

POLICY MANUAL OF GROTON PUBLIC LIBRARY

Adopted by the Groton Public Library Board on
February 15, 2017

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SECTION A: SERVICE PHILOSOPHY

I. MISSION

The Groton Public Library brings people, information and ideas together to enrich lives and strengthen our community.

II. SERVICE PRIORITIES

Create young readers and foster success in school

Support for early learning and the joy of reading will be offered through our collections and resources, services, programs and partnerships. Students will have the resources they need to succeed in school.

Stimulate imagination and satisfy curiosity

Our community will be engaged through outreach, partnerships and programming that connect the Library with patrons in meaningful ways. Residents will find the materials and services they want and will have the help they need to make choices from among the options. Resources will be available to meet the lifelong learning and continuing education needs and goals of community members.

Provide connection to the online world

Residents will have high-speed access to the digital world with no unnecessary restrictions or fees, to ensure that everyone can take advantage of the resources and services available through the internet.

Help residents to know their community

Residents will have the information they need to fulfill their civic responsibilities and to fully participate in community decision-making. The history of Groton and the surrounding region will be gathered, preserved and organized, making our heritage available to all.

Offer a comfortable place

Safe and welcoming physical spaces to meet and interact with others or to sit quietly and read will be provided.

III. VISION

It is the Library's vision to:

- Be the first-choice destination for information
- Provide diverse resources, programs and viewpoints to our community
- Excel in customer service
- Anticipate and meet changing needs
- Ensure equitable access to the Library's resources and services

IV. CUSTOMER SERVICE

The Groton Public Library strives to offer excellent library services to all. This includes maintaining a welcoming facility and a quality collection. Successful customer service is the foundation of building a good relationship with library users. The staff should strive to provide accurate information and efficient, friendly assistance at all times. The following elements are essential to providing good customer service:

- A. The Library will offer the same quality of service to all patrons, regardless of age, sex, sexual orientation, nationality, educational background, physical limitations, religious affiliation or any other criteria that might be the source of discrimination.
- B. Every patron and all requests will be treated with equal respect and consideration.
- C. Staff should try to be flexible in meeting library patrons' needs. Generally, judgment calls should be made in the patron's favor, and issues resolved at the lowest possible level.
- D. If a staff member is unable to comply with a request, the patron should be offered an alternative, or the request can be referred to a supervisor. Staff should try to find a way to say yes.
- E. Staff members should be familiar with and be able to articulate Library policies and explain the rationale behind them.
- F. All interactions and transactions between a library patron or group of patrons and the Library will be considered confidential and will be discussed only in a professional context.
- G. Staff members are expected to act in a friendly, helpful manner to ensure that the patron will walk away with a positive experience. Each staff member, while at work, is a representative of the library. The impression made on patrons affects the Library's image and ongoing support. It follows that library staff should always put their best efforts forward to provide excellent customer service.

SECTION B: LIBRARY USE POLICIES

I. LIBRARY INFORMATION

The Groton Public Library is the principal public library for the Town of Groton and is located at the following address:

52 Newtown Road (Route 117)
Groton, CT 06340

Telephone: (860) 441-6750

Facsimile: (860) 448-0363

Website: www.grotonpl.org

E-mail address: reference@groton-ct.gov

Standard hours of operation are as follows:

Monday – Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 5:30 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday (September – April)	1:00 p.m. - 5:00 p.m.

For specific information about holiday or inclement weather closings, please call the Library. When the Groton Public Schools are closed due to inclement weather, all scheduled programs and meeting room reservations will be canceled. When schools announce a delayed opening, morning programs will be canceled. If schools are dismissed early due to weather conditions, afternoon and evening activities will be canceled. Call for weekend cancellations. Updates about early closing and cancellations will be posted on GMTV and on our Facebook page.

Southeastern Connecticut Libraries

The Groton Public Library participates in a consortium with Bill Memorial Library, Mystic & Noank Library and the Waterford Public Library. Although the libraries share an online catalog, each library sets its own policies and procedures. *Please contact our partner libraries for specific policy information.*

II. BORROWING PRIVILEGES

A. Eligibility

1. Any resident of Groton or Groton property owner may obtain a Groton Public Library card and is eligible to borrow library materials. (A Groton resident is a person whose principal domicile is in Groton.)
2. The Groton Public Library participates in the Connecticut State Library "Connecticard Program." Anyone who presents a valid library card from a Connecticut public library and supporting ID showing his/her name and address is then eligible to borrow library

materials. To be valid, the Connecticut rules require that the library card must include the following information:

- a. Name and town of the issuing library.
- b. Name of the person to whom the library card was issued.
- c. A specific future expiration date.

B. Registration of Borrowers

1. Groton residents must present proof of Groton residency to obtain a Groton Public Library card. Proof of residency must include name and street address (for example, a driver's license, car registration or utility bill). Military personnel may present alternative identification.
 - a. Adult cards are issued to adults and students in 6th grade and above.
 - b. Children's cards are issued to children ages 4-11. At the time of application, a parent or guardian must present proof of his/her residency and sign the child's application form.
 - c. Library cards are issued at no charge to Groton residents, and will be valid for three (3) years from the date of issue. There is a fee to replace a lost library card. *See Appendix A for current fee schedule.*
 - d. Summer residents may obtain a four-month library card; out-of-state residents may obtain a twelve-month library card. These temporary library cards are valid only at the Groton Public Library. *See Appendix A for current fee schedule.*
2. Library cards become temporarily invalid for any one of the following reasons:
 - a. Overdue materials have not been returned
 - b. Excessive fines
 - c. Card has expired
 - d. Returned mail

C. Responsibilities of Borrowers

1. Borrowers are responsible for:
 - a. All library materials borrowed on their library cards (whether materials were borrowed by themselves or others).
 - b. All overdue fines incurred by themselves or others on their library card.

- c. The replacement of lost or damaged library materials or equipment.
- d. Reporting of name, address and/or email address changes to the library.
- e. Reporting of lost or stolen library cards.

III. PATRON BEHAVIOR

A. Code of Conduct

1. Patrons will keep noise and activity at a level that does not inconvenience others browsing, reading or working in the library.
2. Users will avoid obstructing vehicles or pedestrians.
3. Library users shall comply with a reasonable official request or order to disperse (no loitering).
4. Patrons will respect Town property by not defacing or littering.
5. Patrons will refrain from violent, tumultuous, or threatening behavior.
6. No smoking is allowed in the building.
7. No animals are allowed in the building except those working as service animals or as part of an authorized library program.
8. State law requires that users of this building do not disturb others. Library staff will warn persons who behave in ways that disturb others. Upon continued incidents of disruptive behavior, the people responsible may be asked to leave the building.
9. No patron shall be refused the use of library materials or services unless he or she has demonstrated an abuse of library privileges as qualified by state statute, local ordinance or Library Board policy.
10. When serious incidents occur or when police are called to respond to an incident, an Accident or Unusual Incident report is filed with the Library Director (*see Appendix E*).

IV. VIDEO SECURITY CAMERA POLICY

Selected areas of the Library are equipped with video cameras for the protection and safety of patrons, staff, assets and property and to maintain order in the Library. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances. Signs are posted informing the public that security cameras are in use.

A. Security Camera Locations

1. The library understands that privacy is important to patrons and staff. Reasonable efforts are made to safeguard the privacy of customers and employees. Cameras may be installed in locations where staff and customers would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, and public seating. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms, nor are they positioned to identify a person's reading, viewing or listening activities in the library.
2. The use of video monitoring for staff performance is outlined in the Town of Groton Employee Handbook section titled "Electronic Monitoring of Employees." Camera locations will not be changed or added without permission of the Library Director.

B. Disclosure of Video Records

1. In pursuit of incidents of criminal activity or violation of the Library's Code of Conduct, the Town Manager, Library Director, or his/her designee(s) will have access to the archived material.
2. Video recordings and photos obtained through the video monitoring system will be released only in response to search warrants, court orders and/or requests by law enforcement for an active investigation.
3. Video records may be shared with authorized library staff when appropriate to identify those suspended from library property and to maintain a safe, secure, and policy-compliant environment.
4. Video records may contain personally identifiable information about an individual who has used any library service or borrowed any library materials ("patron information"), and will be accorded the same level of confidentiality and protection provided to library users by Connecticut state law.
5. In no event, unless required by an enforceable legal process, shall any video records be released to the media, patrons, or other persons.

C. Retention of Digital Images

1. Images will typically be retained for a period determined by the storage capacity of the equipment, usually about 14 to 21 calendar days. As new images are recorded, the oldest images will be automatically deleted.
2. Selected recordings may be saved as long as required as part of an ongoing investigation or litigation.

V. UNATTENDED CHILDREN

The Library Board and staff are eager for children to use the Library and welcome those who do so. Service to children is an important part of the Library's mission. The following policies reflect the Library's concern for the safety and welfare of the children it serves.

The Library adheres to the *Connecticut General Statutes Title 53, Sec. 53-21a. Leaving child unsupervised in place of public accommodation or motor vehicle.*

1. Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class A misdemeanor.
2. Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle between the hours of eight o'clock p.m. and six o'clock a.m. for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class C felony.
3. At all times, parents or caregivers are responsible for the conduct and safety of their children on Library premises. It is not the Library staff's function or purpose to supervise or care for children while parents are inside or outside of the Library. Library staff is not authorized to act in place of parents or caregivers or to ensure that children do not leave the Library.
4. Parents/caregivers are expected to be aware of the opening and closing times of the Library, bearing in mind that these times can and do change. Sudden emergencies may occur, such as a power failure, and require unexpected closing of the building. Parents/caregivers should be sure that their children know what to do or where to go when the Library closes.
5. If a child is left at the Library after closing time, or as the result of an emergency, and the child is not picked up within 15 minutes of the Library closing, the police will be called. Under no circumstances will a staff member transport children to another location.
6. All Library users, including children, are required to respect Library property and act in a manner appropriate to the use and function of the Library (*see Patron Behavior Policy*). Children who are not using the Library appropriately, or who require excessive staff attention or supervision, will be asked to leave and, if necessary, the police will be contacted.
7. Action regarding an unattended or neglected child will be taken when his/her health and safety (including emotional well-being) become an issue, or when there is disruptive behavior that is caused by or affects either the child in question or other Library customers.

8. When a staff member observes suspected abuse or neglect on the part of the parent or responsible caregiver, staff may contact the police, social services, or another agency about a child in danger at the Library.

VI. UNATTENDED VULNERABLE ADULTS

Groton Public Library strives to provide a warm, welcoming and safe environment for all community members. The Library is particularly concerned for the safety of vulnerable adults* in and around the Library.

1. Staff cannot be expected to monitor the whereabouts of vulnerable adults, prevent them from leaving the building/grounds, or to assume responsibility for monitoring their behavior.
2. Vulnerable adults who understand and follow the rules of conduct, and who can care for themselves, are welcome to be in the Library unattended. Vulnerable adults will be expected to follow the rules of conduct as outlined in the Patron Behavior Policy. They should have contact information for a parent/guardian or caregiver who can assist them in an emergency.
3. Vulnerable adults who are unable or unwilling to care for themselves must be attended and have adequate supervision at all times. A parent/guardian or caregiver, 18 years of age or older, must be responsible for monitoring the activities and behavior of vulnerable adults during their library visits.
4. Every reasonable effort will be made by staff to assist the vulnerable adult in contacting an appropriate adult in the event of an emergency. If no responsible adult is reached, or the vulnerable adult is not picked up within 15 minutes of Library closing, staff will contact police.

**A vulnerable adult is an individual over the age of 18 who is mentally or physically challenged to a degree that significantly impairs the individual's ability to provide adequately for his/her own care or manage his/her own behavior without assistance.*

VII. COMMENTS AND SUGGESTIONS

The Library encourages library users to fill out a form offering comments and suggestions on all aspects of library services (*Appendix F*). These suggestions, comments or complaints are given to the Library Director. They are reviewed and investigated, and appropriate action is taken. This may include an oral or written response to the library user, and may be referred to the appropriate staff member, the Library Board or the Town Manager.

VIII. VOLUNTEERS

A. General Volunteer Programs

1. The Library utilizes community volunteers to provide selected services to its patrons. A volunteer application (*Appendix I*) is available at the Information Desk.
2. The Town of Groton's procedures concerning volunteers will be followed. Some volunteer projects may require criminal background checks and DCF searches.
3. A library staff member will be responsible for the orientation and supervision of volunteers. This coordinator will work under the direction of the Library Director. Selection and/or acceptance of volunteers will be left to the discretion of the Library Administration.

B. Circle of Friends (Friends of the Library)

1. An active Friends of the Library group is encouraged and the Library Director keeps the Library Board apprised of the Friends' activities.
2. The Circle of Friends is a 501(c)3 organization with its own bylaws and officers. Their mission is to ensure that the Groton Public Library can continue to provide quality resources to the citizens of Groton.
3. Financial assistance from the Circle of Friends helps support Library initiatives, programs and services. Requests for funding are submitted by the Library Administration and approved according to Circle of Friends' bylaws.
4. The Junior Friends of the Groton Public Library, a division of the Circle of Friends, is a members-only group of children ages 12 and younger. The group, under direction of Library staff, organizes service projects and fundraisers that benefit the Library and the community. Membership benefits include a membership card and invitations to all Junior Friends' meetings and special events.

IX. CIRCULATION POLICIES

A. Borrowing Guidelines

1. Loan periods

Format	Loan Period	Maximum # of items
Books	3 weeks	
Selected new books	10 days	

Books on CD, Music CDs, Playaways	3 weeks	6
Playaway Views	1 week	2
Magazines	3 weeks	6 per title
Kits (book & CDs)	3 weeks	3
DVD feature films	1 week	3
DVD non-feature film	3 weeks	3
Museum passes	2 days	1
Kindles	3 weeks	1
E-books	3 weeks	4

2. The following items may not be borrowed:

- a. Reference materials
- b. Historical collection items
- c. Current issues of magazines
- d. Newspapers

3. Bulk loans (i.e., more than 20 items) may be arranged under special circumstances. Restrictions may be placed on the types and number of materials to be loaned. The Library reserves the right to recall any materials if needed.

B. Renewals

1. Library materials may be renewed once on a borrower's library card, provided there are no holds on the item.

C. Returns/Overdue Materials

1. Library materials may be returned to the Circulation Desk or the book drop.

2. Groton Public Library materials may be returned to any public library in Connecticut.
3. Fines will be charged for overdue materials. *See Appendix A for current fee schedule.*

D. Reserves (Holds)

1. Library materials that are currently checked out to other users may be reserved, with the exception of museum passes.
2. Materials that are not retrieved within the specified time will be removed and made available for the next patron.

E. Lost or Damaged Items

1. Borrowers are responsible for any materials borrowed on their library cards.
2. Borrowers are liable for the replacement cost of lost or damaged library materials or equipment.

F. Confidentiality of Library Records

1. In order to protect the privacy of library users, all circulation records and other records identifying individual patrons or library usage will be considered confidential in nature as set forth in [Connecticut General Statutes, Section 11-25](#). Information contained in such records will not be released except pursuant to a court order.

X. PUBLIC INFORMATION SERVICES

A. Photocopying and Faxing

1. Photocopy and faxing services are available for public use.
2. The copyright law of the United States ([Title 17, U.S. Code](#)) governs the making of photocopies and other reproductions of copyrighted material. Patrons are responsible for any infringement.
3. *See Appendix A for current fee schedule.*

B. Museum Passes

1. Passes are provided through the support of the Circle of Friends.
2. The Library's passes are offered in compliance with the guidelines set by the institutions. Some provide for free admission for a set number of guests while others provide reduced admission fees.

3. Passes cannot be reserved.
4. For current overdue fine, *see Appendix A*.

C. Interlibrary Loan

1. Interlibrary loan is the sharing of materials by libraries upon request of a library user. It involves both borrowing and lending. The purpose of interlibrary loan is to extend each library's range of available materials. We search Connecticut libraries via the statewide library catalog to satisfy our users' requests.
2. The lending library has the right to decide whether or not to make specific materials available for loan.
3. Groton Public Library will process requests for any registered borrower in good standing.
4. Interlibrary loan materials may be renewed only if allowed by the lending library.
5. In order to preserve our borrowing privileges with other libraries, interlibrary loan materials must be returned on time. If not, overdue fines will be imposed and the user's Groton Public Library borrowing privileges will be suspended until the materials are returned. *For current interlibrary loan overdue fines, see Appendix A.*

D. Exam Proctoring

1. To meet the needs of individuals and institutions of higher learning, the Groton Public Library will offer proctoring services as a courtesy to students. Groton Public Library will proctor both written and online exams based on the availability of personnel, facilities and technology.
2. Exams will be conducted after the following requirements are met:
 - a. Both the student and educational institution review and agree to the proctoring guidelines (*see Appendix H*).
 - b. Student reviews and accepts the current exam fees (*see Appendix A*).

XI. AV/VIDEO SERVICES – GMTV

- A. Video production priorities will concentrate on town government and library needs. The library's AV/Video Division video productions will include municipal meetings, public service announcements for town departments and community agencies that work with the town, and informational and educational programs that benefit the community.
- B. Members of the public and non-profit organizations may submit ideas for video programming to the library or to the Town Manager's Office in writing. The Town Manager,

Library Director and Municipal Video Specialist will review program proposals and set priorities.

- C. The library's AV/Video Division will adhere to all copyright laws.
- D. The library's AV/Video division will act as the Town of Groton's liaison for local cable television companies, video service providers, third-party community access providers and the cable television advisory council.
- E. Groton Municipal Television (GMTV) is a government access television service of the library. GMTV broadcasts are available on local cable television, video service provider government access channel(s), and the library and town websites. Programming includes municipal and local events, town meetings, library and town programs, government-related public service announcements, and community and educational programs.
- F. The library's AV/Video Division will manage the town's government access channel(s) in accordance with all Connecticut Department of Energy and Environmental Protection Public Utilities Regulatory Authority policies, as well as state and federal regulations and laws as they pertain to community access television.
- G. The library is responsible for scheduling all programming for the Groton government access channel(s) (GMTV) and for determining appropriate programming. Priority airtime will be given to library and town-produced programs.
- H. Video coverage of Town meetings
 - 1. The library's video coverage of town meetings will be "gavel-to-gavel."
 - 2. Every effort will be made to cablecast and stream (via the internet) public meetings "live" (at sites that are equipped for live events) or as soon as possible.
 - 3. The "Master" recording of public meetings will be kept for at least two years from the original recording date. The recorded meeting will be made available to the public for viewing on GMTV and/or town websites and/or through a requested copy.
- I. Duplication Services
 - 1. Duplication services are provided for Groton Public Library video productions or Town of Groton-related video and/or audio productions for personal or town-related use in accordance with Freedom of Information and copyright laws.
 - 2. Copies of library-produced programs or meetings may be requested by using the video/audio duplication request form (*Appendix G*). A fee will be charged for duplication. *See Appendix A for current formats and fee schedule.*
 - 3. The library requires a maximum of four working days' notice as specified in FOI regulations for each copy.

XII. OUTREACH

A. Services to Schools, Early Learning Facilities, and Other Agencies

1. The Groton Public Library provides storytelling and other programming for institutions that serve children and young adults. When this programming takes place at the institution rather than at the library, it is considered outreach.
2. *The purpose of outreach programming:* to introduce children, young adults, caregivers, and educators to the Groton Public Library and its services, as well as to provide a variety of age-appropriate literary experiences.
3. *Service eligibility:* eligible institutions for outreach programming include, but are not necessarily limited to, Groton public and private schools, preschools, licensed daycare centers, Groton Parks and Recreation, Groton Human Services and regional social agencies. Those groups not eligible include, but are not limited to, home daycare providers and private homes. The final determination of eligibility is left to the discretion of the Director.
4. *Availability of service:* outreach programming is available by appointment only and must be scheduled at least two weeks prior to the date the program is requested. The library has the right to deny outreach programming for any of the following reasons:
 - a. the institution is not eligible (as defined above)
 - b. there is not enough staff available at the time requested
 - c. the institution does not provide two weeks' notice
 - d. the date and time requested is at a time the library is not open
 - e. the time slot requested has been filled by another institution

For more information, please contact the Manager of Public Services at 860-441-6750.

B. Services for the Homebound

1. *Patron Eligibility:* Homebound delivery services will be provided to residents of Groton who meet the Medicare definition of homebound: "Leaving your home isn't recommended by your physician because of your condition; or your condition keeps you from leaving home without help (such as using a wheelchair or walker, needing special transportation, or getting help from another person); or leaving home takes a considerable and taxing effort." The Library may require verification from the patron's doctor in order to confirm eligibility for this program.
2. *Library Card and Homebound Registration Form:* Homebound patrons must have a Groton Public Library card in good standing. (A library card in good standing is defined

as one with no fines, fees, lost or overdue materials.) A file containing the homebound delivery services registration materials is maintained.

3. *Delivery Schedule/Loan Period:* Materials will be delivered on a biweekly basis unless an alternate schedule is approved. At the time new materials are delivered, the items from the previous delivery will be retrieved and returned to the library.
4. *Fines/Fees:* There is no fee for the homebound delivery service. Overdue fees will not be charged on homebound materials. The Library's standard fee schedule will apply for interlibrary loan materials and any damaged or lost items.
5. *Renewals:* Materials will be renewed according to the Library's existing renewal policy.
6. *Materials Available for Homebound Delivery:* All Library materials are eligible for homebound delivery, although the Library has the right to restrict the quantity, format and titles requested based on availability.
7. The Library may terminate delivery to any individual who misuses the service or fails to meet the eligibility requirements. Visits will not be made or Library materials delivered to any patron who for any reason poses a substantial risk to the health and well-being of volunteers, staff and other patrons.

C. Services for Groton Nursing Homes and Senior Living Facilities

1. The Library will deliver a selection of library materials in multiple formats to nursing homes and senior living facilities located in Groton to supplement facility-chosen themes or events. The materials will be exchanged on a biweekly basis unless an alternate schedule is approved.
2. The Library will also provide a collection of materials to be left in a central location for the enjoyment of the residents. These items are rotated on a regular basis and residents borrow and return the items on an honor system.
3. The Library offers a variety of programming opportunities for nursing homes and senior living facilities. The staff member in charge of homebound services may be contacted for current options.

D. Other Agencies

1. Contact the Library to discuss your needs. Although every effort is made to accommodate requests, staff availability, funding and suitability will determine the Library's ability to provide services.

XIII. INTERNET AND COMPUTER USE POLICY

A. Purpose

1. The Groton Public Library is committed to providing access to informational, educational, recreational and cultural resources for all library users. The Library provides access to the internet through library computers connected to the internet, and through wireless internet access during the hours that the library is open.
2. The internet offers access to a wealth of information that can be personally, professionally and culturally enriching. Because the internet is a vast and unregulated information network, it enables access to ideas, information, images and commentary beyond the Library's selection criteria and collection development policies.
3. Users are cautioned that ideas, points of view and images can be found on the internet which are controversial, divergent and inflammatory. The provision of access does not mean to imply that the Library endorses or sanctions the content or point of view of any of the information or commentary which may be found on the internet. Furthermore, because access points on the internet change, the Library cannot protect individuals from information and images which they might find offensive or disturbing.

B. Responsibilities of the Library

1. The Library strives to maintain internet access via library computers, networks, and wireless access at all times the library is open. Short downtimes do occasionally occur, and will be announced ahead of time whenever possible. Library staff assist users with library computers, printers, library software, and general internet use. Library staff may be able to assist users with laptops, phones, e-readers or other wireless devices or answer software questions. Library staff also may direct users to library resources, internet resources, or training classes that can help users explore software or wireless devices.
2. Computer use information, as well as library cardholder information, is confidential. All files are removed and internet search history is deleted from library computers at the end of each day.

C. Responsibilities of Users

1. Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Since staff cannot consistently and effectively monitor the public's use of the internet, individuals are asked to be sensitive of other's values and beliefs when displaying potentially controversial information or images on public computer screens.
2. All users of the internet are expected to use this library resource in a responsible and courteous way, consistent with the purposes for which it is provided, and follow all internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the internet includes:

- a. Recognizing that the internet, like all Library information sources, must be shared and used in a manner which respects the rights of others and avoids activities that prevent others from using it. Time limits may be enforced during peak demand.
 - b. Refraining from the use of internet sounds and visuals which might disrupt the ability of other library patrons to use the Library and its resources.
 - c. Respecting the privacy of others by not misrepresenting oneself as another user.
 - d. Exercising caution in sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) on the internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library's internet networks are unsecure; the security of personal information shared on or with non-library sites cannot be guaranteed.
 - e. Evaluating internet sources for accuracy and completeness of information. Users must use the internet at their own risk, realizing that they may encounter material they find offensive.
3. People may only use the Library's computers and networks for legal purposes. Violations listed below may result in suspension or loss of the privilege to use these resources. Illegal uses of the library's computers or wireless networks may also be subject to prosecution by local, state or federal authorities. Illegal and unacceptable uses include:
- a. Harassment of other users or violation of their privacy.
 - b. Libeling, slandering or maliciously offending other users.
 - c. Violation of software licensing agreements. Patrons may not use their own software on library computers.
 - d. Overuse of system resources such as bandwidth.
 - e. Attempting to crash, degrade performance of or gain unauthorized access to the Library's or other computer systems and networks.
 - f. Damaging equipment, software or data belonging to the Library or other users.
 - g. Accessing, viewing or disseminating child pornography.

D. Copyright Infringement

1. Copyright law of the United States (*Title 17, U.S. Code*) protects created works (including email, text, music, videos, web sites, images, programs or data), and describes permissible and prohibited uses of protected works. The U.S. Copyright Office notes that while "use of works may be permissible for criticism, comment, news reporting, teaching, scholarship, and research...the distinction between fair use and infringement

may be unclear and not easily defined." Except as permitted by fair use or other copyright exemptions, Groton Public Library internet users may not reproduce, display, or distribute copyrighted materials.

2. Downloading or distributing unauthorized copies of copyrighted motion pictures or songs constitutes copyright infringement under the [Copyright Act, Title 17 United States Code Section 106\(3\)](#). This conduct may also violate the laws of other countries, international law, and/or treaty obligations.
3. Any individual who engages in unlawful copyright infringement while utilizing internet services at the Groton Public Library will be personally liable for any such infringement and may be permanently barred from using the network.

E. Filtering

1. The Library's internet connection is provided by the Connecticut Education Network which receives funding from the Universal Service Fund. In order to receive this federal funding, the network must follow the guidelines in the Children's Internet Protection Act. Therefore, we have installed filtering software on our computers with internet access. Library users age 17 and over may request that a staff member disable the filtering software for bona fide research, or other lawful purposes.

F. Child Safety on the Internet

1. The Library supports the right of each family to determine appropriate internet use for their children and teens. Use of the internet presents an opportunity for each family to discuss sites and content they feel is appropriate or inappropriate. Responsibility for, and any restrictions of, a child's use of the internet rests solely with his or her parents or legal guardians.
2. Computers in the children's area are for use by children through sixth grade, as well as their parents and caregivers. Computers in the teen area are for the use of teens in grades six through twelve.

G. Obscene Images on the Internet and Child Pornography

1. Library patrons shall not use the internet to view, print, distribute, display, send or receive images, text or graphics of obscene materials or materials that are harmful to minors. Library personnel may monitor patrons' use of the internet to assure that library policies and procedures are being upheld. Failure to comply with this section will result in patrons being asked to leave the premises. Repeat offenders may be suspended and/or barred from the Library.
2. It is illegal for library patrons to use the Library's internet access to view, print, distribute, display, or send or receive images, text or graphics that violate laws relating to child pornography; any such action will be reported to the proper authorities.

H. Print Management

1. The Library employs a print management system that allows patrons to print on demand for a fee. Wireless printing is supported by the print management system.
2. The copyright law of the United States (*Title 17, U.S. Code*) governs the making of photocopies and other reproductions of copyrighted material. Patrons are responsible for any infringement.
3. *See Appendix A for the current fee schedule.*

XIV. USE OF THE GROTON PUBLIC LIBRARY

A. Library-Sponsored Programs and Events

1. The Groton Public Library offers a variety of programs that promote the enjoyment of reading and provide information, education and cultural enrichment to the community. Programs are designed to engage residents from babies through adults. These programs are open to the public and are free of charge. Some programs may require advance registration and/or may be limited to Groton residents. Co-sponsorship of programs with other agencies is encouraged.
2. The library main floor and grounds may be used for special occasions or programs at the discretion of the Director of Library Services and may not be reserved by outside groups.
3. Special library-sponsored events may occasionally be held for fundraising purposes. At these events, there may be a fee for program attendance and/or donations may be solicited.
4. No alcohol may be served in the Library or on library grounds. Exceptions will only be considered for library-sponsored events. Requests for exceptions to this policy must be made in writing and will be submitted to the Director of Library Services and the Town Manager.

B. Use of Meeting Rooms by Outside Groups

1. General

- a. The Groton Public Library has meeting rooms available during all public hours of operation. All meetings scheduled at library facilities must be free of charge and open to the public. Reservations for meeting room use are required in advance.
- b. Meeting rooms may be used free of charge by non-profit community groups and organizations whose aims are educational, cultural, or for civic betterment, provided that such use does not interfere with library programs and functions. Non-profit groups may reserve dates up to one year in advance.

- c. For-profit groups may use meeting rooms for a fee. *See Appendix B for current fee schedule.* For-profit groups may reserve dates up to 3 months in advance. Applications from for-profit groups are subject to approval by the library administration. Programs sponsored by for-profit groups must be free and open to the public and must follow all other “Guidelines for Use.”

2. Reservations

- a. In order to make the meeting rooms available to as many eligible groups as possible, no group may schedule more than 12 meetings (one per month) during a fiscal year (July through June). Application for use of a meeting room should be made at least one month in advance of the meeting date.
- b. The meeting rooms will be assigned in priority order to: (1) library programs and library-affiliated groups, (2) official government boards, committees and agencies, (3) local non-profit groups, and (4) profit-making groups. In rare cases Library or Town events may preempt your confirmed reservation. Every effort will be made to reschedule your event.
- c. Repeated reservation cancellations may result in future applications being denied.
- d. Kitchen facilities are available with Meeting Room 1 and must be requested in advance.
- e. Audiovisual equipment may be reserved in advance. If training in the use of the equipment is needed, it must be done by appointment in advance of a scheduled event. Please see a list of available equipment on the meeting room application.

3. Walk-In Reservations for Rooms 3, 4 & 5

- a. Meeting rooms for tutoring or study are scheduled on a walk-in basis only. These reservations are accepted at the circulation desk 15 minutes in advance, based on room availability. Rooms are generally reserved for groups of 2 or more.
- b. Walk-in reservations are limited to 2 hours. If no other patrons have requested space, a 1-hour extension may be granted.
- c. For-profit groups using Rooms 3, 4 and 5 will be charged. *See current fee schedule in Appendix B.*

4. Guidelines for Use

- a. Program attendees are expected to follow the Library’s posted rules for appropriate library behavior.

- b. No fees, dues or donations may be charged or solicited by the user for any program or exhibit. Selling or taking orders of any kind is prohibited.
- c. No alcoholic beverages may be served.
- d. No smoking is permitted, by order of the Fire Marshal.
- e. Rooms may not be used for birthday or anniversary parties, weddings, funerals, or other personal or private celebrations.
- f. Juvenile or young adult (age 18 or younger) groups may use the rooms only when adequate adult supervision is provided.
- g. Programs may not cause undue expense or burden to the Groton Public Library.
- h. Programs may not disrupt normal library services.

5. User Responsibilities

- a. Groups are responsible for their own room set-up and clean-up. Staff assistance is not available for setting up equipment and materials or for carrying items in or out of the building. Premises must be left in good, clean condition. Any damage which the Library considers more than normal wear will be repaired and charged to the organization or group responsible.
- b. The Library is not responsible for equipment, supplies, exhibit material or other items owned by a group or individual and used in the Library.
- c. All videos shown in the Library must be in compliance with public performance guidelines under copyright law.
- d. Groups must clearly identify themselves in any publicity about the event they are holding at the Library. Any printed publicity must include the statement: "This program is not sponsored by the Groton Public Library."
- e. Publicity is not to include the Library's telephone number, nor may the Library's name and address be used as a mailing address.
- f. All programs must end and rooms be returned to their normal configuration 15 minutes before closing. Participants must leave the building so that the staff can close the Library at the scheduled time.

6. Room Configuration

- a. Groups using Meeting Rooms 1 and 2 are welcome to shift tables and chairs to suit their needs. Library staff is not available to help with set-up or breakdown of tables and chairs. By the end of the scheduled time in Meeting Rooms 1 or 2 all groups must return the room to the normal furniture configuration.

Configuration diagrams are posted in each room. Repeated failure to adhere to these guidelines may result in loss of a group's privilege to use meeting room facilities.

- b. The Fire Marshal has set the following limits as to maximum capacity:

Rooms 1 & 2 combined	120
Room 1	70
Room 2	40
Room 3	6
Room 4	12
Room 5	6

- c. Meeting Room Fee Schedule – See Appendix B for current fee schedule.

XV. EXHIBITS AND DISPLAYS

A. General

1. In keeping with its mission to meet the educational, recreational and information needs of the community, the Groton Public Library makes library exhibit and display spaces available without charge to community groups, organizations, and individuals. The Library presents exhibits and displays with the purpose of providing educational and cultural enrichment and lifelong learning, promoting library resources, and reaching out to the community.

B. Definitions

1. *Exhibits*: generally include paintings, photography and other art works presented on the walls of Meeting Rooms 1 and 2. Exhibits may also include educational presentations with textual information.
2. *Displays*: generally include documents, photographs, artifacts, collectibles and ephemera presented using the Library's locking glass display cases.

C. Guidelines

1. Selection & Scheduling of Exhibits/Displays
 - a. Artists or collectors interested in exhibiting their work may be asked to provide photographs or examples of representative work. In the event of a negative decision regarding a proposed exhibit/display, the Library Board will hear an appeal for reconsideration.

- b. The Library displays materials on the basis of the following criteria: artistic, cultural or informational merit; exhibit quality; condition of the material; extent to which it is complementary to current library collections and services; and/or local and regional interest. The materials must fit the physical space available and be hung or displayed with hooks, picture rail or cabinetry provided by the Library. The Library reserves the right to reject any part of an exhibition or to change the manner of display.
 - c. Applications for use of exhibit/display space will be considered on a first come, first served basis. The exhibit/display period is generally four weeks. The Library reserves the right to determine the schedule of exhibits/displays, including their length and location.
 - d. Use of exhibit and display spaces for Library or Town purposes takes precedence over other uses. On the rare occasion that the Library finds it must use its space unexpectedly for its own purposes, even though a non-Library exhibit/display has been previously scheduled, the Library will make every effort to schedule an alternate time for the exhibit/display.
2. Content of Exhibits/Displays
- a. Advertising or promoting commercial products or services is not allowed
 - b. Acceptance of a display does not imply the Library's endorsement of the beliefs or viewpoints of the subject matter. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.
 - c. The art should be appropriate in scale, material, form and content for the library environment. The Library will not accept displays or exhibits that are judged to be either illegal or inappropriate for public viewing (i.e., a place that is free and open to people of all ages.) The Library reserves the right to remove any item from an exhibition on the above grounds, or if the exhibition is a possible safety hazard, is too large or otherwise inappropriate for the display space.
3. Installation of Exhibits/Displays
- a. Exhibitors are responsible for installing and removing exhibits/displays on the dates agreed upon by the Library and the exhibitor. Assistance will not be provided by library staff. Exhibits not removed as scheduled will be removed by library staff. Exhibit materials may be disposed of if not claimed within 30 days.
 - b. Exhibitors are encouraged to provide contact information as part of the exhibit/display for members of the general public who may wish more information.
4. Publicity
- a. The Library will list exhibits and displays in its online calendar of events and its monthly newsletter. Additional publicity is the responsibility of the exhibitor except

when the exhibit/display is co-sponsored by the Library. Press releases or other promotion of the exhibit/display shall not imply the Library's endorsement of the viewpoints put forth in the exhibit/display.

- b. Exhibitors may schedule special opening or other events but must schedule the date and time in advance. No alcoholic beverages may be served. The event must be open to the general public.
5. Other
- a. No prices may be posted on items in an exhibit/display nor may an admission fee be charged. Transactions for the purchase of exhibit/display items shall be directly between the purchaser and the exhibitor. No sales may be made on the premises.
 - b. All exhibitors must sign an Exhibit and Display Release Form (*Appendix C*). The form signifies the exhibitor's agreement to abide by the provisions of this policy and releases the Town of Groton and the Groton Public Library from any liability in connection with the loaned exhibit.
 - c. Acceptance of an exhibit does not constitute an endorsement by the Groton Public Library or the Town of Groton.

D. Community Information Area

Groton Public Library recognizes its role as a source of community information. Because of space limitations, however, the Library must set limits and priorities for distribution or display of printed materials within the Library's Community Area.

1. The Community Information Area provides space to display announcements for events and services that are of general and current interest.
2. Notices from community organizations and clubs, educational institutions, government agencies and non-profit organizations will be accepted for posting.
3. Notices advertising a fee for services such as housecleaning, babysitting, yard sales, private lessons, etc. will not be posted.
4. Notices advertising programs and events for which there is a fee may be displayed if they meet the criteria established in number 1.
5. Library staff will be responsible for determining that the item meets the general requirements for posting. All notices will be posted by library staff.
6. Bulletin boards are to be used for posting single copies of an item. Information tables are used for multiple copies of items.
7. Notices that are not date-sensitive may be posted for up to three months, space permitting; each notice will be dated when it is posted.

8. Library staff will remove outdated postings from the bulletin boards.
9. Groton and New London County area items will be given priority; other notices will be posted as space permits.
10. Posting or display in the Community Information Area does not imply endorsement by the Library.
11. Complaints about the Community Information Area Policy or about the content of a particular notice should be addressed to the Library Director.

SECTION C: LIBRARY COLLECTION POLICIES

I. COLLECTION DEVELOPMENT/MATERIALS SELECTION.

A. General

The function and duty of a public library is to provide the opportunity, whenever possible, for all persons to have free access to information and opinions representing a broad diversity of thought, public issues and ideas. In order to fulfill this obligation to all members of its community, the Groton Public Library believes that it must have in its collection material of varied viewpoints, including those points of view which may be regarded by some as controversial. The purpose of this collection development policy is therefore twofold: first, to guide staff in the selection of books and materials which are comprehensive, educational, interesting and exciting in their scope, irrespective of the fact that such materials may contain thoughts, views, or expressions which are unorthodox or unpopular; and second, to inform the public of the principles upon which selections are made.

The Library advocates neither secular nor religious beliefs and views. The Library's selection of material is not an endorsement of style or viewpoint. Selection of materials is based on the individual merit of the work, its author's intent, its relation to the collection, and its fulfillment of patron needs. To provide responsible library service, library materials should be selected for values of interest, information and enlightenment of the people of the community. In no case will library materials be excluded because of race, nationality or the social, political or religious views of the authors, nor will materials be proscribed or removed from the Library because of partisan or doctrinal disapproval.

1. Collection development is generally guided by one or more of the following criteria:
 - a. Reputation or significance of an author or artist
 - b. Authoritativeness and accuracy
 - c. Literary style or artistic excellence
 - d. Relevance to present or anticipated needs and interests of the community in terms of new materials as well as duplication of materials in high demand
 - e. Permanent value as resource material
 - f. Timeliness, reflecting new areas of knowledge or changing conditions of the contemporary scene
 - g. Relation to existing materials in the library's collection
 - h. Readability and clarity in relation to the intended audience

- i. Availability within other collections in our cooperative database
 - j. Suitability of format for library use
 - k. Price and availability of funds
 - l. Local interest
2. The Library adheres to certain general guidelines for selection of all library materials, encompassing both print and non-print items. These guidelines are as follows:
- a. In order to serve a public with diverse ages, educational background and reading skills, the Library will always seek to select materials of varying complexity.
 - b. The Library does not attempt to acquire textbooks or other curriculum-related materials unless the materials also serve to promote general public and adult learning among the community.
 - c. In selecting materials for the collection, the Library will pay due regard to the commercial, industrial, cultural and civic enterprises of the community.

B. Responsibility

Responsibility for the selection of library materials falls under the jurisdiction of the Library Director, who operates within the framework of the policies determined by the Library Board. Since no one person is fully qualified to determine the reading needs of all persons in all sections of the community, responsibility for materials selection may be delegated to staff members by the Library Director, who has the authority to implement the policy. Suggestions from patrons are always welcome and given serious consideration. Problems in material selection are referred to the Library Director.

C. Gifts

Gifts of materials are welcome, but the library reserves the right to evaluate them for permanent inclusion in the collection in accordance with the same principles and criteria applied to purchased materials. No conditions may be imposed by the donor as to the disposition of the materials. The Library reserves the right to determine the inclusion, classification, location and circulation status of all gift items just as with purchased items, and retains the right to dispose of duplicates and unneeded materials as seen fit.

1. Donors must be willing to assign proper and legal title, which can include copyright and literary rights, to all gift books, manuscripts, and other materials which have significant monetary value.

2. The Library does not assess the value of materials and therefore does not provide that information for tax purposes. However, upon a donor's request, the Library supplies a statement listing the number and general type of materials accepted.
3. Original works, crafts, artifacts, furniture and items large enough or of a nature to be considered permanent and non-circulating may be referred to the Library Board for consideration before final acceptance is given. Labels may be affixed to gift items indicating the donor and other information helpful to the patron or related to the person whom the gift honors.

D. Memorials

The Library welcomes funds to be used for the purchase of memorials. A thank you note is sent to the donor, and the family of the person honored is notified. If requested, memorial materials may carry a gift plate showing the name of the person honored.

E. Labeling of Materials

1. Library materials are not marked or identified in such a way as to indicate approval or disapproval, and materials are not sequestered, except for the purpose of protecting such materials from damage or theft.
2. In order to permit free and convenient access to library materials, the Library endorses an open shelf policy. Therefore no materials shall be either removed from open shelves or kept in a restricted area because of their controversial nature or because they are more suitable for one age group than another or because their subject matter, viewpoint or treatment might be considered objectionable by certain individuals or groups.
3. Responsibility for children's reading and viewing materials rests with their parents and legal guardians. Selection of materials for the adult collection is therefore not influenced by the possibility that children may obtain materials which some parents might consider inappropriate.

II. MATERIALS SELECTION

A. Circulating

Selection of circulating materials is based on an evaluation of reviews in recognized standard sources and the existing collection to ensure a balanced, well-rounded collection of materials that meets the needs of the community.

B. Reference Selection Guidelines

The Library reserves the right to determine which materials are included in the reference collection (materials for in-library use only) and which materials are included in the circulating collection. Criteria for designation shall include but not be limited to

the following: value, availability, replacement cost, volume of patron demand, current library programs, initial purpose for which materials were procured, and restrictions imposed by suppliers.

III. COLLECTION MANAGEMENT POLICY FOR THE LOCAL HISTORY ROOM

A. Policy Guidelines

This Collections Management Policy provides for the identification, collection, organization, preservation and access to the collections of the Local History Room (LHR) in the Groton Public Library. These guidelines meet professional standards governing ownership and responsibility entrusted to the Library's Board of Directors.

B. Defined Terms

1. Accessioning

The formal process used to accept and record an object in the collection by means of a Deed of Gift, an acknowledgement letter, and/or documented purchase in accordance with professional standards. Accessions are items that have been accepted and recorded into the local history collection's database. Deaccessions are previously accessioned items that have been removed from the collection.

2. Acquisition

Items gained through gift, purchase, or abandonment that are the legal property of the local history room. Items that have been acquired but not accessioned may be disposed of without going through the formal deaccessioning process.

3. Cataloging

The ongoing recording of information relating to an accessioned object, including its physical description, ownership history, photograph and its cultural, social and historical significance to the Town of Groton.

C. Collections

1. Scope

The primary focus of the local history collection is on materials relating to the history of Groton and genealogy of Groton families. A secondary focus is on genealogical and historical records concerning surrounding towns in southeastern Connecticut. A limited number of materials on Connecticut and New England will also be collected.

2. Classification of Existing Collections

a. Groton Public Library collection

- b. Carol Kimball postcard collection
- c. Jan Thompson postcard collection
- d. James L. Streeter collection

3. Collection Goals

- a. The Library maintains materials of permanent historical, genealogical or archival interest in the local history and genealogy (historical) collection, including both print and non-print materials.
- b. The primary focus of the local history collection is on materials relating to the history of Groton and genealogy of Groton families. A secondary focus is on genealogical and historical records concerning surrounding towns in southeastern Connecticut. A limited number of materials on Connecticut and New England will also be collected.
- c. Single copies of fiction having local historical significance may be collected. Fiction written by major award winners or written with the town of Groton (or its villages) as the primary location will be considered for inclusion in the collection.
- d. A limited number of rare historic materials and materials of special value to the Library may be housed in the historical collection.
- e. City directories and telephone books are kept for Groton and the surrounding areas.
- f. Gift materials will be subject to the same standards for inclusion and weeding as purchased materials.

4. Collections Committee

- a. The Groton Public Library will establish a Collections Committee. The Committee will be comprised of the Library Director, two Library Board Members and two librarians, one of whom is the manager of the Local History Room.
- b. The Committee will meet to approve items for deaccession and questionable items for accession.
- c. The Collections Committee will include in its deliberations, whenever deemed necessary, the advice of professionals with the goal of making well-considered and timely recommendations.

- d. The final decision to deaccession an item will be based on majority vote of Committee members.

D. Accessions/Acquisitions

1. All materials considered for acquisition will:
 - a. be consistent with the scope of the collection as defined above.
 - b. have written evidence of title and be free of any restrictions that hamper use or disposition.
 - c. be legally obtained.
 - d. be unique in a collection area, fulfill a specific need within the collection or open a new and relevant collecting area within the overall mission of the LHR.
 - e. be stored and preserved within the Library.
 - f. be free from physical issues that may threaten or endanger other collection items.
 - g. not require extensive conservation or financial obligation.
2. Procedure for items offered as gifts, loans or bequests
 - a. A temporary custody receipt will be issued to the donor of incoming items. LHR reserves the right to accept/deny items. The donor must indicate, on the temporary custody receipt form, his/her understanding that the materials may not be accessioned into the collection.
 - b. A temporary custody receipt will be signed by the owner and the LHR staff member for all incoming items. The LHR will strive to limit this custody to no more than 120 days. LHR assumes no responsibility for and will not insure objects in temporary custody.
 - c. Information will be solicited from the donor at the time the gift is offered, including its provenance and history.
 - d. Options for considering a gift include: accept the item into the collection; accept the item for resale purposes; dispose of or destroy the item with the concurrence of owner; or, return the item to donor.
 - e. The LHR is only responsible for certifying receipt of the gift and is not allowed to establish any valuations, appraise donations or arrange for an appraisal on the donor's behalf.

3. Purchases

- a. Items meeting the scope of collection may be purchased upon approval of the Library Director.

4. Registration of approved accessions

- a. The acceptance of all gifts and bequests will be without restriction. No commitment will be made as to exhibition, attrition or placement of potential gifts. No guarantee will be made that the gift or bequest will be retained by the local history room in perpetuity.
- b. The Deed of Gift (Appendix J) is mandatory.

E. Deaccessions

1. Criteria for deaccessioning & withdrawal:

- a. Items considered for deaccessioning will be evaluated for relevance, redundancy, physical integrity, authenticity and legality.
- b. Donated materials will be subject to the same standards for inclusion and disposal as purchased materials. Materials in the historical collection may be withdrawn with the approval of the Collections Committee.
- c. An object may be deaccessioned if it meets one of the following criteria: it does not pertain to the Groton Public Library's mission statement; it lacks historical value; it is in a state of advanced deterioration; it duplicates an item already in the collection; or, it possesses a threat to the safety of the public or other collections.

2. Compliance with legal requirements

- a. LHR adheres to state statutes and standard museum ethics when considering an object for deaccession.

3. Methods of disposal

- a. Disposal of materials will be by sale, transfer to another in-house collection, gift or exchange to other educational institutions or disposal in a sensitive manner. All accession numbers and other references to the LHR will be removed before it leaves the building.

4. Proceeds from disposition

- a. Proceeds from the sale of an item from the collection will be used for acquisition or direct conservation of the collections.

F. Loans

1. At the present time, the LHR is not loaning out items from the collections, either to individuals or other organizations.

G. Care and Control of the Collections

1. Records

- a. Collections records provide legal documentation of the collections, establish document provenance and provide a permanent record of the care, use, location and disposition of all items.
- b. The maintenance of accurate, up-to-date records detailing the identification, location and well-being of collection items is the responsibility of the LHR staff.
- c. Documentation will include the following information: identifying description of the object, photograph of the object, accession number, legal status of the object, provenance data and current location of object.
- d. Primary records will be safeguarded from hazards, such as fire, water, smoke damage and loss.

2. Standard Forms

- a. Temporary Custody Receipt
 - i. This form shows the name and contact information of owner of items left in the custody of the Groton Public Library and specifies whether the items are: an unconditional donation; to be considered for acquisition into the LHR collections; for identification or study; or, other.
 - ii. The form also asks potential donors to acknowledge disposition in case the item is not accessioned. Options are: donor will pick up item upon request; Groton Public Library will dispose of or destroy item for donor; or, Groton Public Library may sell item to benefit the Library.
- b. Deed of Gift form: This form transfers title to the Groton Public Library.
- c. Donor Records: Correspondence, legal papers, appraisals, etc.
- d. Accession Log: List of items accessioned into the Local History Collection.
- e. Collections Database: PastPerfect Software, CTDA.

- f. Condition Report: This report documents the condition of items in the collection made on a periodic basis to monitor preservation problems.

3. Care

- a. Every reasonable effort will be made to monitor and protect items in the collection from careless handling, vandalism, theft, fire, water, infestation and natural disasters. Where possible, collections will be stored in a secure, climate-controlled area that is segregated from other, non-collection items.
- b. When necessary, conservation of materials will be undertaken with the advice of a trained conservator.
- c. Records will be kept using appropriate forms for documentation: i.e., temporary receipt form, deed of gift, accession forms, relevant correspondence, conservation reports and deaccession records.
- d. Inventories and location records will be kept up to date to facilitate public access and to prevent loss.

H. Access to the Collections

- 1. As a public institution, the LHR will strive to provide the public maximum accessibility to the collections consistent with reasonable request, staff availability, and the security, safety and conservation of the objects, with the following stipulations:
 - a. A registration form will be read and filled out by all Local History Room users.
 - b. The Groton Public Library may limit access to fragile or unusually valuable materials.
- 2. Reproduction of LHR material (physical and digital):
 - a. Reproduction of LHR materials will conform to laws and policies covering intellectual property including copyright (Copyright Law of the United States. Title 17, U.S. Code) and fair use (Copyright Law of the United States. Title 17, Sec. 107, U.S. Code).
 - b. Reproduction by GPL in no way transfers either copyright or property rights, nor does it constitute permission to publish or to display materials.
 - c. All fees for copying are determined by the Library Board (see Appendix A).
 - d. In some cases, the GPL Staff may refuse to allow copies to be made because of the physical condition of the materials, restrictions imposed by the donor, copyright law or right-to-privacy statutes.

- e. The use of portable digital scanners or digital cameras is prohibited unless approved in writing by the Library Director.
 - f. A Letter of Agreement for Image Reproduction form (Appendix K) will be signed by each user before copies are made. The Letter covers reproductions made for commercial use, use in publications and non-watermarked prints for personal use.
3. The Groton Public Library may refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the materials.

I. Insurance & Risk Management

1. It is understood that many items in the collection are irreplaceable.
2. Conflict of Interest: No person involved in the policy or management of the LHR may compete with the LHR for the acquisition of materials or may take advantage of privileged information received because of his or her position. If a conflict develops between the needs of the individual and the LHR, the LHR will prevail.
3. LHR has concentrated on limiting risk to its collections through preventative measures such as security cameras in the room, an outside security system, fire suppression system, temperature and humidity control and controlled access to the collections.

J. Inventories

1. The LHR will undertake a periodic inventory of its collections. The goal of the inventory is to verify the location of items, assess improper or wasted storage space, identify major conservation problems and identify non-accessioned objects.

APPENDIX A

GROTON PUBLIC LIBRARY FEE SCHEDULE

LIBRARY CARDS

Summer residents	\$6.00 for a 4-month card
Out-of-state residents	\$20.00 for a 12-month card
Lost cards	\$1.00 for each replacement card

OVERDUE FINES

Books, CDs, Playaways, periodicals, kits (book and CD)	10¢ per day, maximum \$5.00
DVDs, Playaway Views, Playaway Launchpads	\$2.00 per day, maximum \$10.00
Museum passes	\$5.00 per day
Interlibrary loan materials	\$1.00 per day

VIDEO AND AUDIO DUPLICATION FEES

DVD	\$5.00
DVD dual layer	\$8.00
Mini DV	\$10.00
DV	\$15.00
CD	\$4.00
90 minute cassette	\$2.00

PHOTOCOPY & COMPUTER PRINTING FEES

Black & white	10¢ per copy
Color	50¢ per copy

EXAM PROCTORING

Proctoring fee	\$25.00 per exam
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LOCAL HISTORY ROOM IMAGE REPRODUCTION

Use of image from collection	\$30.00 per image (digital copy or print up to 8x10 inches)
Image used for commercial purposes	\$40.00 per image (digital copy or print up to 8x10 inches)

APPENDIX B

GROTON PUBLIC LIBRARY MEETING ROOM FEE SCHEDULE (FOR-PROFIT GROUPS)

Room 1	\$75.00 (up to 3 hours, \$25 for each additional hour)
Room 2	\$50.00 (up to 3 hours, \$25 for each additional hour)
Rooms 1 & 2 combined	\$125.00 (up to 3 hours, \$50 for each additional hour)
Room 3	\$15.00 per hour
Room 4	\$15.00 per hour
Room 5	\$15.00 per hour

Food and Beverages (no alcohol) may only be served in Rooms 1 and 2 at an additional fee of \$25.00.

Audiovisual Equipment must be reserved in advance, and training must be completed by appointment in advance of the event. An additional fee of \$50.00 is collected.

APPENDIX C

GROTON PUBLIC LIBRARY EXHIBITS AND DISPLAYS

Groton Public Library exhibits a variety of visual materials from a number of sources in support of its educational, cultural and informational goals. Although content will be determined by the exhibitor, the Library reserves the right to accept or not accept materials based upon appropriateness for this public building. Depending on availability of space, the Library may grant permission for organizations to set up displays for educational, civic, or recreational purposes, but will avoid displays of a commercial nature. This permission does not constitute an endorsement by the Library of the group's policies or beliefs.

Insurance

Exhibitors should provide their own insurance to cover loss or damage to materials and liability. The Library does not provide insurance coverage for exhibit items, and is not responsible for damage to and/or theft of exhibit items, but will make reasonable efforts to protect materials displayed or exhibited.

Installation & Dismantling Schedule

It is the responsibility of the displayer to set up and remove the display. If library staff must dismantle an exhibit after its scheduled removal date, the Library is not responsible for any damage. For wall mounted displays, the Library will furnish hooks and a step ladder. Labels for exhibit items are to be furnished by the exhibitor. Prices may not be included on labels. No sales transactions may take place on library premises, but the exhibitor's telephone number and a short biographical sketch may be posted.

EXHIBIT RELEASE & SCHEDULE

I, the undersigned, accept the foregoing terms and conditions and hereby release the Groton Public Library from all claims I may have and agree to indemnify and hold Town of Groton employees harmless from all claims that may arise by virtue of said exhibit.

Name: _____ Date: _____

Contact person if organization: _____

Address: _____

Home Phone: _____ Business Phone: _____

Signature: _____

Display area: _____ Dates of display: from _____ to _____

Set-up date: _____ Dismantle date: _____

In order to make space available for the next month's exhibitor, it is very important that you dismantle your exhibit on or before your scheduled take-down date.

APPENDIX D

**GROTON PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Title _____ Book ___ Periodical _____
Video ___ Other _____

Author/Artist _____

Publisher/Producer _____

Request initiated by: _____

Address _____

Telephone _____

Do you represent?:

Yourself _____

An organization (name) _____

Other group (name) _____

1. To what in the work do you object? Please be specific.

2. Did you read or view the entire work? _____. If not, what parts did you read or view?

3. What do you feel might be the result of reading or viewing this work?

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work? _____

6. Are you aware of judgments of this work by literary critics? (Please give references.)

7. What would you like the library to do about this work?

8. In its place, what work would you recommend that would convey a similarly valuable picture and perspective of the subject treated?

Signature _____

Date _____

Thank you for your comments. This form will be reviewed by the library director and appropriate division head. The work in question will be reconsidered as to inclusion in the library collection.

APPENDIX E

GROTON PUBLIC LIBRARY ACCIDENT OR UNUSUAL INCIDENT REPORT

Area of library: _____ Date: _____

Time: _____

Staff present: _____ Reported to: _____

Witnesses: _____

Name of patron (if known) or description:

Nature of accident/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.

APPENDIX F

How are we doing?

We want your opinion. What is the Library doing well? What could we do better? Your comments will let us know how we are doing and how we might improve. Please take a few moments to comment on library service.

You can write a comment below or you can call me at 860-441-6750 or email me at breiter@groton-ct.gov. If you wish to mail in your comments, please mail to Betty Anne Reiter, Groton Public Library, 52 Newtown Road, Groton, CT 06340.

Thank you for sharing your observations, ideas and suggestions.

Betty Anne Reiter
Director

Today's Date

APPENDIX G

GROTON PUBLIC LIBRARY VIDEO / AUDIO DUPLICATION REQUEST FORM

1. Video duplication services are provided for Groton Public Library (GMTV) video productions for personal and town related use in accordance with Freedom of Information and copyright laws.
2. Town of Groton related videos and/or audio may be duplicated at the Library's discretion. Material must be copyright-free or proof of copyright permission must be provided. The Library may retain a copy for archival and/or production and broadcast purposes.
3. The Town of Groton and/or the Groton Public Library and/or its employees will not be held responsible for damage to original video and/or audio recordings.
4. The Library requires a maximum of four working days' notice as specified in FOI regulations for each copy
5. Video duplication fees:

DVD (Single Layer)	\$5.00
DVD (Dual Layer)	\$8.00
Mini DV (63 minutes)	\$10.00
DV (124 minutes)	\$15.00
6. Audio duplication:

CD (80 minutes)	\$4.00
Audio cassette tape (90 minutes)	\$2.00
7. The requesting party must complete and sign the bottom portion of this form.

NAME: _____

ADDRESS: _____

TELEPHONE (Home) _____ (Cell) _____

VIDEO OR AUDIO PROGRAM TO BE DUPLICATED _____

I certify that I have read and understand the Groton Public Library Video / Audio Duplication Policies.

Signature

Date

Fee Collected: _____

APPENDIX H

GROTON PUBLIC LIBRARY TEST/EXAM PROCTORING GUIDELINES

In an attempt to support continuing education and lifelong learning, the Groton Public Library has agreed to act as proctors for distance learning students. We are able to proctor tests under the following conditions:

1. **As of April 15, 2014**, a **fee** of \$5.00 (Groton residents) and \$10.00 (non-Groton resident) will be collected for each exam. The fee will be **paid prior** to starting the exam.
2. The Library agrees to receive the exam. The Library needs **48 hour notice** to coordinate scheduling and to receive exam and instructions. The exam must be completed 1 hour before Library closing.
3. Test **MUST** be sent via email to reference@groton-ct.gov or faxed to REFERENCE at 860-448-0363. We cannot be held responsible for exam to be sent to an individual's email address.
4. Any library staff member available must be acceptable as the proctor when students choose to take the exam.
5. Students need to present current photo ID. Name on ID must match the name on the test the student is registered to take.
6. The student must not require supervision while taking the exam. **The Library is unable to provide one-on-one monitoring of students.** Students will sit near the Reference Desk or on a public computer while the Reference Librarian performs regular duties. Please be aware that the library environment and noise level will vary depending on the time of day. The proctor will be the Librarian on duty at the time of the exam.
7. Staff will hand out the exam, collect it when completed, and return it back to the appropriate educational institution.
8. The Library **will not assume any postage expense.** The student or the institution giving the test need to provide a return envelope with paid postage. If the test needs to be faxed to the institution, the student must pay the fee for the faxing service. Faxing, scanning/emailing, or mailing out exam could take up to 24 hours. The Library cannot arrange for UPS or FedEx pickup.
9. The Library has the right to deny requests for proctoring.
10. **Proctoring is not available on Sundays.**

If this process is acceptable to both the student and the educational institution, we will proceed to proctor the exam. Please address questions to the Library reference staff at reference@groton-ct.gov or call us at 860-441-6750.



TOWN OF GROTON

45 Fort Hill Rd.
Groton, CT 06340

Volunteer Application

Last Name: _____ First Name: _____ Date: _____

Street Address: _____

City: _____ Email: _____

Telephone: (H) _____ (Cell) _____

Driver's License Number/Issuing State: _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (H) _____ (Cell) _____ (Bs) _____

Work Status

- Student (Provide school name) _____
- Retired

- Employed PT (Provide employer name) _____
- Employed FT (Provide employer name) _____
- Other (Provide explanation) _____

Preferred Volunteer Program(s):

- Coaching
- Library
- Senior Center
- Human Services
- Golf Course
- Parks and Recreation
- Adopt a Highway
- Community Emergency Response Team
- Other (Provide explanation) _____

Please list any relevant work and/or volunteer experience:

Please list any special skills, training, interests or hobbies:

Certifications: CPR (Date: _____) First Aid (Date: _____)

Available Days:		Available Hours:	
<input type="checkbox"/> Sunday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Morning _____	
<input type="checkbox"/> Monday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Afternoon _____	
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday	<input type="checkbox"/> Evening _____	
	<input type="checkbox"/> Saturday		

When will you be available to begin to volunteer?

Personal References:	Name	Telephone
1.		
2.		

Work-Related References:	Name	Telephone
1.		
2.		

How did you hear about the volunteer program? _____

Why do you want to volunteer? _____

I understand and agree that as a volunteer I am expected to comply with all applicable Town policies, including, but not limited to, confidentiality.

I agree to reimburse, hold harmless and indemnify the Town of Groton from and against any claims, losses, expenses, (including reasonable attorney's fees) suits and judgments against me arising out of my acts or omissions as a Volunteer.

I certify that the information that is provided on this application is complete and true. I further acknowledge that falsification or omission of any information presented or requested on this application and/or during the interview process may result in rejection of or dismissal from a volunteer position.

Applicant's Signature: _____ Date: _____

<p>For Applicants under age eighteen (18), a parent/guardian signature is required.</p> <p>I give permission for _____ to volunteer for the Town of Groton and to be photographed in relations to his/her position.</p> <p>Parent/Guardian Signature: _____ Date: _____</p> <p>Parent/Guardian Name: _____ (Please print)</p>
--



TOWN OF GROTON

GROTON PUBLIC LIBRARY



BETTY ANNE REITER
DIRECTOR
BREITER@GROTON-CT.GOV

52 NEWTOWN ROAD, GROTON, CONNECTICUT 06340
TELEPHONE (860) 441-6750 FAX (860) 448-0363
WWW.GROTON-CT.GOV WWW.GROTONPL.ORG

DEED OF GIFT

Name of Donor:

Address of Donor:

I, the undersigned Donor, hereby give and transfer absolutely to the Town of Groton, Connecticut (the Donee), for the use and benefit of the Groton Public Library, without restrictions as to use or disposition, the property described on **Schedule A**, attached hereto and made a part hereof, including any and all copyright, trademark, and related interests owned by me.

Intellectual Property Interests:

___ I affirm that I own and control all right, title, and interest, including the intellectual property rights in some or all of the donated property. (Please indicate below or on a separate page the materials for which you own and control the intellectual property rights and the nature of your rights, e.g. copyright, trademark, sole/joint owner, heir, literary executor, etc. Please list any other licensees.)

___ I do not control intellectual Property Rights in any of the donated Property.

___ To the best of my knowledge, the Intellectual Property Rights are controlled by:

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Conveyance of Intellectual Property

I wish to transfer, convey and assign to the said Town of Groton, Connecticut, for the use and benefit of the Groton Public Library, all right, title and interest, including Intellectual Property Rights that I own and control in the property described on Schedule A.

Use of Donated Items:

The Donee shall have the unfettered right to the use, display, preservation and disposal of the donated items.

Valuation of Donated Items

The Donor shall be solely responsible for obtaining any appraisals or valuation reports that are necessary for the Donor’s income tax preparation. The Donor acknowledges that the Donee does not provide advice on the value of donations and the tax deductibility of donations.

Witness #1

Donor’s signature

Witness #2

STATE OF CONNECTICUT }
 ss. Groton
COUNTY OF NEW LONDON }

date

On this ____ day of _____, 20____, personally appeared before me _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained, as and for his free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Commissioner of the Superior Court/
Notary Public
My commission expires:

ACCEPTANCE

The Town of Groton, Connecticut, hereby accepts the above referenced gift, to be held and administered according to the terms of the foregoing Deed of Gift.

Dated at Groton, Connecticut, this ____ day of _____, 20__.

Town of Groton

By _____

Its _____

Subscribed and sworn before me this

_____ day of _____, 20__.

Commissioner of the Superior Court
Notary Public
My commission expires:

SCHEDULE A



TOWN OF GROTON

GROTON PUBLIC LIBRARY



BETTY ANNE REITER
DIRECTOR
BREITER@GROTON-CT.GOV

52 NEWTOWN ROAD, GROTON, CONNECTICUT 06340
TELEPHONE (860) 441-6750 FAX (860) 448-0363
WWW.GROTON-CT.GOV WWW.GROTONPL.ORG

Letter of Agreement for Image Reproduction

Date: _____

Name: _____

Company: _____

Address: _____

City, State, Zip Code: _____

List images requested (use separate sheet if needed)

Purpose of use: _____

Number of images _____ @ \$30.00 per image (digital copy or print up to 8x10 inches)

@ \$40.00 per image for commercial use (digital copy or print up to 8x10 inches)

Deposit \$ _____ (50% of requested order. Payable at time of order.)

Final cost \$ _____ (Payable at time services are rendered.)

The following credit line will be included with each image:

“Photo from the _____ Collection of the Groton (CT) Public Library”

Exceptions or Additions:

Please continue to page 2

Conditions of Use for Photographic Reproductions Owned by the Groton Public Library

1. You are allowed to use the photographic image copy only once and only for the purposes listed in the Letter of Agreement. Any subsequent or different use constitutes a reuse and must be applied for in writing. Reuse fees will be established on a case by case basis.
2. Intended multiple use of an image must be specified. This could occur when an image is used in an exhibit, in the exhibit catalog, and on posters and other promotional materials. Multiple use fees will be established on a case by case basis.
3. Proper credit must be provided to the Groton Public Library as specified in the Letter of Agreement.
 - a. With promotional material, it is preferred that the credit line appear on the same or facing page as the image.
 - b. With exhibits, credit within exhibition area is appropriate
4. If an image is used in a published work, a complimentary or discounted copy of the work is requested for the Library's collection.
5. Do not permit others to reproduce the photographic copy or any facsimile of it.
6. In authorizing the publication of a photographic copy, the Groton Public Library does not surrender its own right to publish or grant permission to others to do so.
7. Any exceptions or additions to the above conditions will appear in, and be considered part of the Letter of Agreement.

Conditions as stated in this document are approved and agreed upon by requesting party.

Signature: _____

Title _____

Date _____

Conditions accepted by (on behalf of the Groton Public Library):

Signature: _____

Title _____

Date _____