

# Westford Public Library

## General Library Policy

### General Library Goals

1. To make available to the community of Westford, materials, technology, programs, reference services and other resources for education, enlightenment, and recreation regardless of reading ability, age, or economic status.
2. To identify community needs and interests and provide relevant materials.
3. To collaborate with other organizations, agencies, and institutions within the community in order to meet community needs.

### General Operation of the Library

1. Anyone may use the library without charge.
2. The library will be open at least twenty-four hours per week and the book drop will be accessible at all times.
3. Assistance will be provided as necessary to ensure all patrons access to all materials.
4. The library will be closed for the following holidays:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day

Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve or December 26  
Christmas Day  
New Year's Eve

5. The library may be used as a meeting place for individuals and community groups at the discretion of the library Board of Trustees and the librarian. The request must comply with the guidelines in the Building Usage Policy.
6. The library normally will not provide personnel to assist the groups using the library as a meeting place. This includes opening and closing the library.

### Material Loans

1. Residents of the town of Westford may obtain a library card free of charge. Non-resident applicants may require approval by the Board of Trustees. In addition, non-residents are not eligible for Homecard borrowing privileges.
2. All materials, except DVDs and museum/park passes, are loaned for three weeks with the privilege of two renewals. DVDs are loaned for one week. Museum/park passes are loaned for three days. Renewal requests may be denied if a prior request for the material is on file with the librarian or if the librarian deems the loan period to be excessive.
3. Misuse of library materials, negligence in returning materials, or failure to make proper restitution for missing or damaged materials may cause library privileges to be suspended.
4. The replacement cost of lost or damaged materials will be decided by the librarian.

### Selection of Library Materials

1. Selection of materials for the library is the responsibility of the librarian.
2. Books, magazines, recordings, movies, and other materials are selected to provide education, enlightenment, and recreation for the community.
3. In selecting materials, the librarian will consult professional reviews and consider recommendations from professional sources, interests of the community, and the collection as a whole.

4. No materials shall be excluded because of the author's race, gender identity, age, nationality, religion, sexual orientation or political views.

## Weeding the Library Collection

1. Weeding will be conducted periodically at the discretion of the librarian.
2. The criteria used in selection will also apply to the removal or replacement of materials. Each withdrawal or replacement will be judged individually with reference to standard library selection tools and catalogs and to the existing collection.

## Gifts

1. The library may receive materials or funds as gift donations.
2. The library accepts these gifts on the condition that their use is at the complete discretion of the Board of Trustees and/or the librarian. All donations become the property of the Westford Public Library.

## Exhibits and Displays

1. All materials to be displayed must be approved by the librarian. The librarian may choose to submit the material to the Board of Trustees for approval.
2. The bulletin boards in the foyer are maintained by the librarian.
3. The display of brochures and other materials for non-profit events and educational opportunities will be in a designated area.
4. Local artists displaying their work are responsible for the hanging and take down of their pieces. Artists must all sign the Gallery Exhibitor Agreement.

## Interlibrary Loan Policy

1. The librarian will participate in ILL according to the Vermont Department of Libraries rules and regulations.
2. The library makes no guarantees about whether a particular ILL item will be located nor does the library make guarantees about when the ILL item will arrive.
3. The use of ILL materials is governed by the rules and procedures of the lending library.
4. Patrons with restricted library privileges may not request ILL items.

## Confidentiality

1. Under Sec 1. 22 V.S.A. Chapter 4, Library Patron Records, records relating to the identity of library patrons or the identity of library patrons in regard to transaction records are not public record, and are strictly confidential.
2. No records shall be made available to any individual or agency of the government, whether local, state, or federal, except pursuant to the exemptions listed in Sec 1. 22 V.S.A. Chapter 4 s 172.
3. Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.
4. An alphanumeric system for registering borrowers will be used to ensure privacy.

## Censorship

1. Materials chosen based on accepted collection criteria will not be removed from the collection because of pressure by groups or individuals expressing disapproval.
2. Children have free access to all library materials. It is deemed the responsibility of parents/guardians to determine what their children, and only their children, may access.
3. The selection of materials will not be restricted by the possibility that young people may obtain materials that their parents/guardians consider inappropriate.

## Procedures for a Patron's Complaint on Selections

1. A patron's complaint will be treated with courtesy and respect.
2. The patron will be asked to fill out an item reconsideration form, which will be submitted to the Board of Trustees.
3. The librarian and the Board will then reexamine the challenged material and answer the complaint with reasons cited. Materials under consideration will remain in circulation.

## Intellectual Freedom

1. The Westford Public Library follows the American Library Association's Library Bill of Rights and Freedom to Read statement. The Westford Public Library does not promote particular beliefs or views, nor is the selection of any material equivalent to the endorsement of the viewpoint of the author expressed therein. It does provide material representing all approaches to public issues of a controversial nature.
2. The library is aware that one or more persons may take issue with the selection of a specific item, and welcomes any expression of opinion by patrons, but does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein.
3. To provide a resource where an individual can examine many points of view and make personal decisions is one of the essential purposes of the library.
4. Each reader is privileged to select among the materials of the library and no one is obligated to borrow personally offensive material.

## Review and Revision of Policies

1. The policy will be reviewed annually by the Board of Trustees and the librarian.
2. The policy may be revised at any regular meeting by a majority of the Board members, as long as a quorum of three is present.

**This policy was revised and approved by the Board of Trustees  
of the Westford Public Library in March 2017**