Lydia Taft Pratt Library Bylaws

Board of Trustees

The Board of Trustees of the Lydia Taft Pratt Library shall be the governing body of the Library. The Trustees shall have the responsibility to manage the Library, make bylaws, elect officers, establish policy, and manage property which comes into the hands of the municipality or Library by gift, purchase or bequest for the use of the library.

The Trustees may appoint a Chair for the efficient administration of the Library. They shall make an annual report and budget for the Town of Dummerston on the management of the Library and the expenditures of monies.

Membership

The Board shall consist of five members, each serving for a period of five years, and the term of one member expiring annually. Members shall be elected at Town Meeting by Australian vote.

The officers of the Board of Trustees shall be: Chair, Vice Chair, Treasurer, and Secretary. Officers shall be elected at the first meeting following Town Meeting.

CHAIR person shall preside over all meetings and prepare an agenda for regular meetings prior to the actual meeting. The Chair is authorized to report on the Library's bank accounts in absence of the Treasurer. The Chair writes the annual Trustee report.

VICE CHAIR shall perform the duties of the chair in case of the absence or inability of the Chair or upon the Chair's request.

TREASURER shall communicate with the Town Treasurer to obtain information about Library accounts, and shall present a statement of these accounts at each meeting.

SECRETARY shall keep a record of the meetings and decisions made at the meetings and distribute them as set by the rules of the State of Vermont. The Secretary shall prepare all appropriate correspondence on behalf of the Board.

The Librarian will be appointed by the Board and will attend all meetings, unless excused by the Board.

Meetings

Robert's Rules of Order shall govern all meetings.

All meetings, except executive sessions, are open to the Public.

The Board shall meet monthly. Every meeting will be warned per rules set by the State of Vermont.

The order of business at regular meetings will be as follows:

- Additions to Agenda
- Approval of Minutes of previous meeting
- Treasurer's report
- Librarian's report
- Old Business
- New Business

A quorum will consist of three Board members. No policy making decisions may be made without a quorum present. These Bylaws will be reviewed annually by the Board and Librarian. They may be amended at any meeting of the Board by a 3/5 vote.

Updated September 2018

Updated September 2016

Updated July 2016

Adopted January 2000

Vision and Mission

Vision Statement

As a community information hub and gathering place, the Lydia Taft Pratt Library endeavors to enrich lives and strengthen community by engaging the evolving informational, educational, cultural and recreational needs of the Dummerston Community through the provision of diverse traditional resources, new technologies, accessible public space, culturally competent professional and volunteer staffing, and innovative programming.

Mission Statement

It is our mission through our collections, facilities, programs, staff and volunteers to:

- Facilitate a friendly and welcoming environment
- Inspire a sense of wonder and discovery for people of every age and foster a commitment to lifelong learning
- Promote an engaged and informed citizenry
- Support the tenets of intellectual freedom
- Serve community members physically unable to visit the library

Adopted ???

Statement of Policy

Responsibility and Procedures for Policy

It is the responsibility of the Board of Trustees to adopt and maintain policies, and to oversee the operation of the library and its programs.

It is the responsibility of the library staff to operate the library and its programs in accordance with the policies adopted by the Board of Trustees.

Policies may be proposed, discussed and acted upon during any meeting of the Board of Trustees at which a quorum is present. Adoption or revision of a policy requires a formal motion, which must be seconded, discussed and voted upon.

The Board of Trustees welcomes suggestions from library patrons and the general public.

Basic Procedures

The library subscribes to the principles of the Library Bill of Rights as adopted and amended by the American Library Association Council. A copy of the document is attached hereto and is part of this policy.

The Library endorsed the principles of the Freedom to Read Statement as adopted and revised by the American Library Association Council. A copy of this document is attached hereto and is part of this policy.

The Library subscribes to the Policy on Confidentiality of Library Records as adopted and amended by the American Library Association Council. A copy of this document is attached hereto and is part of this policy.

Material Selection and Disposal

The librarian has the responsibility for the selection of library materials; the Board may act in an advisory capacity. Library materials are defined as printed or recorded works which are purchased or borrowed by the library for the use of patrons, either onsite or through the library's loan system.

The librarian will utilize professional judgment and expertise in selecting materials. Factors to be considered include; understanding of community needs, knowledge of authors and publishers, authoritative professional reviews, standard lists of basic works, and recommendations of professional journals. Suggestions from patrons of the Library and general public are welcomed and will be given careful consideration.

Materials that cease to fulfill their purpose in the Library should be considered for disposal. Each item should be judged individually, with reference to standard library tools and the

collection as a whole. Materials may be rebound, replaced, sold, transferred to other libraries, given away, recycled or discarded.

General Operations

The Library will be open during regular hours through the week, as determined by the Board with the advice of the Librarian. These hours will include some evening and weekend hours. The Library will be closed on the dates on which major holidays are observed and may be closed on other dates by prior agreement of the Librarian and the Board.

Any responsible person may use the Library's resources in the building. Any responsible person may borrow a reasonable amount of material for use outside the Library upon registration. The Librarian may deny service to any person for cause such as failure to return books, failure to replace lost material or pay costs incurred, destruction of library property or unruly behavior on library premises.

Library materials are loaned according to a schedule developed by the Librarian. A system of fines for overdue materials may be adopted by the Librarian, but the current system encourages patrons to contribute to the Library when late materials are returned. When it is deemed advisable, the Librarian may require a deposit, to be refunded when the materials are returned in good condition. Some materials, such as reference books and books of irreplaceable value, may be restricted for use in the library only.

The library will make its materials available to patrons twice monthly when possible at the Grange Lunches and at other community functions as appropriate. Functions utilizing library facilities, other than those officially sponsored by the library, may be allowed only by permission of the Board. A fee may be charged for such events to cover any additional expenses incurred by the library. Displays of an educational nature from individuals or organizations may be accepted for placement in the Library with the approval of the Librarian and the understanding they are loaned at the owner's risk.

Gifts

All gifts to the Library are accepted by the Board with the understanding they will be used in accordance with the library's policies and in a way that will benefit the Library in its overall mission. Gifts of library materials must meet the standards and needs of the collection as determined by the Librarian. Gifts of non-library materials will be accepted by the Board only if they are unconditional gifts. Gifts of money, securities or other property, will be accepted if the conditions attached thereto are acceptable to the Board.

Adopted 2007

Interlibrary Loan and Lydia Taft Pratt Library

An interlibrary loan is library material, or a copy of it, made available by one library to another. The purpose of interlibrary loan is to obtain materials not available in the Lydia Taft Pratt Library (LTPL), and to loan such items to other libraries requesting them. The LTPL participates in the VT Department of Libraries interlibrary loan program through CLOVER (Collaborative libraries of Vermont).

LTPL Interlibrary Loan Policy

Interlibrary Borrowing Overview

Interlibrary Borrowing is a service offered to members of the Lydia Taft Pratt Library community whose library accounts are in good standing.

- Materials that can be borrowed include: books in various formats, audio/visual materials (CDs and DVDs) not owned by the library, and photocopied or emailed articles from unowned periodicals.
- Each library may limit the scope of materials available to borrow or lend. LTPL neither lends nor requests books published within the past 6 months.
- ILL requests are limited to 3 per household at any one time.
- Lydia Taft Pratt Library is responsible for returning materials to the lending institution in a timely manner and without undue wear. Patrons who disregard due dates, neglect to pick up requested items, fail to return materials to Lydia Taft Pratt Library, return damaged or incomplete materials, or remove labeling may lose their ILL privileges at the discretion of the Library Director.
- LTPL will make contact-free pick up of interlibrary loan materials available by request and only during our open hours.
- Library users may return Interlibrary Loan materials to our outdoor drop box during hours when our library is not open, although handing them off to staff is preferable.
- LTPL does not deliver Interlibrary Loan materials to library user's homes except in the rare instance that the user is homebound due to illness or disability.
- If materials are lost or damaged while in transit between libraries, it is the responsibility of the borrowing library (i.e. LTPL) to make restitution.

Requests

- Interlibrary loan requests can be made in person, by email, or by phoning LTPL.
- No more than 3 requests per patron per week are permitted

Notification

- Library users are notified when requested materials are in the library by telephone or by e-mail.
- If the material requested is not available in the Vermont ILL Union Catalog, the requesting user will be notified.

Borrower Responsibilities

The borrower is responsible for:

- Returning materials to the borrowing library (i.e. LTPL) on time. Borrowers who are consistently late may lose the privilege of obtaining interlibrary loans.
- If materials are lost or damaged while in the borrower's possession, the borrower must reimburse the lending library for any costs to replace the item. This cost may be the full cover price or current replacement cost as determined by the lending library. There may also be an acquisition or processing fee. Payment must be made for materials lost or damaged while checked out to the library user. LTPL will request a bill from the lending library, and the library user must pay the bill via a check made out to the lending library. If the patron does not make payment to the lending library, LTPL will assume responsibility for payment. The patron will be barred from all library services until the bill is paid.
- No refunds will be made for lost and paid interlibrary loan materials that are subsequently found.

Loan Period and Renewals

- Due dates are determined by the lending library.
- Renewals and extensions are granted at the discretion of the lending library, and may be denied when the items are overdue. Borrowers are responsible for knowing the due dates and requesting a renewal before the item is due. If the patron needs a renewal the patron must call or email the library or come to the library.
- Renewals are not automatic or guaranteed. The lending library will be contacted and if they agree to renew, the patron will be informed. If not, the patron must bring in the materials as soon as possible if the item is due.

Fees

- Items are not requested from libraries that charge fees, and fees are not charged to library users for our Interlibrary Loan Services.

Suspension of Borrower Privileges

- Interlibrary loan service may be suspended for users who abuse the privilege in any of the manners described above, at the discretion of the Library Director.

Interlibrary Lending

- LTPL provides interlibrary loans to all libraries having the same conditions of service stated above.

Loan period

- All items are lent for four (4) weeks.
- Borrowing library's responsibilities

The borrowing library:

- Must submit requests in accordance with the conditions of service stated above.
- Is responsible for materials lent. No fines will be charged for overdue materials, but the borrowing library will be billed for lost or damaged materials.

Adopted January 2023

Technology Policies

Computer Workstation and Wifi Usage Policy

1. Library users are welcome to use our public access computer to search the library's holdings and other resources, check email, search the internet, create documents, etc.
2. The library is proud to uphold the tenets of free speech and intellectual freedom and we strive to stimulate intellectual curiosity of all varieties. Therefore, we do not employ any library screening software and have no privacy devices in place. Nevertheless, library users are expected to conform to normal standards of behavior in a public setting such as a library, and to keep in mind that there are often children present in the library. Library users who behave inappropriately in the library will be asked to leave.
3. Library users are expected to refrain from illegal or unethical use of the internet, to respect intellectual property and the privacy of others, and to not alter, remove or damage the equipment. Users may not download software or games onto library computers.
4. Library users are welcome to use the library public wifi from within the building at 150 West Street when that building is open, and from outside in the parking lot anytime. The outside wifi is available 24/7.

Updated January 2023

Adopted March 2020

Library Programming and Use of Meeting Spaces at the Lydia Taft Pratt Library/ Dummerston Community Center and Library (DCCAL)

Purpose: To establish rules and priorities for the selection, scheduling, and fees for programming, meetings, and the use of DCCAL spaces, including the large community room, the downstairs meeting room and kitchen, and the outdoor space.

Statement of Policy: The DCCAL seeks to host a variety of programs and meetings that span a wide range of genres, ideas, and expressions. The goal, in keeping with our mission, is to respond to the needs of the community and to reflect its diversity. The DCCAL strives to ensure that its programs are of interest to and accessible to everyone in the community.

A. DCCAL Programs and Meetings Defined:

Library Programs: These are programs that library staff plan and implement. These programs are free of charge and open to the public, with the exception of fund raising programs to benefit the library and library programs that are offered at locations where public attendance is not feasible; for example, Storytimes held at local elementary schools. Professional performers and presenters who offer specialized, diverse, or unique expertise may be paid to present library programs. These presenters shall be chosen for their proven expertise and public performance.

- Examples: The Lydia Taft Pratt Library Book Club, The Cook Book Club, Summer Reading Programming children's programs and events, etc.

Library-Sponsored Programs: These are programs that library staff do not plan or implement, but these programs are consistent with the library's goals and policies; receive support from the library (e.g., by receiving staff assistance in planning and/or promotion, and/or benefitting from financial aid from the library); and are free of charge and open to the public. No items may be sold at library-sponsored programs with two exceptions: (a) the sale of books or recordings by presenting authors and musicians; and (b) items sold at fundraisers like the Lydia's Friends Geranium Festival. Sales of items by presenting authors and musicians must be planned and implemented by the presenting artists and musicians, not by library staff.

- Examples: the Shadowdark RPG program, the Lydia's Friends Speaker Series, (Question: is cribbage open to the public? If so, it will be a library-sponsored program. If it's a closed group then it is not.)

Non-Library Meetings: These are meetings in designated meeting rooms that library staff do not design or present, and these meetings do not receive support from the library. If such a meeting is open to the public without charge, the library will not charge a fee for the use of the designated meeting room. No items may be sold at non-library meetings except books or

recordings by presenting authors and musicians. Sales of these items must be planned and implemented by the artist or presenter, not by library staff.

Examples: Tai Chi classes, Music lessons, private parties, Lydia's Friends Board Meetings

Note: The library does not endorse the content of any program, meeting, or the views of any presenter or participant.

B. Selection of Programs:

DCCAL staff select Library Programs and Library-Sponsored Programs, as defined above, using a variety of criteria, including but not limited to:

- A diverse range of viewpoints, cultures, and experiences
- Relevance to the needs and interests of all members of our community
- Fulfillment of the library's mission to build community, and enrich lives
- Presentation quality
- Background and qualifications of presenter
- Availability of space
- Budget and staffing considerations
- Requests from individuals

C. Use, Priority, and Scheduling of Meeting Spaces:

Meeting spaces are open to organizations engaged in educational, cultural, recreational, intellectual, charitable, religious, or political activities and shall be available on "an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use" ("Meeting Rooms, Exhibit Spaces, and Programs," American Library Association). The DCCAL shall control the time, place, and manner of use of its facilities, provided those arrangements do not discriminate against users' or presenters' origin, age, background, or views.

a) Meetings must be arranged with and scheduled by staff of the Lydia Taft Pratt library.

b) Fees for Community Meeting Rooms:

- Programs, meetings, or events that are free and open to the public may be reserved up to three months in advance. There is no fee.
- Programs, meetings, or events that are not free or are closed to the public may be
- reserved up to three months in advance. A rental fee of $25 dollars an hour will be
- charged, not to exceed $75 for four hours.
- Individuals or groups may reserve the meeting room for a maximum of three programs a year unless the Director approves more.

c) Timing, scheduling and publicizing of meetings

- When the library is open: Small groups are invited to meet informally anywhere in the library as long as normal library activities and other patrons are not disturbed.
- When the library is closed: Meetings may be held only with the approval of the Director, who shall determine whether and how large a fee shall be charged to pay library staff to be present.
- After Hours Events: Areas of the library may be available, on a case-by-case basis, for private events after hours. These events can be arranged through library staff and approved by the Director.
- Meetings and contact person's information will be listed on the Library's on-line event calendar by Library staff. The organization or contact person is responsible for publicizing the program in the local media. A completed and approved application must be filed with the Librarian one week before the meeting date.

d) Miscellaneous

- Kitchen use is allowed for the preparation of light refreshments. Clean-up of the kitchen is the responsibility of the group using the facility.
- The Library must be reimbursed for broken or damaged equipment.
- Groups may rearrange tables and chairs in the Meeting Room, but the room must be returned to its original set-up before the group leaves.

e) Right to Appeal: Library users who think they have been unfairly denied use of a meeting room can address the matter with the Director. The Director's decision may be appealed to the Board of Trustees, whose decision shall be final.

Sources

"Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights", American Library Association, July 26, 2006.
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays

"Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights", American Library Association, July 5, 2017.
http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI

"Library Bill of Rights", American Library Association, June 30, 2006.

http://www.ala.org/advocacy/intfreedom/librarybil l (Accessed August 7, 2018) Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

"Meeting Rooms, Exhibit Spaces, and Programs", American Library Association, October 23, 2015. http://www.ala.org/advocacy/intfreedom/spaces (Accessed September 4, 2018) Document ID: c37d826b-a166-c314-998b-1a2d38194a51

Adopted ???

Holiday Policy

The library will be closed on the following national holidays that fall on the days the library is regularly scheduled to be open.

Staff will be paid for the hours regularly scheduled to work on such days.

- New Years' Day
- Independence Day
- Thanksgiving Day
- Christmas Day

Adopted August 2017

Confidentiality Policy

General-

Patrons should feel comfortable borrowing and using public library resources and receiving library services without having to fear negative consequences.

Definitions-

Patron records- Mean records in any format related to any activity of the Library, such as, but not limited to, registration circulation, interlibrary loan, reserve requests and computer use, any of which might contain identifying information about an individual patron or patrons.

Policy-

Lydia Taft Public Library patrons are confidential. Paton records shall not be made available to any third party including local, state, or federal law enforcement agencies except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the Library by the third party or law enforcement agency seeking the records. However, patrons do have the right to access their own records.

Procedure-

No library employee or volunteer may release patron records to any third party or law enforcement agency. Such requests for information will be referred to the Librarian and/or trustees who will adhere to the policy outlined above.

Policy- any library patron age 16 or older shall have their own individual library membership unless the patron waives that right. Children under 16 years of age shall share the card of a parent or guardian or person *in loco parentis*.

Procedure-

Patrons age 16 or older will be granted library membership. Patrons may waive this right by indicating on a patron registration card. Children under 16 years of age shall be included by name on the card of a parent or guardian or person *in loco parentis*.

Adopted 2008

Inclement Weather Policy

Closing of the library (for the day, closing early or delaying opening) is at the discretion of the librarian and is not dependent on the closing of the school, but is due to safety concerns. In all cases, the librarian will notify the board and publicize the closings.

Adopted August 2019

ALA 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

ALA The Freedom to Read Statement

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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals 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 individual, by exercising critical judgment, will select the good and reject the bad. 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 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 or unwelcome scrutiny by government officials.

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:

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, unpopular, or considered dangerous by 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.

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.

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.

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.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression 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 others. 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.

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; and by the government whenever it seeks to reduce or deny public access to public information.

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. Further,

democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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 Americans 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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

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

ALA Policy on Confidentiality of Library Records

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

Formally adopt a policy that specifically recognizes its circulation records and other records identifying the names of library users to be confidential. (See also ALA Code of Ethics, Article III, "We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted" and Privacy: An Interpretation of the Library Bill of Rights.)

Advise all librarians and library employees that such 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.

Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction. 1

1Note: Point 3, above, means that 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.

Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986.

Collection Development Policy

In accordance with 22 V.S.A. § 69, the Dummerston Community Center and Library adopts this collection development policy which includes both a materials selection policy and procedures for the reconsideration and retention of library materials. This policy has been modified from the **Model Vermont Public Library Collection Development Policy** issued 1/30/2025

Purpose

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

In alignment with our mission, the library strives to build a collection that will:
• Reflect the diversity of our community and provide equitable access to information
• Encourage curiosity, creativity, and lifelong learning
• Support informed civic engagement and understanding of local and global issues
• Respect and uphold intellectual freedom and the right to access a wide range of ideas
• Are accessible to all, including those unable to visit the library in person

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

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

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

2. Materials Selection Policy

Multiple factors determine what materials are included in the library's collections: funding, space, staffing, and ongoing maintenance needs. The library's collection is developed and maintained using donated funds rather than municipal appropriations. As a result, selection decisions are made with careful consideration of cost, relevance, and anticipated community use. Library staff weigh the following criteria when making collection decisions:

- Alignment with the library's mission and vision statement.

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

The library encourages Library Users to recommend items for inclusion in the collection. Books and other materials may be accepted as gifts at the discretion of the Dummerston Community Center and Library. Suggested and/or donated materials will be evaluated by library staff prior to being included in the library's collection and must meet the library's selection criteria.

The library only accepts donated materials in good to excellent condition that are fewer than (10) years old. The library does not accept VHS, cassettes, CDs, mass market paperbacks, puzzles, or specialized books (textbooks/encyclopedias), newspapers or magazines older than (1) year old. The library may accept subscriptions. The Library reserves the right to determine location, retention, cataloging treatments, and other considerations related to use, display, or disposition of all donated materials. In all instances, gifts and donations become the property of the Dummerston Community Center and Library.

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

If a patron's needs are beyond the scope of the collection, the librarians will make every effort to borrow the material through the interlibrary loan system or refer patrons to an appropriate source.

3. Materials Retention Policy

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

4. Procedures for the Reconsideration and Retention of Materials

- A Dummerston tax payer or Dummerston Community Center and Library card holder (Library User) with a concern about the inclusion of an item in the library's collection is encouraged to discuss their concern with the library director (the Director).

- If speaking with the Director does not resolve the concern, a Library User may initiate a formal request that an item be removed from the library collection or relocated within the library collection by completing a Request for Reconsideration form and submitting it to the Director. Requests from individuals who have not read, watched, or listened to the entire work or who have not filled out the form in full will not be considered.

- The item in question will remain in circulation; it will not be relocated or removed from the library collection during the review process.

- The library will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.

- The Director will notify the Library User that their Request for Reconsideration form has been received and will inform the Library User when they anticipate processing the form (based on the number of other requests that have been filed).

- The Director or their delegate will review the Request for Reconsideration form and the material in question. They will read, listen to, or view the item and will read reviews of the item in professional journals when available. They will evaluate the usage of the item by the public (circulation) and evaluate whether the selection of the item conforms with the library's Materials Selection Policy.

- The Director endeavors to notify the Library User of the library's decision regarding the request within 15 library business days of receipt of their Request for Reconsideration form, stating the reasons for the decision to the Library User who submitted the request.

- If the Library User is not satisfied with the library's decision, they may submit a written appeal to the Board of Trustees (the Board) of the library within 10 library business days of receipt of the decision letter.

- The Board will notify the Library User if their appeal will be heard by the Board. If the Board plans to address the appeal at a meeting, the Library User will be notified of when and where the next regular meeting of the board will be held.

- Once the request is appealed to the Board, it becomes a matter of public record and the requester's name and the title may be documented in meeting minutes. A committee

made up of board members will read, watch, or listen to the full item and will consider the request and response and make a final decision within 60 days of the date of appeal.

- The decision of the Board is final. Once an appeal has been considered by the Board, it will not be reconsidered.

Dummerston Community Center and Library Request for Reconsideration of Materials Form

The Dummerston Community Center and Library (the library) has established a procedure for the reconsideration of an item in the library collection.

Requests for reconsideration may be discussed publicly by the library's Board of Trustees and may be subject to public records requests.

Any individual (Library User) with concerns about the inclusion of an item in the library's collection is encouraged to discuss their concern with the library director (the Director).

If speaking with the Director does not resolve the Library User's concern, the Library User may initiate a formal request that an item be removed from or relocated within the library collection by completing this form and returning it to the library or mailing it to:

Dummerston Community Center & Library
P.O. Box 70
Dummerston, Vermont 05357

The library will review only one request for reconsideration of materials at a time and will do so in the order in which requests are received.

A. Library User Information (All fields Required)

1. Name: _____
2. Address: _____
3. City: _____
4. Zip: _____
5. Phone: _____
6. Email: _____

B. Format of Material (Required)

- Physical

- Electronic

C. Material Type (Required)

- Book
- eBook
- Movie/DVD
- Movie/Streaming
- Audio/CD
- Audio/Streaming
- Magazine/Newspaper
- Electronic Database
- Game
- Other: _____

D. Material information (All fields required)

1. Title, Author:

_____

2. Where in the library is the material located now?

_____

3. Material barcode number: _____

4. Please describe your concerns regarding this material:
(Please note that the Library endorses the principles of the Freedom to Read Statement as adopted and revised by the American Library Association Council. A copy of this document is attached hereto and is part of this policy.)

_____

5. Have you examined the entire work? If not, what specific sections did you review?

_____

6. Do you have a suggestion for an alternate title for the information contained in the material?

_____

7. What would you like the library to do with the material?

- Remove the material from the collection entirely
- Relocate the material to another area of the collection, specifically:
  _____
- Other: _____

Date: _____

Signature: _____

ALA The Freedom to Read Statement

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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals 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 individual, by exercising critical judgment, will select the good and reject the bad. 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 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 or unwelcome scrutiny by government officials.

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:

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, unpopular, or considered dangerous by 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.

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.

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.

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.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression 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 others. 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.

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; and by the government whenever it seeks to reduce or deny public access to public information.

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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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 Americans 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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

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

Adopted June 2026