

# **Ledyard Public Library**

## **Policy Manual**



Learn | Discover | Create | Connect

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## **Ledyard Public Library Policy Manual**

### **Introduction:**

Ledyard Public Libraries is a two branch system serving a rural residential community of 15,000 with white and blue collar workers employed mainly in the regional defense industries and in active duty military service. Bill Library in Ledyard Center was established in 1867 and maintained by the Bill Library Association. In 1893 Henry Bill donated funds for the original Bill Library Building. That building has been expanded twice, once in 1971 and again in 1982. The Gales Ferry Library first began in 1917 with a collection of donated books set up on a shelf in the Gales Ferry Country Club as a lending library. In 1921 the Gales Ferry Free Library Association opened the first Gales Ferry Library on Hurlbutt Road. It moved to a larger building in 1975 and was expanded in 1991. In 1970 the Town of Ledyard established the Ledyard Library Commission and the libraries became a municipal department. A Library Director was hired to oversee both buildings and an operating budget was approved by the town. Since that time the town has provided over 90% of the operating costs.

Today, the Library system has a combined collection of over 83,000 items with an annual circulation in FY 2014 of over 150,000. The library is part of a consortium - Libraries Online (LION) - consisting of over 25 public, school, academic and special libraries. The libraries provide Online (computer) access to their collections as well as the collections in the other LION libraries. Remote access is also available via the Internet.

The Ledyard Historical Society works in conjunction with the library to provide access to a local history collection. Books, journals, photos, maps and other items pertaining to Ledyard History are available at Bill Library.

## Library Procedures

**Note:** Changes have been made during the pandemic for the health and safety of library staff and patrons. Building capacity is at 50%, computer workstations and other furniture have been reduced to allow for social distancing, one way traffic patterns are in place when possible, cleaning protocols are in place and require staff actions. Please make note of these.

### Loan Periods

- **Books:** Most library materials (books, magazines, non-fiction videos, tapes etc.) circulate for three weeks to anyone with a valid library card from a Connecticut Library. LIMITS: If the computer is down, 10 items per family and during the school year 2 books per family on a school assignment.
- **Movies:** DVDs, and Blu-rays are available for loan. Non-fiction videos circulate for 3 weeks and popular videos circulate for 1 week. Extra copies of popular new movies are put into an “express” collection available to walk-in patrons only. Holds are not allowed on these copies and staff are asked not to borrow them.
- **Equipment:** Cassette players and CD players circulate for 3 weeks; an LCD projector circulates for 1 week. Laptops, tablets and E-readers are available for patrons to use in-house and should be checked out. Staff may borrow a tablet or e-reader to become familiar with how it works.

**Museum Passes:** Museum passes are checked out for two (2) days. Families may check out one museum pass at a time. Each pass has its own envelope for checking out. Patron needs to return the pass in the envelope in the bookdrop. (Some of the museums are still closed due to the pandemic so be sure to check the list of what is open.)

**Renewals:** If an item is not on hold for another patron, eligible Ledyard items will auto-renew up to two times. An email will inform the patron of the new due dates for their items. We still recommend having the patron double checking their account as the due date approaches to be sure the item is renewable.

**Reserves:** We will accept “holds” on all Ledyard materials except museum passes, express DVDs and some reference materials. Some LION library materials may not always be available to Ledyard patrons.

**Patron notification:** Patrons have the option of receiving notification about holds or by email or text. Text notification is done through Shoutbomb and the patron must sign up for that. Directions are available on the library webpage under services.

**Reference:** Reference Items are for library use only and do not circulate. (Supervisors may make exceptions.) All inquiries for reference help in person or by phone should be directed to the supervisor on duty.

**Returns:** We will accept returned material going to any Connecticut library. We have two delivery services: DeliverIT run by the state library will deliver and return items to non-LION libraries and a LION delivery service for items coming and going to LION libraries. NOTE: CDs, audio tapes and videos may be returned on DeliverIT but must be specially packaged. (See C-car/ DeliverIT rules) Items belonging to a LION library should be checked in before placing them in the LION bin to stop fines from accruing and/or to check for holds. Non-LION Library's items (including Groton) cannot be checked in through our system and fines may accrue for these items but we can return them through DeliverIT. Be sure to include the date the item was returned on the routing slip.

**Book Drop:** A book drop is provided at each library for our patrons' convenience. During the pandemic we ask that all items being returned go into the book drop. These are then quarantined for 48 hours before they are checked in.

### Library Cards

- **Resident:** A Ledyard Library card is issued to any resident of Ledyard or Gales Ferry with proof of residency showing a street address, (license, current address on checkbook, tax bill, piece of mail, etc.). Children 14 and under may also get a card with the parent's permission and signature on the application. No age restriction. If a patron cannot provide immediate proof of residency a card may still be issued and kept at the library until proof is given. The patron is allowed to check out 2 items, excluding videos and should be asked to bring in proof when the items are returned to get his card. The card and registration are then clipped together with a note and a message should be placed on the patron's record stating that proof of residency is required. Residents may also apply for a library card online through the webpage. A barcode number is issued and is valid for three months. The patron should come into the library to pick up their card at which time they need to provide proof of residency. The expiration date for the card is then extended for two years.
- **Non resident:** Connecticut non-residents are entitled to use Ledyard Libraries with a valid library card from their home town library.
- **Temporary Cards:** Temporary cards may be issued to members of the crew teams of Yale and Harvard during the regatta season. Patron must show an ID (driver's license) and pay a deposit of \$10. The registration card should show the patron's home address and the library card should have TEMPORARY written on the front. The deposit is put in an envelope with the patron's name on it and kept at the circulation desk. The patron's deposit may be refunded when all books are returned, fines paid and the card turned in.
- **Teacher Cards:** Cards are issued to teachers for books that are used in the classroom. Volunteer parents will select books for a child's class and they may be checked out on the teacher's card.

### Fines

- **Overdue items:** Beginning on 10/1/2020 we will no longer charge fines on overdue items. If patrons feel inclined to pay they can put something in the donation jar.

- **Lost Material:** When an item is lost the patron is required to pay the cost of the item. The cost can be found 1) in the computer on the item record (search by title or barcode to find this), or 2) if not there use default cost. A \$2 processing fee is added by the system when a book is lost. Ledyard does not charge a processing fee so this should be adjusted when collecting for lost books. If an item is not returned within 8 weeks after the due date the computer will assume the book is lost and mark the patron's record accordingly. The replacement cost of the item is attached to the patron's record. A bill will then be sent out from the Library for the replacement cost. Patrons who wish to pay for a lost item should be encouraged to wait for a bill from the Library. When an item is paid for, take down the title of the item and the patron's name and give the information to the supervisor to mark in the computer. Give the patron a receipt and place a copy in the fine drawer. Payment will be refunded if the item is returned in good condition within 6 months. When a "lost" book is returned it should go to the supervisor to be discharged and cleared from the computer. Patrons may replace a lost book with another copy but it must be the same as the one lost (ie hardcover for a hardcover book). Use the receipt book to record the book title and barcode with the patron's name
- **Lost Cards:** Lost cards may be replaced for \$1.00.

**Interlibrary Loans (ILL):** If the library does not own a book which a patron requests and it is not available through LION we can try to get it from another library on interlibrary loan. New books or current best sellers should go to the director as a consideration for purchase.

**Audio Book Cooperative:** The libraries belong to an audio book co-op through the Connecticut Library Consortium. Packets of audio books are rotated every three months. Approximately 3 ½ weeks prior to the exchange, CLC audios are put into "withdrawn" status when pulled from the shelf for the next exchange. A Tech Services hold at either GF or BL will be put on each item checked out. When these are returned at Bill they go on Jan's desk and at GF on Elaine's desk after checking in.

#### **Library equipment/usage fees**

- **Online Catalog:** Each library has multiple workstations with the online catalog of the holdings in Ledyard Libraries as well as the other LION libraries. Access from a remote location is also possible through the library website at [www.ledyard.lioninc.org](http://www.ledyard.lioninc.org).
- **Computer workstations:** Several computer workstations are available for the public to use at no charge. All computers have internet access, Microsoft Office (includes Word, Powerpoint, Publisher, Excel and Access), resume templates, several different browsers and direct links to databases and tax websites. All computers can print and the cost is .10/page for black and white and .50/page for color copies.

- **Wireless access:** Patrons may use their own laptops, tablets or phones to connect to the internet through the library's wireless connection. No password is needed. Patrons can also print directly to a printer from their devices.
- **Copy machine:** Copy machines are available to print a document or scan it to an email or flash drive for .10 per exposure. Patrons may copy 3 pages from a reference source at no charge. At Bill there are instructions located in a pocket at the back of the machine for using different machine functions and for scanning and sending an email. Our machines are under contract so if there is a problem with the machine the shift supervisor can call for service. During the pandemic staff will make all copies for patrons.
- **Scanner:** Bill Library has a desktop scanner that can be used from any of the public computers. It will scan documents to a .pdf or pictures to a .jpg file and these may be saved to an external device (ie flash drive) or sent to an email at no charge. Each library also has a copier that will scan both .pdf and .jpg files to a flash drive or an email address for .10 per exposure. (Note the scanner is currently not working on the Gales Ferry copier.) The copier scanners work best for pdf documents and the desktop scanner works best for pictures (.jpg) but each one does both.

### Library Hours

- **Bill Library:** 464-9912
  - Mon – Wed. 9 a.m. – 8 p.m.; Thursday – Closed; Fri – Sat. 9 a.m. – 5 p.m.; Sun. 1-5 pm.
  - Summer hours Thurs. & Sat. 9 a.m. -1 p.m.; Sunday closed
- **Gales Ferry Library:** 464-6943
  - Mon - Tues. 9 a.m. – 8 p.m.; Wed, Thurs & Sat 9 a.m. – 5 p.m.; Fri. & Sun Closed
  - Summer hours Sat. 9 a.m. -1 p.m.

### Newsletters:

- **Ledyard Events:** The town publishes a quarterly Events magazine that is sent to all households in Ledyard. The library submits information about upcoming events in each issue.
- **Email Newsletter:** An Email newsletter is sent monthly to update patrons between the printed newsletters.
- **Senior Newsletter:** The library has a regular column in the senior's monthly newsletter.

**Staff Communications:** Staff should routinely check the following places for information updates.

- **Library Notebook:** A notebook is kept by the phone at each library to record daily activity, and messages. Staff should routinely write all messages here with their initials and the date. Staff should also read the notebook back to their last shift anytime they come to work.

- **Staff notices:** There is a staff bulletin board at each library where current schedules, notices etc. are posted. The Library notebook is also used to inform staff of changes or upcoming events. At Bill Library notices are also put on the table in the lunch room.
- **Staff Mailbox:** Each staff member also has a mailbox at the library they work at.
- **Email:** Emails are sent out periodically about library happenings, policy and procedures, etc. and staff should check their email regularly to stay updated.
- **Text:** I will often text staff if possible with scheduling questions that come up. We also text with public works if a situation arises that needs immediate attention.

### **Meeting Room:**

A meeting room is available at both libraries for local non-profit groups to use free of charge up to twice in any given month. Application must be made to the library. A request to use the room should be penciled in on the meeting room calendar with the name and phone # if the date is free. The patron then needs to fill out an agreement form before the meeting takes place and should also be directed to the meeting room regulations. Copies of the regulations and form are in the front of the meeting room book at Bill Library and in a folder on the hold shelf at Gales Ferry or they may be downloaded from our website. Note the indemnification clause in section I E. Bookings for September 1<sup>st</sup> through the following August are accepted beginning on August 1<sup>st</sup> in a given year. At Bill Library a meeting room key is available for groups to use the room after hours. The key should be picked up on the day of the meeting before the library closes. A schedule of meetings is printed weekly at Bill Library and kept at the circulation desk. If a request is made at Bill Library please put a note in the notebook with the following information and say someone will get back to them to confirm the date:

- Contact name and phone #
  - Group & Event title
  - Day of week, Date and Time (hours room is needed including setup and cleanup.)
  - if they will need any equipment
- **Equipment available:** An AV system is available at Bill Library with a ceiling mounted projector which works with a laptop, DVD or VHS player and cable TV. Anyone wishing to use the library equipment should be encouraged to come ahead of time to be sure what they have will work with our equipment. A slide projector is available for groups to use in the meeting room. A group should make their need known to staff so the equipment can be ready for them.

### **Library Support Groups:**

- **Library Commission:** The nine member Library Commission is the governing authority of the library. The members are appointed by the Town Council. The Commission is responsible for setting Library policy, recommending a Library Director to hire, and approving and recommending an operating budget for the library. The Commission meets at 7:00 PM on the third Monday of each month at alternating libraries. (Note currently the Commission is meeting on Zoom 2021) Meeting agendas and minutes are posted on the



Town webpage at <https://townledyard.civicweb.net/portal/> Choose Library Commission under the appropriate date. All meetings are open to the public.

- **Friends of the Ledyard Libraries:** A Library Friends group supports both libraries, sponsoring programs and purchasing equipment. The major fund raising events are the annual used book sale held at Bill Library during Ledyard fair weekend and the ongoing book sales in each library. Small fundraisers are sometimes also held. Friends of the Ledyard Libraries have 501 (c) 3 non-profit status.
- **Bill Library Association, Inc.:** The Bill Library Association meets annually and also provides support for the Bill Library. Originally the governing body for the Library this group now serves to supplement the work of the Friends. The group has obtained 501(c)3 status and is acting as caretaker for the Building fund and other large funds.

**Historical Room:** Bill Library has the Janice W. Bell Historical Research Room, staffed with volunteers from the Ledyard Historical Society, under the direction of the archivist, Andrea Buka. The room is open to the public most Monday afternoons, from 2:00 to 5:00 pm. and at other times by appointment. When the room is closed, reference staff is authorized to locate cataloged books for researcher use in the main part of the library. Original materials may not be removed from the Bell Room.

The Bell Room's digital collections are available for viewing at <http://ledyardhistory.org/virtualexhibit> . Researchers are encouraged to email the archive committee at [research@ledyardhistory.org](mailto:research@ledyardhistory.org) to make an appointment or to submit a research inquiry. They may also complete a Research Inquiry form, which will be submitted to the archive committee, to receive assistance in their research. These forms are available at the circulation desks of both libraries, and should be given to the archivist.

- **Sale Books:** The Historical Society has several Ledyard History books available to purchase at the libraries. A price list is available at the desk.

Approved 10/15/90  
Revised 10/2021

## **Ledyard Public Libraries**

### **Vision Statement**

Ledyard Library is the welcoming place in our community where all come to learn, discover, create and connect.

Adopted by the Library Commission 9/16.2019

### **Mission Statement**

Ledyard Library serves as a valuable resource for the community, providing friendly, knowledgeable service and free access to a diversity of ideas, information and experiences. We strive to enhance the quality of life in our community and encourage the love of reading, critical thinking and lifelong learning.

Adopted by the Library Commission 9/20/00

Revised 10/21/2019

## **Ledyard Public Libraries Confidentiality of Library Records**

The Ledyard Public Libraries endorse ALA's Policy concerning Confidentiality of Personally Identifiable Information to protect the privacy of individuals.

Pursuant to Connecticut State Statute Section 11-25 (b), personally identifiable information contained in the circulation records of the Ledyard Libraries shall be confidential.

Names, addresses, telephone numbers of customers and information on materials borrowed or money owed are confidential. Library staff shall not provide information of a personal nature about any borrower except to the borrower himself or to the parent/guardian of a borrower who is a minor.

*Connecticut State Statute, Title 11, Section 11-25 (b)*  
Reports by libraries, confidentiality of records.

“Notwithstanding the provisions of section 1-210, personally identifiable information contained in the circulation records of all public libraries shall be confidential.”

Library 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 legislative investigative power.

The Ledyard Public Libraries may resist the issuance or 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.

Adopted by the Library Commission 04/16/2007

## **Ledyard Public Libraries Materials Selection Policy**

### **I. Introduction**

The Materials Selection Policy of Ledyard Public Libraries will serve as a guide for librarians and inform the public about the principles upon which selections are made.

The goal of materials selection is to provide collections that meet the informational, educational and recreational needs of the residents of Ledyard.

The Ledyard Libraries support an individual's right to have access to ideas and information representing all points of view. They subscribe to the American Library Association's Library Bill of Rights and the Freedom to Read Statement, included in the appendix.

### **II. Responsibility for Selection**

The selection of library materials shall be the responsibility of the Library Director, who shall operate within the framework of policies determined by the Library Commission. Selection may be delegated to other staff members who are qualified for this activity by reason of training or experience. Both general public and staff members may recommend materials for consideration.

### **III. Criteria for Selection**

The selection of books and other library materials (including print, nonprint and electronic), whether acquired by purchase or gift shall be based on demand, relevance, reliability, literary significance and format.

It is the goal of the library to build a balanced collection characterized by materials of current interest as well as materials of permanent worth. The library strives to ensure that materials representing many points of view and a broad diversity of human thought are represented in its collection. The children's and young adult collections shall offer materials that supplement the school curriculum.

Reviews in professionally recognized resources are a primary source for recommendations. Standard bibliographies, book lists by recognized authorities and the advice of competent people in specific subject areas shall also be used.

### **IV. Gifts and Donations**

Gifts shall meet the same selection criteria as purchased materials. The library shall retain unconditional ownership of all donations and shall make the final disposition. The appraisal of the gift for tax purposes shall be the responsibility of the donor but receipts are provided upon request.

When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature of the subject area of the materials to be purchase shall be based on the wishes of the donor. However, the library staff, in accordance with the needs and selection policies of the library, shall make selection of specific titles.

Special collections and memorial collections shall not be shelved as separate physical entities and collections shall be accepted only with the donor's understanding that such collection will be integrated into the general collection. A gift plate may be used for memorial identification.

## **V. Withdrawals**

An up-to-date, attractive, and reliable collection can be maintained only by purchasing, retaining and replacing useful materials; and by removing, on a systematic and continuous basis, those items that are damaged, outdated, inaccurate, duplicating, no longer in demand, and/or otherwise no longer useful. The library will strive to comply with the American Library Association recommendation that annual withdrawals from the basic collection shall average about 5% of the total collection.

Materials withdrawn from the collection may be given to the Friends of the Library Book Sale or disposed of by other means. Individual items that are being withdrawn may not be saved for specific individuals.

## **VI. Reconsideration**

The patron's choice of library materials for personal use shall be an individual matter.

Responsibility for the use of materials by children and adolescents shall rest with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she shall not exercise censorship to restrict access to the materials by others.

Any patron in the Library's service area who objects to the presence (or absence) of a work may do so by completing the *Statement of Concern about Library Resources* form. The Library Director and the Library Commission shall review challenges. While an item is under review it shall remain in the collection. The patron shall be informed of the Commission's decision regarding the challenge.

Approved by the Library Commission 04/16/2007

**Statement of Concern about Library Resources  
Ledyard Public Libraries**

*The Library Commission has authorized the use of this form as part of its  
Materials Selection Policy.*

**Date** \_\_\_\_\_

**Your Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town** \_\_\_\_\_ **Zip** \_\_\_\_\_

**I represent myself** \_\_\_\_\_ **Organization** \_\_\_\_\_

**Title of Item** \_\_\_\_\_

**Author** \_\_\_\_\_

**Format: (i.e. book, video, audio book, etc.)** \_\_\_\_\_

**Did you read, view or listen to the entire work?** \_\_\_\_\_

**What concerns you about this material?**

When completed, this form should be returned to the Library Director, Ledyard  
Public Libraries, P.O. Box 225, Ledyard, CT 06339.

## **Ledyard Public Library Program Policy**

The Ledyard Public Library offers a variety of programs for both children and adults. These programs are an extension of the Library mission to provide free and open access to a diversity of ideas, resources, and experiences; enhance the quality of life in the community; and encourage lifelong learning. It is the goal to promote the unique resources of the library and the enjoyment of reading.

Programs may represent the wide range of ideas and views contained in our materials collection and will represent the Library's philosophy of free access to information. The ultimate responsibility for selection of Library programs rests with the Library Director.

Library sponsored programs are free and open to the public. Programs will not be allowed to serve as a platform for generating income for any sponsoring group or individual, except funds to support the library. Products and services will not be sold during programs at the library. Excepted from this are authors who come to speak about books they have authored or performers who have recordings available for sale,

In the promotion of programs, individual or organization names or business affiliations may be used. This does not constitute endorsement, merely acknowledgement, of ideas, philosophies, products, or services.

Approved by the Ledyard Library Commission 10/15/2018

## **Bulletin Boards and Exhibits Ledyard Public Libraries**

### **I. Bulletin Boards**

The library's bulletin boards are used to post general community information, as well as announcements of non-profit community events and cultural activities. Because of limited space, items are posted at the discretion of library staff, and library information and activities are given preference.

The Library will accept handouts of the above types of materials and multiple copies of local newspapers or magazines of an objective nature as space allows.

The libraries may provide a display area for information pertaining to local elections.

The library will accept petitions as long as they are appropriate for the community and provided they do not interfere with the daily conduct of library business. We welcome petitions with opposing viewpoints. Location of the petitions and the length of time they will be presented is at the discretion of the Library Director.

### **II. Exhibits**

The libraries may provide space for exhibits which are attractive, educational or cultural as space allows. The display case at Bill Library is available to Ledyard residents, organizations or businesses for non-commercial, cultural and educational displays.

Items that are on display or available for handout do not imply endorsement by the Library or the Town.

### **III. Miscellaneous**

Boxes or receptacles that solicit donations and are in accordance with the other criteria for bulletin board or exhibit items may be displayed only at the discretion of the Library Director, subject to space limitations.

The library may maintain items for sale by the Town of Ledyard, the Friends of the Library and the Historical Society, and cannot conduct financial transactions for other organizations.

Adopted by the Library Commission 04/16/2007



## **Community Meeting Room Regulations Ledyard Public Libraries**

The community meeting room is available for use by local community or civic nonprofit organizations or groups. Granting permission to use the library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the library or the town.

### **I. Availability and application for use**

- A. Each library has one meeting room available. Maximum capacity for the room is 35 people for Gales Ferry, and 55 people for Bill Library.
- B. No charge shall be made for the room or for the equipment provided in the room. No admission fee may be charged nor a collection taken.
- C. The room is available for non-library sponsored meetings or programs if such activities are completed by 11 p.m.
- D. Application for the use of the room must be made in person by an adult who will assume responsibility for loss or damage to the facility or equipment caused by the group. A written agreement of responsibility must be completed and signed before access to the room will be permitted.
- E. The individual/Group/Organization shall indemnify, defend and hold harmless the Town of Ledyard and all of their respective officers, employees, agents, servants and volunteers to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the group, and even if caused by the negligence of the Town of Ledyard or any of their officers, employees, agents, servants and volunteers. A group may be asked to submit a certificate of liability insurance.
- F. Bookings for September 1<sup>st</sup> through the following August are accepted beginning August 1st in a given year. Groups must reapply each year for use of the room.
- G. Youth groups may use the room if they are accompanied by an adult supervisor of the group (21 yrs. or older) who assumes full responsibility for supervision of the group for the entire time they are in the Library.
- H. Local businesses may use the facilities for internal business or staff training.

### **II. General rules for use**

- A. Groups may use the Community room up to two times in any given month or for a series of up to 6 weekly sessions twice in a given year.
- B. Meetings in the Gales Ferry room must be scheduled to begin during normal library hours.

- C. Groups or members of the group at Bill Library may not enter the main library during hours when that portion of the building is not open to the general public.
- D. The group may request the use of library equipment that is available and should do so a week in advance of the program.
- E. Light refreshments are permitted.
- F. Alcoholic beverages are not permitted.
- G. Smoking is not permitted.
- H. Applicant is responsible for seeing that premises are left clean and in good order; this includes removing trash.
- I. Use of the room will not adversely affect regular library operations.
- J. Groups may not store materials at the library.
- K. Exceptions to this are at the discretion of the Library Director.

### **III. Responsibility of the group**

- A. Set up chairs, tables and equipment
- B. If an individual requests a special accommodation (ie sign language interpreter) for a program at least one week prior to the meeting, the group or organization sponsoring the meeting room must provide it.
- C. Carry their equipment into and out of the room.
- D. Fill out the attendance sheet provided by the Library before leaving.
- E. Notify the Library in advance of the meeting if the room is no longer needed.

### **IV. Miscellaneous**

- A. A Library representative may be present at any meeting or program.
- B. The Library reserves the right to cancel a reservation to use the room for library purposes.
- C. The Library reserves the right to refuse additional bookings to any group which fails to comply with these regulations.

Adopted by the Library Commission 10/16/95  
Revised 10/19/2015

# Ledyard Libraries

## Meeting Room Reservation and Agreement of Responsibility

I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_ (name of group or organization) apply for use of the Library Community Meeting Room.

I have been informed of regulations governing the use of the room. I understand that the above named organization is legally and financially responsible for loss or damage to the facility or its equipment intentionally or negligently caused by members of the above named group or organization or by individuals attending the group sponsored activity. (As noted in I E of the policy).

Write day(s)/date(s) for each meeting in the appropriate box. NOTE: Dates must be approved by the library.

September	October	November	December	January	February	March	April	May	June	July	August

Requested Room: Bill \_\_\_\_\_ Gales Ferry \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Library permission by: \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ **Equipment Needed: Projection** \_\_\_\_\_ **Laptop** \_\_\_\_\_ **Other** \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_ Key needed \_\_\_\_\_

## **Ledyard Public Libraries Historical Research Room Policy and Regulations**

### **Policy**

The Historical Research Room at Bill Library contains the materials from both the town libraries and the Ledyard Historical Society. The room is also a repository for the original Bill Library Collection which is on display within. It is a joint effort of the Ledyard Historical Society and the Ledyard Libraries. The Library Commission is grateful for the contribution and participation of the Historical Society, for without their efforts the Historical Room would not be a reality. Without their volunteer help in staffing the room and accessing the collection through indexing and filing, the Historical Room would not be available to the general public. The room is governed by all the policies approved by the Ledyard Library Commission.

- The room is a research area, therefore no books or other material from the room may leave the building. Every effort will be made to assist persons seeking genealogical or historical information within the Ledyard area.
- Materials in the Research Room include books, pamphlets, and non-print materials such as manuscripts, papers, letters, diaries, maps, photographs, slides, tapes, films and other like material pertaining to Ledyard and its immediate environs. A secondary concern is for historical printed matter ie. books, pamphlets, etc. that offer limited coverage to the surrounding towns beyond Ledyard and its immediate environs.
- Gift material accepted for the Research Room must necessarily be limited to books, pictures and original papers due to the room's limited space. Gifts will be accepted only if given unconditionally. The Library reserves the right not to accept an offer if the materials are duplicate, not relevant, not of sufficient importance, or are of a size and condition that would impose an undue storage or conservation burden on the library.
- All archival materials will be appropriately preserved and protected to the best of our ability and resources.

### **Regulations**

Since it would be virtually impossible to duplicate many of the materials in this room if they were lost or destroyed, the following rules will be enforced in order to maintain the security of the room and the materials within, and to ensure continued availability and access to all.

- The room will be open limited regular hours with authorized personnel in attendance.
- No one may enter the Research Room unless accompanied by authorized personnel.
- When the room is not open, catalogued materials which include books, pamphlets, and duplicated material may be obtained from the room by authorized library personnel to be

used in the main library room at the assigned reference desk. Authorized personnel will note the patron's name and address and subject of search in a notebook on the table. In addition the patron will be asked to sign their name and address along with the title of the item being used in a library notebook. Such material is to be returned to the library personnel and not left on the desk.

- Original materials which include manuscripts, papers, collections, diaries, ephemera, etc. do not leave the Research Room but may be used in the room with authorized research personnel present.
- Manuscripts: Researchers are asked to handle papers carefully and to maintain their established order in the folder. Papers should be carefully replaced in the folder so that the left edge is along the bottom edge of the folder. Folders should be kept in order in the boxes and files.
- If a researcher wishes to obtain copies of any of the material, the authorized person will do it for them if at the discretion of the authorized person the copying can be done without harming the original material.
- When the room is not open, research personnel will be available by phone. A current listing will be found at the main circulation desk of the library.

Approved by the Library Commission 04/16/2007

# **Ledyard Public Libraries Computer/Internet Policy**

## **Introduction**

Ledyard Public Library provides free access to a diversity of ideas, resources and experiences in a variety of formats including online access to the Internet. It is the policy of the Library to:

- prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

As required by CIPA, in order to remain eligible for certain federal funding, the Library has implemented filtering software on all of its Internet-accessible computer terminals. To the extent practical these filters shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **Use by Minors**

The Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet.

A parent or legal guardian of a minor under 17 years of age must sign the minor's application for a library card and approve access to the Library's computer resources.

## **Internet Safety**

The Library will take steps to promote the safety and security of all users of the Library's online computer network.

However, the Library is not and cannot be responsible for maintaining the privacy or confidentiality of personal or personally identifiable information provided by a user to a third party via the Internet.

## **Inappropriate Network Usage**

Unauthorized access to the Library's computers, databases, network, hardware or software settings is prohibited.

Specifically, as required by the Children's Internet Protection Act, inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful

activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Damage to the Library's computer resources also is prohibited.

Users must comply with applicable copyright laws and licensing agreements.

Violation of these rules may result in the loss of Library privileges.

### **Usage Guidelines:**

- **Hours of Use:** Computer workstations are available for use during the hours that the library is open to the public. The WiFi network is available outside of the building 24/7
- **Registration:** Users are required to check out a computer workstation in the library with a valid library card or another form of identification.
- **PAC:** PACs (Public Access Catalogs) are not considered computer workstations. These serve primarily as the online catalog to the library's holdings and patrons are asked to use them primarily to search for books or use the magazine index.
- **Children:** Children under 9 must be accompanied by an adult to use a computer workstation. Children under 17 who wish to use the Internet must have a parent or guardian complete a permission form.
- **Time Limits:** The library does not impose a time limit on Internet use inside the library unless patrons are waiting. When others are waiting, user sessions will be limited to 2 hours for the computer (word processing, excel, etc.) or 1 hour for Internet. If you wish to use the Internet but all workstations are in use, please register at the circulation desk.
- **Training:** Library staff's availability to help users with basic computer use or with Internet access is limited. Users must have basic computer skills including the ability to use a mouse. The library has several resources available on the Internet and workshops may be scheduled from time to time.
  
- **Saving Files:** Files created may be temporarily saved to the hard drive. They will automatically be removed when the computer is shut down. You are welcome and encouraged to save your files onto an external device.
- **Fees:** No charge to use the computer. Printing charge of \$.10 per page (black & white), or \$.50 per page (color)-

Adopted by the Library Commission 2/19/87

Revised 05/12/2015

Revised 08/16/2021

**Ledyard Public Library  
Internet Permission Form for  
Children under 17 years of age**

**Internet Use Policy:**

It is not acceptable to use the Internet for any purpose which violates U.S. or Connecticut laws. This includes but is not limited to transmitting threatening, obscene or harassing materials, or interfering with or disrupting network users, services or equipment. As with all formats of information, patrons must respect copyright laws and licensing agreements.

To the extent practical, technology protection measures/Internet filters shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

The Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet.

The Library will take steps to promote the safety and security of all users of the Library's online computer network.

However, the Library is not and cannot be responsible for maintaining the privacy or confidentiality of personal or personally identifiable information provided by a user to a third party via the Internet.

Internet privileges will be suspended if the use of the Internet workstations is not in keeping with this policy.

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I have read the above policy and give my permission for my son/daughter

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

to access the Internet at the Ledyard Public Library.

Signed: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_ (You may be called to confirm this authorization)

Please return this form in person or mail to:

Ledyard Public Libraries  
P.O. Box 225  
Ledyard, Ct. 06339

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For Library use only

Verification By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved 4/15/96  
Revised 2/23/2015

Revised 08/16/2021



## **Ledyard Public Libraries**

### **Wireless Internet Access Policy**

The Ledyard Public Libraries provide an Internet access point (hot spot) for users with portable wireless devices such as laptops and hand held PDAs. The access point will allow users access to the Internet from their portable wireless devices while located within range of the access point. Each library has an access point in the building.

Reception and connection speed in each of these areas is strong, but may vary according to the number of wireless devices in use at any one time.

Library staff will provide general information on the settings necessary to access the Internet via our wireless connection. If a user has problems accessing the Internet over this connection, staff will only verify that the library's connection is operating normally. Staff will not perform troubleshooting on the patron's own wireless device.

The library cannot guarantee a secure connection to the Internet in a wireless environment, and patrons are advised to use the latest anti-virus protection, spyware and other standard protection software to prevent unauthorized access to their own wireless devices while they are in use. Wireless users are also advised not to transmit their credit card information, passwords and any other sensitive personal information while using any wireless "hot spot" in the library. Printing access will not be available via the wireless connection. Users may save their data on a portable storage device and then take it to one of the library's computer workstations to print out information.

The library's Internet Use Policy governs the use of the Internet over our wireless access points in all areas within range of the connection, both inside and outside the building.

Adopted by the Library Commission 04/16/2007

## **3-D Printing Policy**

The Ledyard Public Library offers a 3-D printer to the public for the purpose of making three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

1. The Library's 3-D printers are available to the public for lawful purposes. The public will not be permitted to use the Library's 3-D printers to create material that is:
  - Prohibited by local, state or federal law.
  - Unsafe, harmful or dangerous or poses an immediate threat to the well-being of others.
  - Inappropriate for the Library's environment.
  - In violation to another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. Supervision of the use of the 3-D printers by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3-D product, and the Library specifically disclaims any knowledge thereof.
3. The Library reserves the right to refuse any 3-D request.
4. The Ledyard Library is not responsible for any damage, loss, or security of data arising from the use of our computers, including any 3-D files, nor is it responsible for the functionality or quality of content produced on the 3-D printers.
5. The 3-D printers operate by melting plastic. The temperature of the print head gets extremely hot at the time of printing. The device also contains rapidly moving exposed gears. The Ledyard Public Library, its officers, employees, volunteers, and boards are not liable for any loss, damages, or bodily injuries resulting from the use of the 3-D printer.
6. The 3-D printer requires occasional maintenance to function properly. Patrons will not attempt any repairs, and must consult the Library staff immediately if any malfunction is experienced.
7. The cost for 3-D printing is established by the library and calculated per gram of filament used, based on software estimates at the time of file creation. The price will be posted before printing, and applies whether a patron is using the 3-D printer on his or her own, or if a file is submitted to the Library staff to print.

Approved by Ledyard Library Commission 10/15/2018

## **Ledyard Public Libraries Unattended Child Policy**

In order to create an environment of safety and maintain an atmosphere where reading and study can be encouraged, the Library Commission adopts the following guidelines with regard to children in the library:

- Parents and caregivers should be mindful that the library is a public building open to all individuals and that unattended children are vulnerable.
- All children under the age of ten (10) shall, at all times, be attended and adequately supervised by a responsible person. Parents and caregivers are responsible for the conduct of their children while on library premises. These individuals must provide appropriate supervision based on the ages, abilities and levels of responsibility of their children.
- The library staff is not responsible for providing supervision and care for children while their parents or caregivers are outside the library or in another part of the building. The staff does not monitor children leaving the premises.
- Children are expected to adhere to the same standards of conduct expected of adults. All Library users are required to respect Library property and to act in a manner appropriate to the use and function of the Library.
- Parents and caregivers are expected to be aware of the opening and closing times of the library, and to make suitable arrangements. Children still at the library at closing time will be allowed to call their parents from the library's phone for transportation. No staff member is obligated to stay with the child and under no circumstances may a library staff member transport a child in their car. The police may be called in emergency situations.

Parents and caregivers are referred to Connecticut General Statute 53-21a, which describes the legal consequences that can result from leaving children under the age of twelve (12) unattended in a public place.

Adopted by the Library Commission 04/16/2007

## **Ledyard Public Libraries' Behavior Policy**

In our efforts to provide a comfortable environment for all library users, we have established a Library Behavior Policy for our patrons. The purpose of the Policy is to define unacceptable behavior and also to suggest conduct that is appropriate in a library.

Violations of the Policy will result in increasing levels of action, ranging from asking the patron to leave the library for the remainder of the day to the patron's permanent loss of all library privileges to legal prosecution. The level of action shall be determined on a case-by-case basis and shall be within the sole discretion of the Library Director or his or her designee. When serious incidents occur or when police are called to respond to an incident, an Incident report is filed with the Library Director

1. Unacceptable Behavior causes excessive noise levels, creates disturbances, interferes with other patrons' use of the library, damages library property and is not permitted at the library. Unacceptable behavior includes, but is not limited to:
  - a. Loud, disruptive conversations, including shouting;
  - b. Use of profane and/or abusive language;
  - c. Harassment of others, either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be harassing;
  - d. Threatening others either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be threatening;
  - e. Use of alcohol and narcotics is not permitted. Patrons under the influence of either alcohol or narcotics will not be allowed on the Library premises;
  - f. Throwing, running and climbing in the library;
  - g. Indiscriminate pulling of materials from shelves in a manner that disrupts the orderly and proper arrangement of library materials;
  - h. Radios and other sound producing devices may not be used in the library unless they are used with headphones and the sounds are not audible to others;
  - i. Use of cell phones should be limited, discreet and at a level that is not disruptive to others. In consideration of other patrons we ask that cell phone conversations be taken out to the lobby. (See Cell phone policy)
2. Library staff cannot be expected to assume responsibility for the care of unsupervised children, under the age of eighteen. Parents or legal guardians are responsible for the behavior of their children.

3. In accordance with our policy on unattended children, children (10) years of age and younger must be accompanied by, and at all times, be under the supervision of, a parent or other responsible caregiver. The library staff and this policy recognize that the children's area of the library may be louder and have more commotion than the adult areas of the library. However, if a child is disruptive and cannot be quieted or calmed, the parent or caregiver must remove the child from the library.
4. All patrons must leave the premises after closing, unless they are participating in a prescheduled program or meeting.
5. Anyone involved in the theft, defacement or mutilation of library materials or property will be subject to arrest and prosecution.
6. Food and drink spillage can damage valuable resources. Patrons shall refrain from having food or drink around any computer or electronic equipment and exercise care with food or drink around other library resources. The patron is responsible for any damage done by their food or drink.

**These policies are drafted in accordance with Sec. 11-32 and Sec. 53-21a of the Connecticut General Laws.**

**Adopted by Ledyard Library Commission 03/21/2016**

**Ledyard Public Libraries  
Incident Report**

Library: Bill \_\_\_\_\_, Gales Ferry \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_

Staff present: \_\_\_\_\_ Reported to: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Name of patron (if known) or description: \_\_\_\_\_

Nature of incident:

Action taken:

Police called? \_\_\_\_\_ Time police arrived: \_\_\_\_\_

Additional comments or suggestions:

Name of staff member(s) handling incident: \_\_\_\_\_

Please give completed form to library director.

**Ledyard Public Libraries  
Accident Report**

Library: Bill\_\_\_\_\_, Gales Ferry\_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. \_\_\_\_\_

Accident occurred: \_\_\_\_\_ inside library building, \_\_\_\_\_ outside library building

Description of activity: (What was patron doing at the time of injury?)

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How and where did the accident occur? \_\_\_\_\_

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Nature of Injury (Description not diagnosis) \_\_\_\_\_

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Action taken (Ambulance called, relative called, etc.) \_\_\_\_\_

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Name of staff member(s) who witnessed the accident. \_\_\_\_\_

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\_\_\_\_\_

Signature

## **Cell Phone Policy**

Use of cell phones should be limited, discreet and at a level that is not disruptive to others.

In consideration of other library patrons we ask that cell phone conversations be taken to the entrance lobby.



## Memorial/Honor Book Policy

Donations for memorial and honor books and other materials are gratefully accepted at Ledyard Public Libraries. Gifts can be made in honor or memory of a person or used to recognize a birthday, special event or personal achievement. Books are always a welcome gift but we will also accept donations towards a piece of equipment or other item needed at the library. Checks should be made out to Ledyard Public Libraries and mailed to PO Box 225, Ledyard, CT 06339 or dropped off at either Library.

**Notification:** A letter noting the gift will be sent to the honoree or family of the deceased and a letter acknowledging the gift will be sent to the donor.

**Book Selection:** Books will be chosen in accordance with the libraries' book selection policy. Donors are encouraged to suggest titles or topics to reflect the interests of the deceased/honoree. The search for suitable materials may take several months due to availability and the time required for processing.

**Book Plates:** Book plates provided by the library will be inserted in each book indicating the name of the deceased/honoree. A list will be maintained at each library by name and include the books selected.

**Donor Form:** A donor form is available at the library or it may be downloaded from the library's webpage at [www.ledyard.lioninc.org/policies.htm#memorials](http://www.ledyard.lioninc.org/policies.htm#memorials).

Approved by Ledyard Library Commission  
04/18/2011



## Memorial/Honor Books



Looking for a way to celebrate a special occasion or remember a loved one? Consider donating funds to Ledyard Public Libraries for the purchase of books. The library will choose the books based on information about a person's interests. Each book will have a bookplate inside with the name of the person being honored or remembered. Checks should be made out to Ledyard Public Libraries and mailed to

PO Box 225, Ledyard, CT 06339 or dropped off at the library. Please include the form below with your check.

I wish to donate a book(s) to the library:

In Memory of \_\_\_\_\_

Family's Name \_\_\_\_\_

Address \_\_\_\_\_

Or In Honor of: \_\_\_\_\_

Honoree's address: \_\_\_\_\_

Areas of interest for the Honoree \_\_\_\_\_

Place the book in Bill Library \_\_\_\_\_ Gales Ferry Library \_\_\_\_\_ No Preference \_\_\_\_\_

Donor's name \_\_\_\_\_

Address \_\_\_\_\_

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For Library Use only:

Gift received: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ Deposited \_\_\_\_\_ Acknowledgement Sent \_\_\_\_\_

Item Processed: Date \_\_\_\_\_ Gift Plate \_\_\_\_\_ Staff Initials \_\_\_\_\_

## **Gifts and Donation Policy**

The Ledyard Public Libraries gratefully accept all gifts, donations, endowments and bequests which are appropriate to its mission. The Ledyard Library Commission has adopted the following guidelines regarding appropriate gifts.

### **Guidelines for Acceptance of Gifts**

1. Gifts will be evaluated by the Library Director for their suitability for inclusion in the permanent collection or if they might serve the library in some other manner.
2. Any restrictions on gifts, whether donations of monies, books, periodicals, audio-visual materials or artwork must be submitted in writing and approved by the Library Commission. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the library.
3. The donor is responsible for obtaining their own appraisal of the gift.
4. The Library Director can, upon request, prepare a gift agreement outlining the terms of the gift.

### **Types of Gifts**

#### **1. Books and other materials**

- a. The library welcomes gifts of books and other materials.
- b. The library is not able to return donated items; nor can the library accept any item unless it is an outright gift.
- c. Items will be added to the collection in accordance with the selection policy of the library. Materials will be reviewed using the same criteria as materials that are purchased.
- d. Materials accepted become the sole property of the Ledyard Libraries and will be utilized at the discretion of the Library Director, including addition to the collection, withdrawal from the collection, sale or disposal.
- e. Those materials that are added to the collection will be classified and shelved according to standard procedures.
- f. Materials not needed, but in good condition and still of value, may be offered to another organization or given to the Friends of the Ledyard Libraries for its book sales.

#### **2. Monetary gifts**

- a. As a general rule, monetary gifts under \$250 will be deposited in the Library Commission Fund. Monetary gifts of \$250 and over will be held by the Bill Library Association in a separate account and used for areas of highest need at Bill or Gales Ferry Library as determined by the Library Commission in consultation with the Library Director.
- b. Stocks, bonds, mutual funds and insurance policies will be accepted at the discretion of the Library Commission.
- c. The library can be included in your will and estate plan. The Library Director can provide sample bequest language upon request.

### 3. Other Gifts

- a. Personal property, art objects, including wall art, antiques and collectibles, may be accepted at the discretion of the Library Director, with the approval of the Library Commission, with the understanding that they may be sold, given away or otherwise disposed of. Any proceeds derived from such disposal may be used by the Library in a way consistent with the original gift and in accordance with the relevant policies related thereto.
- b. Real property can only be accepted with the consent of the majority of the Library Commission.

### Possible Designations

1. **Memorial/honor books:** The library gratefully accepts funds to purchase a book or books to honor or remember a friend or family member. Books will be chosen in the areas of interest indicated on the form. Books and other materials purchased from gift and memorial funds are marked with appropriate book plates.
2. **General use:** This fund will be used as needed for Bill or Gales Ferry Library, determined by the Library Commission in consultation with the Library Director.
3. **Building Fund:** This fund was established to offset the cost of an addition to Bill Library. We continue to accept gifts to this fund and will hold them until such time as an addition goes forward.
4. **Endowment:** This is a long-term investment fund which is managed by the Community Foundation of Eastern Connecticut. The Ledyard Libraries receive an annual income from the fund which can be used as needed. The Library Director can provide you with the necessary information for donating to the endowment.

Approved by Ledyard Library Commission  
05/20/2013  
Rev. 10/21/2013

**Memorandum of Agreement  
Ledyard Library Commission  
And  
Bill Library Association, Inc.**

1. **Purpose:** The purpose of this Memorandum of Agreement is to define the roles and responsibilities of the Ledyard Library Commission and the Bill Library Association, Inc. pertaining to donations made to Ledyard Public Library.
2. **Policy:** The Bill Library Association, Inc. is a non-profit organization as defined by the Internal Revenue Service Regulation Section 501 (c)(3). The Library receives donations which may include a matching fund form from the donor’s employer. The employer will often only match for a non-profit organization and not a municipality. The Bill Library Association is able to submit the form on behalf of the Library Commission and agrees to hold the funds for Library Commission use.
3. **Actions:**
  - a. **Bill Library Association, Inc.**
    - i. Establish accounts to accept donations on behalf of the Ledyard Public Library as directed by the Library Commission,
    - ii. Submit any matching fund forms included with a donation
    - iii. Make the funds available for either library upon request of the Library Director and the Library Commission
    - iv. Submit payment directly to a vendor if requested
    - v. Provide a report of the account annually, or as needed, to the Library Director
  - b. **Ledyard Library Director**
    - i. Notify Bill Library Association Treasurer when there are funds to deposit
  - c. **Ledyard Library Commission**
    - i. Determine how the funds will be used in consultation with the Library Director
    - ii. Determine the investment strategy for the funds held by the Bill Library Association for the Library Commission.
4. **Points of Contact:**
  - a. Ledyard Library Director
  - b. Ledyard Library Commission, Chairman
  - c. Bill Library Association, Treasurer
5. **Effective Date:** This MOA becomes effective upon signing and shall be subject to modification by the Commission and the Association as needed.

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Rebecca Nash	Date
Library Commission Chairman	

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David Engelman	Date
Bill Library Association President	

Library Commission approval 10/21/2013; Revised 9/20/2021  
 Bill Library Association approval 10/24/2013; Revised 10/28/2021 (Note signed copies on file)

## 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.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

## ALA | 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:

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life.



Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept 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.

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

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

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

# Library-Initiated Programs as a Resource

## An Interpretation of the *Library Bill of Rights*

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article I of the *Library Bill of Rights* states, “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.”

Library-initiated programs utilize library staff expertise about community interests, collections, services, and facilities to provide access to information and information resources. Library-initiated programs introduce users and potential users to library resources and the library’s role as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves.

Library-initiated programs include, but are not limited to, lectures, community forums, performing and visual arts<sup>1</sup>, participatory workshops, technology programming, creative learning programming, wellness programs, storytimes, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, displays, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place on-site at the library, offsite in other locations, or online and may be delivered by library staff, library volunteers, or library partners.

Libraries should not discriminate against individuals with disabilities and shall ensure they have equal access to library resources.<sup>2</sup> Library-initiated programs should comply with all applicable laws, including the standards and requirements of ADA and state or local disability accessibility guidelines. If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all library users. If users overflow designated event areas during library events, libraries should protect accessible public spaces (i.e., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should also be made to have interpretation or real-time captioning for the deaf or hard-of hearing at library-initiated programs when needed or requested by library users.

As stated in “Equity, Diversity, Inclusion: An Interpretation of the *Library Bill of Rights*,” “Socially excluded, marginalized and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.”<sup>3</sup>

Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities. Library-initiated programs that cross language and cultural barriers introduce underserved populations to the library’s resources and provide access to information. Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those who speak and read languages other than English.

Libraries should have a policy guiding the development and implementation of programs, similar to material selection and building use policies, which has been approved by their policy-making body after consultation with legal counsel. These guidelines should set forth the library’s commitment to free and open access to information and ideas for all users. Article II of the

*Library Bill of Rights* states, “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Likewise, programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers.<sup>4</sup> Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of material for the library collection constitutes an endorsement of the material content or its creator’s views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves. Concerns, questions, or complaints about library-initiated programs are handled according to the same written policy and procedures that govern reconsiderations of other library resources.

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age or educational level of users violates this right and should be enforced only when it would adversely impact the safety of the participants. Parents and guardians may restrict their own children’s access to library programs, but no person or organization can interfere in others’ access and participation.

Libraries should not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees, nor should program attendees be required to share their personal information in order to attend a library program. Any collection of program participants’ personal information should be on an opt-in basis only. If libraries charge program participants for supplies used, they should make every effort to reduce economic barriers to participation.