordingly, the Dunbar Free Library will treat as confidential all records in its possession that contain the names or other personal identifying information regarding users of the Library. The Library, its Director, its Staff or its Trustees will only release such information to third parties when required by law.

When Release of Information is Required by Law

Section 201-D: 11 of the New Hampshire Revised Statutes describes the circumstances in which a New Hampshire public library must disclose information about a user to a third party. Those circumstances are (1) when requested or authorized by the user, (2) pursuant to a subpoena, (3) pursuant to a court order (including a search warrant) or (3) when otherwise required by statute. It is the policy of the Dunbar Free Library to comply strictly with these requirements.

The PATRIOT Act

One of the situations in which the Dunbar Free Library may be “otherwise required by statute” to disclose user information arises under the federal statute entitled the “Uniting

and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act” (USA PATRIOT Act) of 2001. The PATRIOT Act expanded the ability of federal authorities, including the FBI, to gather intelligence related to international terrorism. Under the PATRIOT Act, federal authorities may obtain an order from a special federal court (known as the Foreign Intelligence Surveillance Act Court) gaining access to any business information, including the records of a public library. If the Dunbar Free Library were served with such an order, the Library would be prohibited from disclosing that fact.

Given the local nature of the Library’s collection and mission, the Dunbar Free Library believes it is unlikely that any of its records would be relevant to an investigation of international terrorism. However, users should be aware that it is possible for the Library to be served with an order under the PATRIOT Act. In such circumstances, the Library could be required to give the federal authorities user information and would be prohibited from disclosing that fact to the user.

What the Library Will Do When Served with a Court Order or Subpoena

When a member of the Library Staff is served with a subpoena or court order purporting to require the disclosure of user information, or if the Staff member is otherwise approached by law enforcement authorities in connection with his or her work at the Library, the Staff member shall immediately refer the matter to the Library Director. It is the responsibility of the Library Director to handle all such inquiries from law enforcement authorities. If the Library Director is unavailable, the Staff member should refer the inquiry to the Chairperson of the Board or, if the Chairperson is unavailable, to another member of the Trustees.

The Library Director (or member of the Trustees) shall seek the advice of counsel prior to complying with any court order or subpoena requiring the release of user information.

What Information the Library Keeps About Users

Because the Dunbar Free Library respects the privacy of its users, it is the policy of the Library to maintain user-specific information only as necessary. Specifically, the Library maintains user information only as follows:

1. The Library maintains the name, address, telephone number, and signature of each person with circulation privileges. If such person is under the age of 14, the Library also keeps a record of the user’s age as well as the name and signature of a parent or guardian authorizing the circulation privileges.
2. As to each item in the Library’s collection, the Library maintains a record of the current borrower of the item (if any) and the immediately preceding borrower.
3. The Library keeps a record of materials damaged, lost or unreturned including the user responsible for reimbursing the library for same.
4. The Library keeps statistical information about Library use on a permanent basis. Such statistical information does not identify specific users of the Library.

Policy on Use of Computer Resources

The Dunbar Free Library provides public access to the Internet, and otherwise offers personal computers for use by patrons, as part of its effort to meet the information needs of the public. To that end, the Library has determined that the following rules are necessary in order to assure that such access is fair, reasonable in light of prevailing community standards and consistent with the constitutional protection of free speech and expression.

Internet Access for All Patrons

The Dunbar Free Library does not censor or control the content of information available on the Internet. The computers in the Dunbar Free Library will not contain any “filters” or other devices to limit the access of patrons to any material otherwise available on the Internet.

Patrons must bear in mind that the Library’s computers are situated in a manner that makes their screens visible to others. Accordingly, the Library reserves the right to prohibit the display of information or images on the Library’s computer terminals that are disruptive or offensive to other patrons based on prevailing community standards.

There are many sites on the Internet that individual computer users regard as controversial and/or inappropriate. The Library does not attempt to protect users of its computers from information they may find offensive or objectionable.

Likewise, the Library does not assume any responsibility for the accuracy, reliability or completeness of information that users may access on the Internet via the Library’s computers. The Library encourages patrons to be good information consumers, questioning the validity of information accessed via the Internet.

The Library does not assume responsibility for any information transmitted to others by patrons using the Library’s computer terminals. However, it is the policy of the Library to prohibit the use of its computers for any purpose that is prohibited by law -- including the transmission of information that is libelous, that infringes any copyright, violates any applicable licensing agreement or is intended to harass, intimidate or threaten.

Internet Access for Children and Teens

It is the policy of the Dunbar Free Library to encourage the use of its computers by children and teenagers. The Library does not impose any special registration requirements on computer use by young patrons or otherwise require young patrons to abide by any special rules that do not apply to all Library users.

However, the Library acknowledges that parents and/or guardians have the right and responsibility to determine and to monitor the use of Library resources by their children who are under the age of 14. The Library will generally assume that patrons under the age of 14 have permission from their parents and/or guardian to access the Internet, unless such parent or guardian has advised the Library in writing to the contrary. Upon

request, the Library will provide parents or guardians with a form for indicating their decision not to permit their children to have access to the Internet while in the Library. The Library will then keep any such forms on file and will make all reasonable efforts to comply with the parentally imposed restriction.

Other Rules and Regulations

When the number of patrons desiring to use the Library computers exceeds the number of such computers in the Library, the Library will limit computer use at the discretion of the Librarian or other Staff member on duty and in such circumstances will require patrons who wish to use a computer to sign up for computer time and wait their turn.

Computer users are welcome to download information and save it to portable storage devices they bring with them to the Library. Computer users are also welcome to print information from the Library's computers at a charge per page determined by the Library Director.

Patrons who use the Library's computers are responsible for any damage they cause to the computers or peripheral devices (i.e., monitors, printers, audio speakers, etc.). The Library will deny further computer access to any patron abusing the Library's computer equipment. Malicious damage will result in prosecution.

As with all of its materials, the Library strives to be of maximum possible assistance to patrons who wish to use the Library's computers to access the Internet. Patrons who use the Library's computers should feel free to ask Library Staff for help or advice. The Library will also periodically offer classes on using the Internet to help patrons become knowledgeable, active users of computer resources.

E-Reader Policy

1. An e-reader can be checked out by Dunbar Free Library patrons who are 18 years of age or older and in good standing. The patron will sign an e-reader Borrowing Agreement each time the e-reader is checked out.
2. The e-reader will circulate for three weeks and should be handed to a Staff member when returned.
3. If the e-reader is not returned or is damaged, the patron will be charged \$150.00 for the e-reader and \$19.95 for the cover. If only the cord or charger is lost, the charge will be \$14.95 apiece.
4. Patrons are encouraged to borrow eBooks from the New Hampshire Downloadable Books Consortium using their own Library card number. If they want to borrow the KOBO they should specify ePub, if they want to borrow the Kindle, specify Kindle format. Library Staff will then help them download at the Library with the Library's Adobe or Amazon ID. They may also download free eBooks to the Library's e-reader.
5. Library Staff will assist the patron in downloading up to three titles to the e-reader if asked.
6. The patron will bring the e-reader back fully charged.

I, _____, agree to the above, particularly the replacement costs. I have read the entire agreement. I will make sure I am present at check-in so the good working order of the e-reader can be established by Staff.

Borrowed (item make/model)

Borrower's Signature

date

Staff signing OUT in good working order:

Staff signing IN in good working order:

This agreement will be held in a folder until marked "returned in good working order" by a Staff person upon return.

Telescope Policy

1. The telescope can be checked out by Dunbar Free Library patrons who are 18 years of age or older, in good standing, and have successfully completed our telescope training session. The patron must sign this Telescope Borrowing Agreement each time the telescope is checked out. A list of accompanying accessories will be included and all of these items must be returned with the telescope.
2. The telescope may circulate for a term of one week and **should be returned by the borrower in person** so that it can be examined for possible damage and missing accessories in the presence of the borrower.
3. If the telescope is not returned within 20 days, or is damaged, the patron will be charged \$350.

I, _____, agree to the above, particularly the replacement costs. I have read this entire agreement. I will make sure I am present at check-in so the good working order of the telescope and the presence of all the accessories can be established by a Staff person.

Borrower's Signature

date

Staff signing OUT in good working order:

Staff signing IN in good working order:

This Agreement will be held in a folder until marked "returned in good working order" by Staff.

Snowshoe Borrowing Policy

1. I am 16 years or older and I have a valid Library card for Dunbar Free Library.
2. When borrowing snowshoes, I agree to
 - a) Abide by the size and weight guidelines
 - b) Use the snowshoes properly
 - c) Return them within the specified time frame
3. I agree to hold harmless the Dunbar Free Library and the Town of Grantham for any injury, which may result from the use of this equipment.

Signature _____ Date _____

Parent's signature if younger than 18 _____

American Library Association Guiding Documents

American Library Association
Freedom to Read Statement
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

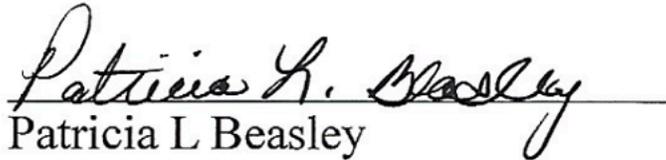
American Library Association
Code of Ethics
<https://www.ala.org/tools/ethics>

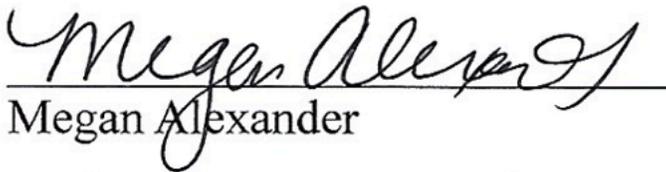
American Library Association
Library Bill of Rights
<https://www.ala.org/advocacy/intfreedom/librarybill>

Other Library Resources

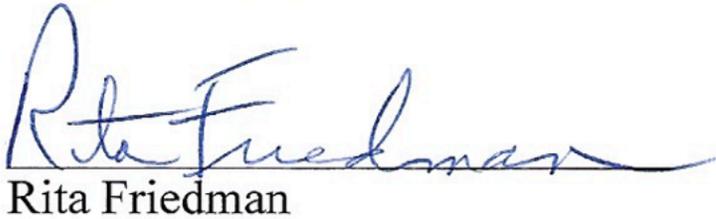
[Association of American Publishers](#)
[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
The Thomas Jefferson Center for the Protection of Free Expression

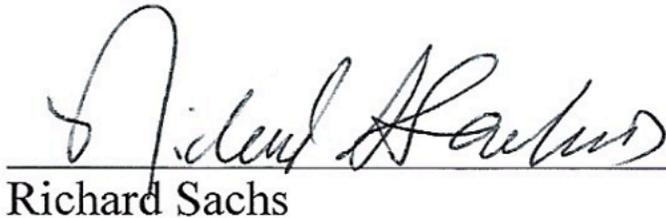
We, the Trustees of the Dunbar Free Library, approve these DFL Bylaws and Library Policies of the Trustees including all revisions, on this date: Monday, February 12, 2024.


Patricia L Beasley


Megan Alexander


Elizabeth Sofish


Rita Friedman


Richard Sachs
