

Ledyard Public Library

Policy Manual

2025



Learn | Discover | Create | Connect

Table of Contents

Introduction	3
Library Procedures	4-8
Mission Statement	9
Confidentiality of Library Records	10
Collection Management Policy	11-13
Request for Reconsideration	14-15
Program Policy	16
Bulletin Boards and Exhibits	17
Community Meeting Room Regulations	18-20
Meeting Room Reservation form	21
Historical Research Room Policy and Regulations	22-23
Computer/Internet Policy	24-25
Internet Permission Form of Children under 18 years of age	26
Wireless Internet Access Policy	27
3-D Printing Policy	28
Ledyard Library Behavior Policy	29-30
Unattended Child Policy	31
Incident/Accident Report	32
Cell Phone Policy	33
Memorial/Honor Book Policy	34
Donor Form for Memorial/Honor Books	35
Gift & Donation Policy	36-37
Memorandum of Agreement LLC & BLA	38
Appendix	
Library Bill of Rights	Appendix 1
ALA Freedom to Read	Appendix 2-5
Library Initiated Programs as a Resource	Appendix 6-7
CLA Intellectual Freedom Statement against Censorship	Appendix 8-9

Ledyard Public Library

Policy Manual

Introduction:

Ledyard Public Library is one library with two buildings 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. Ledyard Bill Library in Ledyard Center was established in 1867 and is 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 shareable access to their collections. 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

Loan Periods

Books: Most library materials (books, magazines, non-fiction, movies, audiobooks, etc.) circulate for three weeks to anyone with a valid library card from a Connecticut Library. **Movies:** DVDs and Blu-rays are available to borrow. Non-fiction movies circulate for 3 weeks and popular movies circulate for 1 week.

- **Equipment:** CD players circulate for 3 weeks.

Museum Passes: Museum passes are checked out for two (3) days. Families may check out one museum pass at a time.

- **Renewals:** If an item is not on hold for another patron, eligible Ledyard items will automatically renew up to two times. If an email address was provided during signing up for a library card, an email will inform the patron of the new due dates for their items.

Reserves: “Holds” are encouraged on all Ledyard materials except museum passes and some reference materials. Holds may also be placed on LION materials, though some LION library materials from other libraries may not be available to Ledyard patrons.

Patron notification: Patrons have the option to receive notification about holds by email, text, or phone. Text notification is done through ShoutBomb, which is done via subscription.

Reference: Reference items are for library use only and do not circulate. All inquiries for reference help in person or by phone should be directed to the supervisor on duty.

Returns: We accept returned materials for any Connecticut library. We have two delivery services: DeliverIT, run by the state library to deliver and return items to non-LION libraries, and LION, run by our consortium to deliver items coming and going to LION libraries.

NOTE: CDs, audiobooks, and movies may be returned through DeliverIT but must be specially packaged (see C-Car/DeliverIT rules). Check in items belonging to a LION library before placing them in the appropriate bin to prevent fines from accruing and/or to check for holds. Non-LION Library’s items (including Groton) cannot be checked in through our system. Be sure to include the date the item was returned on the routing slip so items can be backdated when checked in at the owning library.

Book Drop: A book drop is provided at each building for patrons’ convenience.

Library Cards

- **Resident:** A Ledyard Library card is issued to any Ledyard or Gales Ferry with proof of residency showing a street address (license, current address on a check, tax bill, official piece of mail, etc.) Children 14 and under may receive a card with parent/guardian' permission and signature on the application. There are no age restrictions. If a patron cannot provide immediate proof of residency, a temporary card may be issued and kept at the library until proof is given. The library card and registration are then clipped together with a note and a message placed on the patron's record stating the proof of residency is required. The patron is allowed to check out 2 items, excluding movies, and should be asked to bring in proof when the items are returned to get a permanent card. 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 will need to pick up their card at the library and provide proof of residency. The expiration date for the card is then extended for four years.

Non-resident: Connecticut non-residents may use Ledyard Library with a valid library card from their home-town library. Non-resident library card barcodes should be entered into the LION consortium (if not there already) so that patron can check out materials.

- **Temporary Cards:** Temporary cards may be issued to members of the Yale and Harvard crew teams 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 may be issued to Ledyard teachers or homeschoolers for books to use in the classroom. For further details, refer to the files on Teacher cards in Google Docs. Cards will expire every July 1 and teachers will need to renew as long as they continue to teach in Ledyard.

Fines

- **Overdue items:** We do not charge fines on overdue items. Other libraries may charge fines, which is why it's important to check in items and/or accurately reflect return dates on slips, especially for items outside our consortium being sent through DeliverIT.
- **Lost Materials:** When an item is lost, the patron is required to pay the replacement cost for 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 system will assume the item is lost, and the patron's record will reflect this. The replacement cost of the item is then attached to the patron's record. An automatic bill will be sent from the Library for the replacement cost. Patrons should wait for the bill to pay. When an item is paid for, remove the title of the item from 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 on the supervisor's desk. 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 (e.g. hardcover for a hardcover). 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 requested book and it is not available through LION, 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.

Library equipment/usage fees

- **Online Catalog:** Each building has multiple PACs with the online catalog of holdings in Ledyard Library as well as other LION libraries. Access is also available through the library website.
- **Computer workstations:** Computer workstations are available for public use at no charge. All computers have internet access, Microsoft Office Suite, resume templates, along with direct links to databases and tax websites. Printing is available for \$0.10/per side for black and white and \$0.50/per side for color copies.
- **Wireless access:** Patrons can use personal laptops, tablets, or phones to connect to the internet through the library's wireless connection. No password is needed. Patrons can also wirelessly print from their devices.
- **Copy machine:** Copy machines are available to print, scan, or email documents. Patrons may copy 3 pages from a reference source and email documents at no charge. Printing is available for \$0.10/per side for black and white and \$0.50/per side for color copies. Each library has instructions located in a pocket at the back of the machine for using different functions and for scanning and sending an email.
- **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 (e.g. 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 \$0.10 per exposure. The copier scanners work best for pdf documents, and the desktop scanner works best for .jpg pictures, though each does both.

Library Hours

- **Bill Library:** 860-464-9912
 - Winter hours: Mon. – Wed. 9 a.m. – 8 p.m.; Thurs. – Closed; Fri. – Sat. 9 a.m. – 5 p.m.; Sun. 1-5 p.m.
 - Summer hours: Thurs. and Sat. 9 a.m. -1 p.m.; Sun. – Closed

- **Gales Ferry Library:** 860-464-6943
 - Mon. – Tues. 9 a.m. – 8 p.m.; Wed, Thurs, and Sat. 9 a.m. – 5 p.m.; Fri. and Sun. – Closed
 - Summer hours Sat. 9 a.m. -1 p.m.

NOTE: Ledyard Public Library follows the Town of Ledyard Legal Holidays for closure.

Newsletters

- **Email Newsletter:** A digital Library newsletter is sent out monthly to update patrons about library happenings. Staff are encouraged to submit recommendations or pertinent information.
- **Ledyard Events:** The town publishes a quarterly Events magazine that is sent to all Ledyard households. The library submits information about upcoming events for each issue.

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

- **Google Keep:** A virtual notebook is kept to record daily activity, messages, and pertinent information. Staff should routinely write messages here with the date, information, and their initials. Staff should also read Keep notes back to their last shift each time they come to work.
- **Staff Mailbox:** Each staff member has a mailbox at the building(s) where they work.
- **Email:** Emails are sent out periodically about library happenings, policy and procedures, etc. Staff will check their email at least once per shift.
Note: All staff are issued a library email address that should be used for work-related items. The email address will be shut off when a staff member leaves Ledyard Public Library.
- **Text:** The Director may text with scheduling questions that come up.

Meeting Room:

A no-charge meeting room is available at both buildings for local nonprofit groups to use up to twice a month. Requestors must complete an application to be given to the Assistant Librarian in person or by email. They should also receive a copy of the meeting room regulations. Note the indemnification clause in section I. E. Approved usages must be added to the Google meeting room calendar with the name and contact information of the requestor and any equipment needed. At Bill, 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 building closes or the day prior if the building is closed the day of the meeting. At Gales Ferry, meetings are only permitted when the building is open.

- **Equipment available:** An AV system is available at Bill with a ceiling-mounted projector that works with a laptop, DVD or VHS player. Anyone wishing to use library equipment should be encouraged to come ahead of time to ensure compatibility with their equipment. A group must make their need known on the application for equipment to be ready for them.

Library Support Groups

- **Library Commission:** The nine-member Library Commission, appointed by the Town Council, is the governing authority of the library. The Commission is responsible for setting Library policies, recommending a Library Director to hire, and approving and recommending an operating budget for the library. The Commission meets at 7:00 p.m. on the third Monday of each month at alternating library buildings. Meeting agendas and minutes are posted on the Town webpage. All meetings are open to the public.
- **Friends of the Ledyard Library:** A Library Friends group supports the library, by sponsoring programs and purchasing equipment. The major fundraising events are the annual used book sale held at Bill and the ongoing book sales in each building. Small fundraisers are also held. Friends of the Ledyard Library has 501(c)3 status.
- **Bill Library Association, Inc.:** The Bill Library Association meets annually and also provides support for the Bill. 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 acts as caretaker for the professionally managed Building fund and other large funds.
- **Historical Room:** Ledyard Bill Library houses 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 p.m. and at other times by appointment. When the room is closed, reference staff are 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 on their website. Researchers are encouraged to email the archive committee at research@ledyardhistory.org to make an appointment or to submit a research inquiry. They may also complete a Research Inquiry form to receive assistance in their research. These forms are available at the circulation desks of both libraries, and should be placed in the Historical Room mailbox.

Several Ledyard history books and other materials are available for purchase at both buildings. A price list is available at the desk.

Approved 10/15/90

Revised 03/25/2022

Ledyard Public Library

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 provides valuable resources, friendly and 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 Library Confidentiality of Library Records

Ledyard Public Library endorses 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 Ledyard Public Library shall be confidential.

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

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.

Ledyard Public Library 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
Revised 05/15/2023

Ledyard Public Library Collection Management Policy

Ledyard Public Library's aim is to provide a robust collection of materials representing different points of view for the information, education, enrichment, and entertainment of its patrons.

The primary objective of the Library is to provide accessible materials for people of all ages, making available carefully selected quality materials that meet the needs and interests of the community. Consideration of all interests, needs, and wide-ranging viewpoints are characteristics of a valuable and successful collection. The selection of a given item is not an endorsement of a particular viewpoint.

The purpose of this policy is to establish the guidelines by which the Library develops and manages its collections.

Objectives

- To provide resources and materials that inform, educate, entertain, and enrich our community
- To include materials of enduring value as well as current topics
- To select materials based on community needs and interests
- To improve a wide range of literacies
- To supplement resources through the use of electronic access and interlibrary loan
- To increase social awareness and community involvement
- To advance equity, diversity, and inclusion through our resources
- To preserve and encourage the free expression of ideas essential to an informed citizenry
-

Diversity, Equity, and Inclusion

Ledyard Public Library is committed to the principles of equity, diversity, and inclusion. We recognize and embrace the strengths of our differences and celebrate the varied experiences and viewpoints that make up our global and local community. To ensure a collection that is reflective of these ideals, we are flexible and conscientious in our selection and evaluation of materials. We affirm this work is a continuous process and a crucial part of our overall mission.

Collection Philosophy

Decisions about the Ledyard Public Library collection are made in conjunction with the Library's mission, vision, and strategic plan. The Library acquires materials and services that reflect the diverse information, educational, and recreational needs of its patrons. In doing so, the Library provides access to content through print, multimedia, and digital resources while also recognizing different learning styles and preferences for receiving information. Collection materials are not included or excluded based solely on subject matter or on political, religious, or ideological grounds.

Standards of Selection

It is the goal of the Library to build a balanced collection characterized by materials of current interest and a broad range of opinions as well as materials of permanent worth.

All or some of the following criteria are considered when adding new items to the collection:

- Accuracy, timeliness, accessibility, durability, and ease of use
- Cultural significance and critical acclaim
- Contemporary or historical significance of author or subject
- Diversity of viewpoints and experiences
- Literary merit
- Price, format, and availability
- Public demand, appeal, and local interest
- Relevance to the present and potential needs of the community

Suggestions from patrons are always welcome and given consideration using the same criteria used for the collection.

Gifts of physical library materials, including those from local authors, shall meet the same selection criteria as purchased materials and will have no condition imposed on their use, location, or disposal. Monetary gifts for the collection are discussed in the Gifts and Donations Policy.

Roles and Responsibilities

The selection of library materials shall be the responsibility of the Library Director, operating within the framework of policies determined by the Library Commission. Selection may be delegated to other qualified staff members by reason of training or experience.

Collection Maintenance

To keep the collection fresh and relevant, the library performs an ongoing evaluation.

Withdrawal from the collection is based on the following criteria:

- Items are worn, stained, or damaged beyond repair
- Items are out of date, contain inaccurate data, or are not historically significant
- Newly updated or more comprehensive resources are available
- A more desirable format is available
- Duplication
- Low circulation

Items removed from the collection will be donated or disposed of properly at the discretion of the Library Director. Items withdrawn for reasons of condition, loss, or damage will be considered for replacement. Materials withdrawn from the collection may be given to the Friends of the Ledyard Library book sale or disposed of by other means. Individual items that are being withdrawn will not be saved for specific individuals.

Janice W. Bell Historical Research Room

This policy applies to the materials in the Library's collection. While considered available for use in the Bill Library, the historical materials housed in the Bell Room, do not fall under the provisions of this policy but to the policies and procedures of the Ledyard Historical Society.

Concerns about Library Materials

Ledyard Public Library supports an individual's right to have access to ideas and information representing all points of view. The Library subscribes to the American Library Association's Bill of Rights and the Freedom to Read Statement included at the end of this policy.

A patron's choice of library materials for personal use shall be an individual matter. The Library recognizes that many materials are controversial and that any given item may offend some patrons. Materials are selected solely on the principles stated in this policy and not on the basis of anticipated approval or disapproval.

Responsibility for the use of materials by children and adolescents shall rest with parents or legal guardians. Selection of materials will not be inhibited by the possibility that items may come into the possession of children. While a patron may personally reject materials, they shall not exercise censorship to restrict access to the materials by others.

Any Ledyard resident who objects to the presence (or absence) of a work may do so by speaking with the Library Director and requesting the *Request for Reconsideration* form. The Director will review the request, make the decision to retain or remove the material in question, and notify the resident in writing. If the resident is not satisfied with the Director's decision, the Library Commission shall review the request. While an item is under review, it shall remain in the collection. The resident shall be informed of the Commission's decision regarding the challenge in writing.

All requests for reconsideration will be reported to the Connecticut Library Association's Intellectual Freedom Committee and the American Library Association's Office for Intellectual Freedom.

Items previously reconsidered that remain in the collection will not be reconsidered for 5 years from the date of the last reconsideration process.

Approved by the Library Commission 09/18/2023

Request for Reconsideration Form
Ledyard Public Library

The Ledyard Library Commission has established a collection management policy and a procedure for gathering input about particular items. If you wish to request reconsideration of a resource, speak to the Library Director and complete this form. The completed form can be returned to the Library Director via mail or by dropping it off at either Library building. Refer to the policy for how the final decision will be determined.

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Representing yourself Representing an organization

Name of organization (if applicable) _____

Material for which you are commenting:

Book Audio Book DVD CD Magazine

Newspaper Other _____

Title _____

Author/Producer _____

What brought this material to your attention? _____

Have you examined the entire material? If not, what sections did you review? _____

What concerns you about the material? _____

Are there material(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

What action are you requesting the Library consider? _____

Requestor Signature

Date

Director Signature

Date

Director Comments:

Ledyard Public Library Program Policy

Ledyard Public Library offers a variety of programs for children, teens, and adults. Programs are an extension of the Library's 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 for library support. 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 names, 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
Revised 05/15/2023

Bulletin Boards and Exhibits Ledyard Public Library

I. Bulletin Boards

The library's bulletin boards are used to post general community information, announcements for non-profit community events, and cultural activities. Due to 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 Library 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 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 are 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 on display or available for handout do not imply endorsement by the Library or the Town.

III. Miscellaneous

Boxes or receptacles soliciting 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, but cannot conduct financial transactions for other organizations.

Adopted by the Library Commission 04/16/2007

Community Meeting Room Regulations Ledyard Public Library

The Ledyard Public Library has two meeting rooms available for public use. Library functions preempt all other reservation requests. The community meeting rooms are available for local community or civic nonprofit organizations, local groups, businesses, and Ledyard residents. Granting permission to use library facilities does not in any way constitute an endorsement of the group's policies or beliefs by the library or the town.

1. Availability and application for use

- a. Each building has one meeting room available. Maximum capacity for Bill Library is 55 people, and maximum capacity for Gales Ferry Library is 35 people. The meeting room at Bill Library can be used when the building is closed. The meeting room at Gales Ferry Library can only be used when the library is open.
- b. Reservations will only be approved up to ninety days in advance. Exceptions, in consultation with the Library Director, can be made for fundraising events sponsored by the Friends of the Ledyard Library.
- c. Requests to use the room must be made in advance by an adult (21 years old or older) who will assume responsibility for loss or damage to the facility or equipment. A written agreement of responsibility must be completed and signed before access to the room is permitted.
- d. There is no fee for use of the room or for equipment provided in the room. Admission fees and collections are prohibited.
- e. No fundraising activities will be allowed, except for those benefiting the library.
- f. 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, any other injury, and 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, even if caused by the negligence of the Town of Ledyard or any of their respective officers, employees, agents, servants, and volunteers. A group may be asked to submit a certificate of liability insurance.
- g. Youth groups may use the room if they are accompanied by an adult group representative (21 years 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.

2. General rules for use

- a. Groups may use the community meeting rooms up to two times for each location in any given month or for a series of up to six weekly sessions twice in a given year at Bill Library and four times in a given year at Gales Ferry Library.
- b. Meetings in the Gales Ferry room must be scheduled to begin and end during normal library hours. Meetings must conclude 30 minutes before the Library closes and the meeting room must be completely vacated approximately 15 minutes prior to closing.
- c. Groups or members of the group meeting at Bill Library shall 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 available library equipment and should do so in advance of their meeting.
- e. Light refreshments are permitted.
- f. Alcoholic beverages are not permitted.
- g. Smoking is not permitted.
- h. Applicant is responsible for leaving premises clean and in good order, including removing trash.
- i. Use of the room may not adversely affect regular library operations.
- j. Groups may not store materials overnight in the meeting room space.

3. Responsibilities of the group

- a. Obtain keys ahead of time if using the Bill meeting room when the Library is closed.
- b. Set up and disassemble chairs, tables, and equipment.
- c. Provide special accommodations for their attendees if needed.
- d. Carry personal equipment in and out of the room.
- e. Fill out the attendance sheet provided by the Library before leaving.
- f. Return keys if borrowed.

- g. Notify the Library in advance if the room is no longer needed.
4. Miscellaneous
- a. A Library representative may be present at any meeting or program.
 - b. The Library reserves the right to cancel a reservation scheduled to take place on its property for any reason.
 - c. The Library reserves the right to refuse additional bookings to any group that fails to comply with these regulations.

Adopted by the Library Commission 10/16/95
Revised 10/19/15, 10/16/23, 03/18/24

Meeting Room Reservation and Agreement of Responsibility

I, _____, an authorized representative from _____ (name of group/organization), request use of the Ledyard Public Library Community Meeting Room. I understand I am responsible for setting up chairs and tables and returning the room the way I found it.

Requested Room: Bill _____ Gales Ferry _____

Equipment Needed: Projection _____ Laptop _____ Other _____

Key Needed (only available for Bill Library): Yes _____ No _____

Month(s), Day(s), Start and End Time(s) Requested:

I have read and agree to the regulations governing the use of the room. I understand that the above named organization/group is legally and financially responsible for loss or damage to the facility or its equipment intentionally or negligently caused by individuals attending the group-sponsored activity as noted in the regulations. Dates must be approved by the Library prior to use. I understand approval is not secured until both parties have signed this agreement.

Signature _____ Date _____

Address _____

Phone _____ Email _____

To be filled out by library:

Library permission by: _____ Date _____

Copy of policy submitted to authorized representative _____

Copy of signed agreement form administered to both parties _____

Original on file at library _____ Scanned copy given to authorized representative _____

Ledyard Public Library Historical Research Room Policy and Regulations

Policy

The Historical Research Room is a joint effort between the Ledyard Historical Society and the Ledyard Public Library at Ledyard Bill Library. It contains materials from Ledyard Public Library 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. Their volunteer help in staffing the room and accessing the collection through indexing and filing enables the Historical Room to 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 books and other materials from the room must remain in 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 nonprint materials such as manuscripts, papers, letters, diaries, maps, photographs, slides, tapes, films, and other like materials pertaining to Ledyard and its immediate environs. A secondary concern is for historical printed matter (e.g. books, pamphlets, etc.) that offer limited coverage to the surrounding towns beyond Ledyard and its immediate environs.
- Gift materials accepted for the Research Room are limited to books, pictures, and original papers due to the room's restricted 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 are 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 materials 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, address, and search subject. 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 (manuscripts, papers, collections, diaries, ephemera, etc.) do not leave the Research Room but may be used in the room with authorized research personnel present.
- Researchers are asked to handle manuscript 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 materials, the authorized person will do it for them if the authorized person deems 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 Library Computer/Internet Policy

Introduction

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

- prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications over its computer network;
- 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 the Children's Internet Protection Act (CIPA), in order to remain eligible for certain federal funding, the Library has implemented filtering software on all of Internet-accessible computer terminals. To the extent practical, these filters shall be used to block or filter Internet, or other forms of electronic communication, 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 Library computers, databases, network, hardware, or software settings is prohibited.

Specifically, as required by CIPA, 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 Library computer resources is also 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 when the library is open to the public. The Wi-Fi network is always available outside of the buildings.
- **Registration:** Users are required to check out a computer workstation with a valid library card or another form of identification.
- **PAC:** Public Access Catalogs are not considered computer workstations. These serve primarily as the online catalog for the library's holdings, and patrons are asked to use them to search for books or magazines.
- **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 all workstations are in use, patrons should register at the circulation desk.
- **Training:** Staff 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 about 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. Files may be saved to an external device.
- **Fees:** There is no charge to use computers. Printing charge of \$0.10 per side (black and white) or \$0.50 per side (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 18 years of age**

Internet Use Policy:

It is not acceptable to use the Internet for any purpose that 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 communication, 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 use of the Internet workstations is not in keeping with this policy.

I have read the above policy and give my permission for my child

Name: _____ Date of Birth _____

to access the Internet at 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 Library
718 Colonel Ledyard Highway
Ledyard, CT 06339

For Library use only

Verification By: _____ Date: _____

Approved 4/15/96
Revised 2/23/2015
Revised 08/16/2021

Ledyard Public Library Wireless Internet Access Policy

Ledyard Public Library provides an Internet access point (hotspot) for users with portable wireless devices such as laptops and handheld PDAs. The access point allows users to access 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 about the necessary settings to access the Internet via the 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 current antivirus 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 hotspot in the library. Printing access is available via the wireless connection. Users may save data on a portable storage device and then take it to a library computer workstation to print out information.

The library's Internet Use Policy governs the use of the Internet over the 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

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
 - In violation to another's intellectual property rights or 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 printing requests. Projects will only be run and completed during open library hours.
4. The Library is not responsible for any damage, loss, or security of data arising from the use of Library 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. Ledyard Public Library, its commission, employees, agents, and volunteers are not liable for any loss, damages, or bodily injuries resulting from the use of the 3-D printer.
6. Library staff will be the sole operators of the equipment.
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. Patrons will be notified of final costs prior to printing.

Approved by Ledyard Library Commission 10/15/2018
Revised on 06/19/2023

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 cellphones 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 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.
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 any other library resource. 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
Revised 06/20/2022

Ledyard Public Library 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 accountable for the conduct of their children while on library premises and 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 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.
- For children older than ten, parents and caregivers are expected to be aware of the opening and closing times of the Library and to make suitable arrangements. Children at the library at closing time will be allowed to call parents from the library's phone for transportation. No staff member is obligated to stay with the child, and under no circumstances shall 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

Incident/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 _____

Witnesses:

What was patron doing at the time of injury? Describe the activity.

Where did the incident occur?

Describe the nature of injury.

What action was taken? (Ambulance called, police called, relative called, etc.)

Additional comments:

Name of staff member(s) who handled the accident:

Signature

Completed form goes to library director.

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 Library. Gifts can be made in memory or honor of a person or used to recognize a birthday, special event, or personal achievement. Collection items are always a welcome gift, but the Library also accepts donations toward a piece of equipment or other items needed in each building. Checks should be made out to Ledyard Public Library and mailed to 718 Colonel Ledyard Highway, Ledyard, CT 06339 or dropped off at either Library building.

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

Book Selection: Books will be chosen in accordance with the Library's 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.

Bookplates: Bookplates 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 each Library building, or it may be downloaded from the website at ledyardlibrary.org.

Approved by Ledyard Library Commission
04/18/2011

Donations

Donations are a meaningful way to support the Ledyard Public Library for the purchase of general items and collection materials or to support programming. To celebrate a special occasion or remember a loved one, donations can be made for the purchase of books, movies, music, or other collection materials based on your honoree's interests. Each will have a bookplate with the name of the person being honored or remembered.

Checks can be made out to Ledyard Public Library and either mailed or dropped off at the library. Please include this form with your check.

Date _____

Donated by:

Name _____

Address _____

Phone Number _____

Amount of donation \$ _____

My gift is a: General donation _____ Honor donation _____ Memorial donation _____

For Honor and Memorial donations:

In Honor or Memory of [circle one] _____

Send Acknowledgment card? Yes _____ No _____

To _____

Interests or other relevant information _____

Materials for: Children's _____ Young Adult _____ Adult _____

Place materials in: Bill Library _____ Gales Ferry Library _____ No Preference _____

For Library use only

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

Gifts and Donation Policy

Ledyard Public Library gratefully accepts 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 Ledyard Public Library 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 that are not donated for a specific purpose will be deposited in the Library Commission Special Fund. Monetary gifts of \$250 and over that are not donated for a specific purpose will be held by the Bill Library Association in a separate professionally managed 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. Gifts donated for a specific purpose will be deposited in the Library Commission Special Fund.
- 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 approval by the Library Commission, with the understanding 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.

Approved by Ledyard Library Commission
05/20/2013
Rev. 10/21/2013, 2/27/2023



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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).



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:

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; 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

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 arts¹, 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.² 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.”³ 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.⁴ 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.



LEADING THE WAY
SINCE 1875

Intellectual Freedom Statement Against Censorship

The Connecticut Library Association (CLA) advocates and educates in defense of intellectual freedom – the rights of library users to read, speak freely, and have unrestricted access to information, as guaranteed by the First Amendment. We are committed to defending the constitutional rights of all individuals, of all ages, to use the resources and services of libraries. Recently, organized attacks have targeted library materials and programs by BIPOC, LGBTQ+, and Jewish authors that address race, racism, enslavement, history, sexuality, gender identity and expression, bigotry, and antisemitism. This is a callous systemic erasure to undermine and eliminate the diversity of thought and experiences that reflect the BIPOC, LGBTQ+, and Jewish communities. These assaults of intimidation threaten the livelihood and safety of authors, library workers, educators, and board members. CLA vehemently condemns these acts of censorship and intimidation.

We believe in the [Library Bill of Rights](#), [Freedom to Read Statement](#), and Article 19 of the [Universal Declarations of Human Rights](#). Intellectual freedom is a core value of the library profession, and a basic right in our democratic society.

There is no good censorship. Any effort to restrict free expression, or the free flow of information, aids discrimination, and oppression. Fighting oppression with censorship is self-defeating. Critical thinking and civil discourse from all points of view must be protected and encouraged in a democracy. Any attack on these tenets is an affront to the rights of all people and works against the values of equity, diversity, and inclusion for which all libraries strive. Attempts to suppress and censor denies the individual the freedom to exercise critical judgment and to make their own decision about what they read and believe. We believe in the free enterprise of ideas and expressions.

We reject the claim that removing, labeling, or relocating a title will somehow shield children from the ideas contained within, especially in our connected digital world. We further reject the notion that anyone can perform the work we do without significant engagement with the professional ethics and expertise of librarianship. Libraries are safe places for children to encounter ideas in an environment that nurtures curiosity. Occasionally these encounters will include ideas that might be challenging, but we support the right of readers to be challenged, to learn, and to grow. Librarians and educators are the critical connection between readers and their books. It is our responsibility to champion these rights.

We pledge to stand with, defend, and assist our colleagues and library users in fighting censorship in all its forms. Exposure to a wide variety of perspectives and the unfettered exchange of ideas is necessary to preserve the freedoms guaranteed in a democratic society. We oppose the restriction, removal, banning, and censorship of books and other library materials that limit the freedom to read, speak, publish, or obstruct intellectual freedom.

CT Library Association, 2/10/2022