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BOARD OF TRUSTEES
Alice L. Pendleton Library

Term	Name	Address	Phone	Email
2025	Bacon, Ed	1348 Meadow Pond Road	734-2089	dredbacon@gmail.com
2025	Bolduc, Jon	267 Pendleton Point Road	975-1537	jbolduc@islesboro.k12.me.us
2025	Hua, Brooke	832 Main Road	503-332-1913	brookehua@hotmail.com
2024	Kehoe, Elana	979 Meadow Pond Road	734-6459	elana@zen.org
2026	Read, Laura	950 Main Road	734-6607	lauraread77@gmail.com
2026	Stevens, Tom	PO Box 26	576-2352	thomasstevensent@gmail.com
2026	West, Susan	243 Main Road	250-1533	sewest@mac.com

Ex-Officio:

Melissa Olson, Library Director, 113 Derby Rd., x6944, librarydir@townofislesboro.com

Janet Anderson, Town Manager, POB 76, x2253, manager@townofislesboro.com

Priscilla Fort, President FRIENDS, 1399 Main Road, x8281, fortmom@gmail.com

Peter Anderson, Selectmember liaison, pete.anderson@townofislesboro.com

**ALICE L. PENDLETON LIBRARY
BOARD OF TRUSTEES BY-LAWS**

Adopted September 11, 1996

Revised December 2023

ARTICLE I

Section 1. Name. The name of the organization shall be: The Alice L. Pendleton Library Board of Trustees.

Section 2. Purpose. The Board of Trustees of the Alice L. Pendleton Public Library exists to advise, recommend, and advocate for the library to the Town of Islesboro. The Board supports the work of the library and provides advisory leadership to the Library Director, creates and updates policy, and advocates for the library within the community regarding library services and resources. Although the library operations are managed by the Library Director, the board-director relationship is a partnership.

Section 3. Authorization. This organization exists by virtue of the provisions of Title 27, Maine Revised Statutes Annotated (MSRA), Section 101, Free public libraries established in towns; and shall exercise the powers and authority and assume the responsibilities delegated to it under said statute.

ARTICLE II

Section 1. Members. The Board shall consist of 7 members who shall be appointed by the Islesboro Board of Selectmen, and shall serve for a term of 3 years. (The initial appointments shall be made for 1-, 2-, and 3-year terms so that successive appointments will be staggered for continuity). If a seat is vacated, the new trustee will serve the remainder of the previous trustee's term.

Section 2. Ex-Officio Members. The Library Director, a member of the Board of Friends, and the Town Manager or a Select Board member shall be asked to serve as ex-officio members of the board.

Section 3. Vacancies. In case of a vacancy on the Board, the vacancy may be filled by appointment by the Board of Selectmen.

Section 4. Removal. In case of the need for the removal of a member from the Board, the Library Director will make the recommendation to the Select Board for removal.

ARTICLE III

Section 1. Officers. The officers shall be a Chairperson and a Secretary, to serve a term of one year, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member to all committees, and generally perform all duties associated with that office.

Section 3. Secretary. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 4. Vacancies. In the absence or disability of any officer, their duties shall be performed by other members of the Board as the Board may designate.

ARTICLE IV

Section 1. Regular meetings. The Board shall hold regular meetings at least quarterly, at a date and hour to be set by the Board at the annual meeting.

Section 2. Annual meeting. The annual meeting for the purpose of the election of officers and the adoption of any annual report shall be held at the time of the regular meeting in the month of June.

Section 3. Special meetings. Special meetings may be called by the Secretary at the discretion of the Chairperson, or at the request of 4 members for the transaction of business as stated in the call for the meeting.

Section 4. Quorum. 4 members of the Board present in person shall constitute a quorum for the transaction of business at any meeting.

Section 5. Procedure. All meetings shall be governed by Robert's Rules of Order, latest edition.

Section 6. Notice of Meetings. Written notice of the annual meeting shall be sent by the Secretary at least 10 days prior to the meeting, stating the place, day and hour of the meeting, and the purpose for which the meeting is called.

ARTICLE V

Section 1. Committees. The Chairperson shall appoint committees for specific purposes as the business of the Board may require. All committees shall make progress reports to the Board at each of its meetings. No committee shall have other than advisory powers unless the Board votes it specific power. Trustees are expected to serve on such committees if needed.

ARTICLE VI

Section 1. Amendments. These bylaws may be amended, altered, or repealed by a vote of the majority of the members of the Board, at any annual or regular meeting of the Board. Notice of the proposed alteration shall be disseminated in a manner that is reasonably calculated to notify the general public of the time, date, location, and method to be used to conduct the meeting provided the notice of such meeting is posted 10 days prior to the meeting and contains

Section 2. Approval. The Trustees shall submit revisions to the Selectboard, which has ultimate responsibility, for official approval.

**TOWN OF ISLESBORO
A.L.P. LIBRARY BOARD OF TRUSTEES
REMOTE MEETING AND PARTICIPATION POLICY**

Pursuant to 1 M.R.S § 403-B

I. **Purpose:** The Town of Islesboro strives to provide an open and transparent government that maximizes the ability of its residents to participate in the public process. This Policy sets forth the conditions upon which the A.L.P. Library Board of Trustees may conduct a remote meeting, as that term is defined in this Policy. In addition, this Policy sets forth how and under what circumstances individual members of the A.L.P. Library Board of Trustees (and members of the public) may participate in an in-person public meeting of the A.L.P. Library Board of Trustees by remote means.

II. **Definitions:**

- a. “Public meeting” means a “public proceeding,” as that term is defined in 1 M.R.S. § 402(2), as may be amended.
- b. “Remote means” means “remote methods” as that term is defined in 1 M.R.S. § 403-B(1), as may be amended. For purposes of this Policy, “remote means” may include, but is not necessarily limited to: Zoom, Go-To-Meeting, Skype, Google Meet, or other comparable internet-based videoconferencing platform that allows for “screen-sharing” functionality. “Remote means” does not include text-only means such as e-mail, text messages, or chat functions.
- c. “Remote meeting” means a public proceeding, as defined in 1 M.R.S. § 402(2), as may be amended, conducted solely by remote means.

III. **Remote Meetings of the A.L.P. Library Board of Trustees:** The A.L.P. Library Board of Trustees *shall conduct its meetings in person* unless the Chair (or in their absence, the Vice Chair), in consultation with the Town Manager, makes a determination that an emergency or urgent issue exists that requires the A.L.P. Library Board of Trustees to conduct a remote meeting. The determination of such an emergency or urgent issue shall be made as soon as practicable, and notice of a meeting being conducted by remote means shall be disseminated consistent with 1 M.R.S. § 406, as may be amended, and this Policy.

IV. **Remote Participation by Individual A.L.P. Library Board of Trustees Members:**

Except for a remote meeting being conducted consistent with Section III of this Policy, members of the A.L.P. Library Board of Trustees are expected to be physically present for all public meetings except when being physically present is not practicable for one or more members. Circumstances under which physical presence for one or more members is not practicable include:

- a. Illness or other physical condition, or temporary absence from the Town of Islesboro, that causes the member to face significant difficulties traveling to and attending the public meeting in person;

- b. The Town's geographic characteristics impede or slow travel due to its territorial limits consisting of a number of islands that are not connected by bridges; or
- c. To provide reasonable accommodation to a member with a disability.

A member who is unable to attend a meeting in person shall notify the Chair (or in their absence, the Vice Chair), as well as the Town Manager, of the existence of such circumstances as far in advance as is possible.

V. **Public Notice of Remote Meeting or Remote Participation**: When the A.L.P. Library Board of Trustees elects to conduct a public meeting by remote means or when one or more members of the A.L.P. Library Board of Trustees are permitted to participate in an in-person meeting by remote means, the following shall occur:

- a. Notice of the public meeting shall be provided in a manner that provides ample time to allow public attendance. Such notice shall be disseminated in a manner that is reasonably calculated to notify the general public of the time, date, location, and method to be used to conduct the meeting. Such notice shall provide information regarding how members of the public may attend the public meeting remotely and shall provide the physical location where members of the public may participate in person.
- b. Members of the public shall be provided with a **reasonable opportunity** to participate in the public meeting by remote means, which shall at a minimum include an effective means of communication between such members of the public and the A.L.P. Library Board of Trustees. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.
- c. Unless the entire A.L.P. Library Board of Trustees is conducting a remote meeting as provided in Section III of this Policy, members of the public must be provided the option to attend the meeting in person or by remote means.
- d. All documents and other materials considered by the A.L.P. Library Board of Trustees shall be made available to members of the public by the same or more efficient means as they are provided to individual A.L.P. Library Board of Trustees members. This requirement may be met by: (i) posting all documents and materials to be considered by the A.L.P. Library Board of Trustees on the Town's website at least one (1) business day prior to the meeting; (ii) making physical copies of all documents and materials to be considered by the A.L.P. Library Board of Trustees available for in-person pick-up at the Town Office at least one (1) business day prior to the meeting; or (iii) enabling the "screen-sharing" function of the remote means utilized for the meeting in such a way that members of the public are able to view all relevant documents and materials while the A.L.P. Library Board of Trustees is reviewing and discussing the same.

- VI. **Quorum**: A member of the A.L.P. Library Board of Trustees who participates in a public meeting by remote means is considered present for purposes of determining the presence of a quorum and voting.
- VII. **Roll Call Vote Required**: All votes taken during a remote meeting being conducted consistent with Section III of this Policy or where one or more members of the A.L.P. Library Board of Trustees are participating remotely must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by all members of the A.L.P. Library Board of Trustees and the public.
- VIII. **Zoom Preferred**: The preferred remote means for all Town boards and committees shall be Zoom Webinar. The platform shall be set up and hosted by a Town official and a digital recording shall be preserved. The use of private accounts to host a remote meeting is prohibited.
- IX. **Disruptions and Adjournment**: If during the conduct of a remote meeting or a public meeting with remote participation, the meeting is interrupted through disruptions or glitches in the technology, the meeting shall be automatically recessed for up to 15 minutes to restore communication when audio-visual communication cannot be maintained with a quorum of members or with the public location identified in the A.L.P. Library Board of Trustees notice pursuant to Section V(a). If the interruption cannot be resolved within 15 minutes, and the A.L.P. Library Board of Trustees has not provided reasonable notice to the public as to how the meeting will be continued at an alternative date and time, then the meeting shall be automatically adjourned.
- X. **Executive Sessions**: To preserve the executive session privilege of any portion of a meeting closed to the public, the Chair should confirm with each attendee that no unauthorized person is present or has access to any executive session being conducted via remote means. There shall be no audio or visual recording of an executive session.
- XI. **Other Town Boards and Committees**: Any public body organized under the auspices of the Town **may** adopt this Policy in order to comply with 1 M.R.S. § 403-B. Any public body adopting such a remote participation policy under this section must file written notice of the vote with the Town Clerk upon adoption. Any such public body may also choose to set more stringent regulations for remote participation, provided that said policy is at least as stringent as this Policy and complies with 1 M.R.S. § 403-B. Such enhanced policy must also be approved by a vote of a majority of the members of said body and a copy of said enhanced policy must be filed with the Town Clerk upon adoption.
- XII. **Applicability**: This Policy does not apply to Town Meetings.
- XIII. **Amendment; Severability; Effective Date**: This Policy may be amended as needed by a majority vote of the A.L.P. Library Board of Trustees. The provisions of this Policy are severable, and if any provision shall be declared to be invalid or void, the remaining provisions shall not be affected and shall remain in full force and effect. This Policy shall take effect immediately upon adoption by the A.L.P. Library Board of Trustees.

Date Adopted: November _____, 202

MISSION STATEMENT

Written and approved – December 4, 2019

The Alice L. Pendleton Library strives to enrich personal lives by supporting civic and cultural activities which meet the community's needs.

NON-DISCRIMINATION POLICY

The Alice L. Pendleton Library is committed to the principle of equal opportunity in access, education and employment. The Library does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.

GUIDELINES AND GOALS

In addition to the “Library Bill of Rights” and the “Freedom to Read Statement,” the Alice L. Pendleton Library adopts the following objectives:

1. To assemble, preserve and administer, in organized collections, books and related educational and recreational material in order to promote, through guidance and stimulation, the communication of ideas, an enlightened citizenship and enriched personal lives;
2. To serve the community as a center of reliable information;
3. To provide opportunity for recreation through the use of literature, music, films, and other art forms;
4. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary, as correctives and stimulants in a society that depends for its survival on free exchange of ideas;
5. To support educational, civic, and cultural activities of groups and organizations;
6. To provide opportunity and encouragement for children, young people, and adults to educate themselves continuously;
7. To continually identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.

LIBRARY SERVICES POLICY

1. The library will select from the mass of available materials, and organize for easy access, those books and materials that best meet the needs of the community.
2. The library staff will provide guidance and assistance for people to obtain the information they seek.
3. The library will provide programs, exhibits, book lists, and other activities to encourage the use of library materials.
4. The library will endeavor to cooperate with other community agencies and organizations.
5. The library accepts a responsibility for securing informational material beyond its own resources for its patrons.
6. The library will lend to other libraries, materials which are requested for their patrons when appropriate. Patrons of the Alice L. Pendleton Library have priority in the use of its materials.
7. The library will endeavor to maintain a balance in its services to the community at large. The public library will cooperate with, but cannot perform the functions of school or other institutional libraries, which are designed to meet curricular needs.
8. Library services will be provided during the hours that best meet the needs of the community.
9. Periodic review will be made of library service to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.

LIBRARY PATRON POLICY

1. The library will serve all the people of the community. Those who wish to use certain services of the library are required to obtain a library patron number. Service will not be denied or abridged because of religious, racial, social, economic or political status. Patron numbers (cards) are available at no fee. Children under the age of 18 must have a parent/guardian sign their application.
2. The use of the library or its services shall be limited when excessive demands of staff time, available materials, or space by groups or individuals tend to curtail service to the general public.
3. The use of the library or its services may be denied for due cause. Such cause may be failure to return books, to pay replacement fees, destruction of library property, disturbance of library patrons, or any other objectionable conduct on library premises.

BEHAVIOR POLICY (Rules of Conduct)

In order to provide and maintain the library as a reliable community resource in a comfortable and welcoming atmosphere for all, we ask that you observe the following “Library Rules of Conduct”

1. **Be considerate of others.** Behavior consistent with the purpose of the library is expected at all times. Do not interfere with the use of the library by others. Loud talking, raucous laughter, offensive or abusive language such as profanity, obscenity, racially or sexually harassing comments, threatening language or otherwise engaging in disruptive behavior. Harmful acts such as hitting, pushing, running or playing physically active games are prohibited throughout the library.
2. Entry to the building must be kept safe and uninterrupted. Skateboarding, biking or rollerblading is not allowed anywhere on the property, inside or out. Bicycles must be placed (in the bicycle racks) so that they do not restrict parking, walkways or doorways and pose no safety hazard.
3. Food or drink are allowed in the building with caution, consideration and clean-up, but at no time may food or drink be in the immediate area of the public computers.
4. Admittance will not be granted to those not wearing shoes, shirts, and other proper attire.
5. Patrons may not enter non-public areas, including staff workrooms, offices, and storage areas without proper authorization from the Library Director or their designee.
6. Cell phones must be silenced while in the library.
7. The Library staff is not responsible for minor children who are unsupervised. For behavioral, safety and security reasons, parents/guardians/or assigned chaperones must supervise young children under the age of seven.
8. Children 7 years of age and younger must not be left unattended in the library.
9. Parents/guardians are responsible and liable for their children’s actions regarding any vandalism to the property.
10. Animals or pets are not allowed in the library except those needed to assist patrons with disabilities or those who have arranged prior permission.
11. Gatherings, meetings, or use of the meeting room is not allowed without proper authorization.
12. Putting feet on furniture, lying, lounging on the floor, or sleeping anywhere in the building is not allowed.
13. Restrooms may not be used for purposes such as bathing, shaving or laundry.
14. Selling by unapproved groups, advertising, petitioning or soliciting is not allowed on the library property.

Library patrons who ignore staff requests to comply with the above policies will be asked to leave the library property. Patrons who repeatedly violate the Behavior Policy or pose a threat to the comfort and safety of other patrons or library staff may have their library privileges suspended for a time period specified by the library director.

CIRCULATION POLICY

Patron types

The age of 18 is used to determine the step from child to adult.

Adult Resident: in residence minimum 9 months of the year.

Child Resident: in residence minimum 9 months of the year.

Adult Seasonal: in residence less than 9 months of year but returns to the same address each year.

Child Seasonal: in residence less than 9 months of year but returns to the same address each year.

Renter/Temporary: will not return to the same address/temporary.

Library items are any circulating materials.

Circulation Periods

Books: Two weeks

Videos: One week

Audio Books: Two weeks

Non-literary materials (Garden tools, sewing machines, etc): One week

Non-literary materials are restricted to adults; no more than three may be checked out at a time.

The library reserves the right to set special circulation periods on high demand or special/unique materials.

Check out limits

Adult: Ten items

Child: Ten items

Renter/Temp: Five items

Renewals

1. Library materials may be renewed three times as long as there are no holds on the items.
2. All Alice L. Pendleton Library materials may be renewed in person or by phone.

Returns

1. Returns must be placed in the return bin located at the circulation desk or in the outside deposit box..
2. Items returned in the outside deposit after closing time will be checked in the next open day.

Holds/Reserves

1. Holds may be placed on any circulating item that is not available at the time of the request.
2. Holds may be requested in person or by phone or email.
3. Patrons are limited to three hold requests per day.
4. Patrons will be notified when the requested item is available. Patrons have one week to pick up the item, after which their hold is no longer valid.

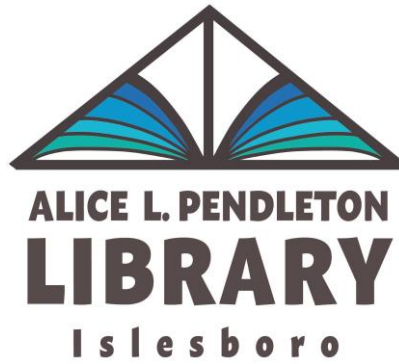
5. Patrons may phone in a request to have an item “held” or “put aside” for them to be picked up that day or the next library day.

Lost or Damaged Items

1. Patrons must pay replacement costs for lost books. A book is considered lost if not returned within four months of the date due.
2. Patrons will not be allowed to check out any library materials until lost or damaged costs are paid in full.
3. Charges for items damaged by patrons will be determined by the extent of the damage.
4. Replacement costs will be charged for items no longer fit for circulation.
5. If the item can be repaired the cost of such repairs may be charged.

Reinstatement of privileges

Once the damaged or lost items are paid in full, the patron’s library privileges will be reinstated.



APPLICATION FOR LIBRARY CARD

DATE: _____

LAST NAME: _____

FIRST NAME: _____

MIDDLE NAME OR INITIAL: _____

ISLESBORO MAILING ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

If you are not a year round resident of Islesboro, please fill in your other address and phone#.

OTHER MAILING ADDRESS: _____

OTHER PHONE NUMBER: _____

I agree to comply with all the rules and regulations of the Alice L. Pendleton Library.
I will make good on all lost or damaged items. I will give notice of any change of address or other contact information.

Signed _____
(holder of card or parent/legal guardian of child under age 18)

MATERIAL SELECTION POLICY

(Collections Development)

It is the aim of this Library to meet the informational, educational, cultural and recreational needs of our patrons by providing library materials and information sources in a variety of formats and reading levels in accordance with the mission of this library, the varied interests of our patrons, and budgetary constraints.

Library materials are selected and maintained to provide a well-rounded source of entertainment and information to meet the needs of the community based on quality, cost and availability of the materials for purchase.

1. The library strives to maintain an up-to-date collection of the standard works in a wide variety of disciplines.
2. Selections are made by the Library Director based on merits of the work in relation to the needs, interest and demands of the community.
3. Selections are made using book reviews, professional journals, booklists by recognized authorities, advice of competent people in specific subject areas and formal patron requests.
4. General Selection Criteria used:
 - a. Individual merit of each item
 - b. Suitability of physical format of library purposes
 - c. Popular appeal/demand
 - d. Current interest or relevance
 - e. Suitability of subject and method of presentation for intended audience
 - f. Relationship to existing collection in same subject field
 - g. Budget
5. Requests: All requests from patrons for specific titles or subjects will be considered.
A "Request to Purchase" form is available at the circulation desk.

REQUEST TO PURCHASE POLICY

Patrons are welcome to submit a request to the library to purchase a book, audio, DVD, etc. While we can not purchase every request due to limits in our budget and storage space, we are always happy to be notified of a patron's interest in a particular material or subject.

1. The Library Director will consider every request;
2. The request must be made by completing a "Request to Purchase" form. One form must be filled out for each item requested;
3. Patrons are limited to submitting three requests per day.

REQUEST TO PURCHASE

Date of request: _____

Title: _____

Author: _____

Publisher: _____ Date: _____

Requested by: _____

Address: _____

Telephone: _____

Request represents:

Self: _____

Organization (please identify): _____

Other: _____

Recommended or reviewed by: _____

Date: _____

WITHDRAWAL OF MATERIALS

Materials that are no longer useful in the light of the stated objectives of the Library will be systematically weeded from the collection according to professional practices, and based on the following guidelines:

1. Remove physically worn out or damaged materials;
2. Eliminate obsolete information;
3. Remove duplicate copies of titles which are no longer in demand;
4. Remove materials that have not been used for an extended period of time.

Withdrawn materials are disposed of at the discretion of the Library Director. Materials deemed to have value would be sold at the Library book sale, or sold to or through used book dealers. As the materials are the property of the town of Islesboro the proceeds will be deposited in the name of the "Alice L. Pendleton Library" at the town office.

COMPUTER USE AND INTERNET SAFETY POLICY

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

As with other library resources, the use of the library’s computer or Internet resources by a minor is the responsibility of the parent or legal guardian.

Use of the ALPL computers or Internet connection is considered de facto acceptance of these policies.

COMPUTER USE

- No sign-in required to use the public computers; simply help yourself to any available station.
- Abide by 1-hour time limit.
- Pay for all printed copies (15 cents/page for black and white prints, 30 cents/page for color prints).
- Do not change settings, wallpaper, etc.; do not save/download; do not install hardware/software.
- Do not shut down computers; click the Home icon when finished.
- Patrons may save to their own memory sticks (the Library is not responsible for loss or damage).
- The user is responsible for any damage resulting from connection of users' personal computer equipment or peripherals to ALPL computers.
- Privacy cannot be guaranteed; all computers are in public areas and must be used as such.
- Any copyright law infringement by the patron is solely his/her/their responsibility.

INTERNET SAFETY

Definitions

Key terms are as defined in the Children’s Internet Protection Act, regarding 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.

1. The term “minor” means any individual who has not attained the age of 17 years.
2. The term “obscene” has the meaning given such term in [18 U.S.C. 1460](#).
3. The term “child pornography” has the meaning given such term in [18 U.S.C. 2256](#).
4. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that—
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual [act](#) or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.”

Access to Inappropriate Material

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

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

Upon request and 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.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Alice L. Pendleton Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of 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.

Failure to abide by the provisions of this policy will result in the loss of library privileges including, but not limited to, use of the Library computers. Illegal acts involving the public computers or Internet connection will be subject to prosecution by local, state and federal authorities.

Education, Supervision and Monitoring

Members of the staff will supervise and monitor appropriate usage of the online computer network and access to the Internet to insure in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

COMPLAINT FORM: GENERAL (NON-MATERIALS)

Complainant's name _____ Telephone # _____

Address _____

Complainant represents self, organization or other: _____

Description of complaint (be specific):

Date of occurrence _____

Did you read the library policies concerning the area of your complaint?

What would you like the library to do about this matter?

Additional comments:

Signature of Complainant _____

Date _____

RECONSIDERATION OF MATERIALS

The Alice L. Pendleton Library subscribes to the provisions of the Library Bill of Rights and the Freedom to Read Statement (see below) as adopted by the American Library Association. These documents are considered a part of this policy. All individuals have the right to choose which library materials they will use. However, no one has the right to restrict the freedom of others to read whatever they wish. No book or other material in question is automatically removed from the collection because of an objection to it.

The Alice L. Pendleton Library Director will address any and all complaints submitted in writing. Written complaints will be kept for a minimum of one year.

MATERIAL RECONSIDERATION PROCESS

1. A Reconsideration of Material form may only be submitted by a permanent resident ALPL card holder.
2. A completed hard copy of the Reconsideration of Material Form must be submitted by the complainant to the Library Director.
3. After careful consideration of a submitted Reconsideration of Material Form, the Library Director shall request a special meeting of the Library Trustees to discuss the matter. The role of the Trustees is
to advise the Director, with the decision to be made by the Director.
4. After making a decision, in consultation with the Trustees, the Library Director meets with the Select Board to discuss the matter.
5. The Select Board makes the final decision.
6. Upon the decision of the Select Board, the Library Director shall communicate, in writing, the Select Board's decision to the person(s) who submitted the Reconsideration of Material Form.
7. All Reconsideration of Material forms, and all written correspondence on such, will be maintained, in hard and digital copy, for a minimum for five (5) years.

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.

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.

RECONSIDERATION OF MATERIAL FORM

The Trustees of the Alice L Pendleton Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Date _____

Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Complainant represents self, organization or other (please specify) _____

1. Resource on which you are commenting:

- Book (e-book)
- Movie
- Magazine
- Audio Recording
- Digital Resource
- Game
- Newspaper
- Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. Explain your concern as to how the resource(s) in question violates the library policy regarding the Library Bill of Rights and the Freedom to Read Statement.

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

6. What action are you requesting the Board of Trustees consider?

BUILDING (Meeting Area) USE POLICY

1. Meeting areas in the library may be reserved for use by educational, civic, cultural, and governmental groups when no admission charge is made. Exceptions may be made for meetings sponsored by the library or an approved non-profit educational group or institution for short-term classes, institutes, discussion groups and forums, involving small fees. Commercial or denominational groups may not reserve the areas. However, committees or associations affiliated with more than one church for business transactions when no religious services are involved will be allowed meeting space. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the meeting areas provided the meetings are open freely to the general public.
2. All meetings must not surpass the legal capacity of the building.
3. An application for the use of Library Meeting Facilities must be submitted 1 week before the meeting date.
4. Any library equipment used is subject to the approval of the Library Director. Equipment must be approved in advance and listed on the application. Use of certain equipment requires staff assistance. The staff member is responsible only for that particular piece of library equipment. All other equipment used will be the responsibility of the applicant.
5. The fireplace is to be used only by library staff and then only for approved library hours.
6. The library key must be picked up by the applicant prior to the event and left on the circulation desk at the end of the event. Library keys may not be copied.

APPLICATION FOR USING LIBRARY MEETING FACILITIES

Application Date: _____

Date Requested: _____ Time Requested: _____ Space Requested: _____

Group Affiliation:

_____ Civic _____ Educational _____ Social

_____ Religious _____ Other, please describe: _____

Purpose of Meeting:

Do you need to use any library equipment? _____ Please list _____

Contact Person: _____

Address: _____

Phone: _____

E-mail: _____

Estimated number to attend: _____

Because of a limited staff, it will be the responsibility of the applicant to see that chairs are set up before the meeting at such a time as not to interfere with library users and at the end of the meeting to return them to their original positions. The applicant also accepts full liability for any damage to facilities and/or equipment, and agrees to confine the organization's activities to the assigned area. If refreshments are to be served, it is the responsibility of the group to supply all of its needs and to clean up.

The Alice L. Pendleton Library will not be responsible for any materials or equipment left in the building.

The undersigned, on behalf of the organization or group, has read and agrees to comply with the policy and procedures governing the use of the library.

Signature of Applicant

GIFT POLICY

Within the provisions of the state laws, the Library Board of Trustees adopts the following policies:

1. The Alice L. Pendleton Library welcomes and encourages gifts and bequests to the library.
2. The Alice L. Pendleton Library accepts all gifts provided that:
 - a. The materials offered are appropriate for library use and consistent with current acquisition policy;
 - b. No restrictions are imposed as to the disposition or use of the donated materials without prior arrangements and agreement of the Library Director and/or the Library Board of Trustees;
 - c. A gift once accepted becomes the property of the Alice L. Pendleton Library;
 - d. The Library Board of Trustees reserves the right to accept or reject all donated material.
 - e. The Library reserves the right to decide the conditions of display, housing, and access to materials or disposal of such materials.

DONATED FUNDS POLICY

1. All donated funds will be deposited and recorded in Town accounts.
2. Endowment funds will be segregated and when practical, invested in the safest manner possible to provide maximum interest income.
3. Acceptance of donations of restricted funds will be based on meeting the Library's standards of selection for library materials.
4. The Town Manager will provide to the Board of Trustees, on request, periodic reports of donations received and expenditures from donated funds.
5. The Board of Trustees will approve expenditures of donated funds over \$1500.00. Expenditures in accordance with the annual budget are considered approved at the time of budget preparation.

DEFINITIONS

- Donated Funds: Any amount contributed directly to the Library (exclusive of contributions to the Friends of the Alice L. Pendleton Library).
- Endowment Funds: Donated funds which limit spending to only the interest on the donated principal.
- Restricted Funds: Donated funds of \$500 or more which designate a specific purpose for which they must be used.
- Unrestricted Funds: Donated funds with no conditions placed on their use, or under \$500.

FEE-BASED SERVICES

1. A per sheet fee will be charged for photocopies and computer printouts: 15 cents per page for black and white, 30 cents per page for color.
2. Fees for 3D printing are .50 per minute for up to 30 minutes, .25 per minute thereafter.

INTERLIBRARY LOANS

We are happy to find books, DVDS or other items for you through interlibrary loan.

Requests

When requesting a book through interlibrary loan, please submit the title and author for specific books, or the subject and the number of sources required for non-specific material.

New Books:

Newly published works are not available through interlibrary loan. The loaner libraries have these reserved for their own patrons.

How long will it take?

This depends on the length of time it takes to search for the book and availability of the item. Items from Bangor Public Library usually are received in 3 to 4 business days.

When is the item due?

The item is due by the date determined by the lending library.

Renewing an item

Loaner libraries have various circulation periods. If you need to renew this item you must request renewal 1 week before it is due to the loaner library. The item may not be renewable by the loaner library. Please mention that it is an interlibrary loan item at the time you are requesting a renewal.

Overdue items

If the loaner library charges overdue fines, they will be passed along to the borrower.

Come and get it!

When your item comes in you will be called. Please come pick it up at your earliest convenience. If the book is not picked up within one week, the book will be returned to the loaner library.

Lost or damaged items

Patron will pay the cost of lost or damaged items determined by the lending library.

3D PRINTER POLICY

The Alice L Pendleton Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:

1. Prohibited by local, state or federal law.
2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer).
3. Obscene or otherwise inappropriate for the Library environment.
4. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

The Library reserves the right to refuse any 3D print request.

Supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

Any individual using the Library's 3D printer agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to the individual's use of the 3D printer, including but not limited to violations of patent, trademark and/or copyright law.

Any patron under 13 must be accompanied by a responsible adult over the age of 18, who must sign the waiver.

Procedures

1. The 3D printer may only be used during designated times when the Library staff or volunteer coaches are available.
2. Any 3D drafting software may be used to create a design as long as the file can be saved to gcode via the Dremel DigiLab 3D Slicer application available at <https://digilab.dremel.com/3D-software>.
3. The library has a computer available with software that may be used to create a design. Digital designs are also available from various file-sharing databases such as Thingiverse.com.
4. Files may not be dropped off to be printed. Patrons must help get the print started. They may, however, come back later to pick up the final print.
5. Use of the 3D printer will be provided on a first come, first serve basis and will only be permitted during Library hours. Individuals may submit only one file at a time for printing;

however, if time permits and no one is waiting to use the 3D printer, Library staff, in their sole discretion, may permit an individual to submit more than one file for printing. Files containing more than one object are permitted. You must call to reserve time slot(s) in 60 minute increments.

6. Only designated Library staff or volunteers will have hands-on access to the 3D printer. Items printed from the Library's 3D printer and not picked up within 30 days after being printed become the property of the Alice L Pendleton Library.

Cost

The minimum cost to print is \$0.50 cents per minute for up to 30 minutes of printing, with a cost of \$0.25 per minute for each additional 15 minutes of printing. Print times are determined by the estimated time given by the 3D printer. Printing times are rounded to the nearest 15 minute increment.

1. Payment is due when the job is submitted.
2. Printing designs are not guaranteed to come out as intended and can be affected by any number of variables, such as size, complexity and overhanging areas. The Library does not refund printing fees for completed items which do not come out as intended due to options selected by the individual requesting the 3D print, including but not limited to scale, quality, design, required support material, etc.

3D PRINTER WAIVER

In order to use the Alice L. Pendleton Library’s 3D printer:

- I acknowledge that I have read, have understood, and will adhere to the terms of this Policy and Waiver of Liability Agreement;
- I assume any and all of the physical, psychological, and financial risks associated with the use of the 3D printer equipment;
- I hereby release, hold harmless, and forever discharge from any liability the Alice L. Pendleton Library and the Town of Islesboro as well as their respective trustees, officers, agents, and employees, for any and all claims, damages, causes of action, judgments (including costs and expenses), or liability arising directly or indirectly from damages, bodily injury, or death that I may sustain as a result of my use of the Library’s 3D printer equipment.

Print name

Signature

Date

ALPL Witness

If the 3D printer is to be used by a child/dependent/minor: I state that I am the parent or legal guardian of the minor _____, age _____, and that I have the legal right to consent to and, by signing below, I do hereby consent to all the terms and conditions of this Policy and Waiver of Liability Agreement.

Print name

Signature

Date

ALPL Witness

TOOLS POLICY

1. Patrons must be aged 18 or over to borrow tools from the Alice L. Pendleton Library (“Library”).
2. Prior to borrowing tools, all Patrons must: (a) read the Tools Policy; and (b) sign this Tool Policy form.
3. Library staff is available to assist in explaining the operation of tools. However, by taking possession of any item, the Patron is certifying that they are capable of using that item in a safe and proper manner.
4. Only the Patron is authorized to use Library tools. The Patron shall not permit others to use items they have checked out except by the express permission of the Library.
5. Patrons will generally not be charged for borrowing any tool. However, the Library reserves the right to charge fees for a select number of tools with consumable parts.
6. All tools borrowed are to be returned to the Library no later than seven days after the tool is borrowed. This applies to tools checked out during any of our open hours, including weekday hours when available. Tools may only be returned during the Library’s open hours.
7. Tools may be renewed if: (a) the Patron contacts the Library prior to the date the tool is due; and (b) no other Patron has reserved the tool. The Library reserves the right to refuse or limit renewals and will do so based on demand.
8. The Patron agrees that if any borrowed tool becomes unsafe or in a state of disrepair, they must immediately discontinue use of the tool and notify the Library of the issue on return, if not earlier.
9. All tools are to be returned in the same condition as they were issued, barring normal wear and tear. All tools must be returned clean. The Patron agrees to pay for the loss of or damage to any item and further agrees to accept the Library’s assessment of condition of items and to further agree to the Library’s assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or in total.
11. The Library reserves the right to refuse the loan of any item at its discretion.

TOOLS WAIVER

I am capable of using the tools I am borrowing. I will use the tools I am borrowing in a safe and proper manner.

I waive any and all claims against the Alice L. Pendleton Library for any injury or injuries of any nature that I may suffer or incur in the use of the tools that I am borrowing from the Alice L. Pendleton Library.

Signature Date

Alice L. Pendleton Library Staff Member

5-1-21

VIRTUAL REALITY EQUIPMENT POLICY

1. No one younger than 12 years old may use the headset.
2. The headset cannot be used for longer than 30 consecutive minutes.
3. If the user experiences any discomfort or nausea, they should stop using the headset immediately.
4. Use of the headset must be observed by a staff member, at least at the start, to assist with navigation and access.
5. Use time should be scheduled ahead so that the use area is clear and ready.
6. Anyone with no experience with VR headsets will be required to first take a tutorial to make sure that they are comfortable using the controls and headset.
7. The headset and any VR accessories are not to leave the library.

**VIRTUAL REALITY EQUIPMENT
WAIVER OF LIABILITY AGREEMENT**

In order to use the Alice L. Pendleton Library's Virtual Reality (VR) equipment, I agree to the following:

- I acknowledge that I have read, have understood, and will adhere to the terms of this Policy and Waiver of Liability Agreement;
- I assume any and all of the physical, psychological, and financial risks associated with the use of the VR equipment;
- I hereby release, hold harmless, and forever discharge from any liability the Alice L. Pendleton Library and the Town of Islesboro as well as their respective trustees, officers, agents, and employees, for any and all claims, damages, causes of action, judgments (including costs and expenses), or liability arising directly or indirectly from damages, bodily injury, or death that I may sustain as a result of my use of the Library's VR equipment.

Print name

Signature

Date

ALPL Witness

If the VR equipment is to be used by a child/dependent/minor: I state that I am the parent or legal guardian of the minor _____, age _____, and that I have the legal right to consent to and, by signing below, I do hereby consent to all the terms and conditions of this Policy and Waiver of Liability Agreement.

Print name

Signature

Date

ALPL Witness

BULLETIN BOARD/DISPLAY POLICY

1. All posters/notices must be submitted at the circulation desk and posted by the staff.
2. No commercial or for profit notices will be posted.
3. The Library reserves the right to limit size, time, and location of postings.
4. The Library may refuse to post items due to inappropriate content.
5. The Library reserves the right to remove from display any material, at any time, for any reason.

As an informational service, notices for Islesboro-based services (such as childcare) may be posted as approved by the Library Director and on a space-available basis as determined by the Library. Display or posting of information does not imply library endorsement.

PHOTOGRAPHY

The Alice L. Pendleton Library staff and volunteers take photos at events and during normal business. Individuals will not be identified by name without their prior consent, or if they are minors, their parent's or guardian's prior consent.



PHOTO CONSENT AND PERMISSION RELEASE

Adult Permission Release

I give permission to the Alice L. Pendleton Library to use my photo and/or name on the library's website and/or in library promotional materials.

I release and hold harmless the Library and its agents and employees from and against any claims or liability arising from or related to the use, publication or distribution of the photographs by those who are not part of the library staff. This release is valid until revoked by the signer.

Signature: _____ Date: _____

Name: _____

Please print

Minor Release: For Persons 17 and Under

I am the parent or legal guardian of _____ and I give permission to the Alice L. Pendleton Library to use my child's photo on the Library's website and/or in library promotional materials.

I release and hold harmless the library and its agents and employees from and against any claims or liability arising from or related to the use, publication or distribution of the photographs by those who are not part of the library staff. This release is valid until revoked by the signer.

Signature: _____ Date: _____

Name: _____

Please print

DISASTER PLAN

Following is adopted from the Amigos Preservation Service

Institution: Alice L. Pendleton Library

Date of current revision:

IN-HOUSE EMERGENCY TEAM

Administrator:

Office Phone: Home Phone: Cell Phone:

Disaster Team Leader:

Office Phone: Home Phone: Cell Phone:

Building Maintenance:

Office Phone: Home Phone: Cell Phone:

Disaster Team:

- 1.
- 2.
- 3.
- 4.
- Department Head:
- Department Head:
- Department Head:
- Department Head:
- Department Head:

FACILITIES: LOCATIONS OF EMERGENCY SYSTEMS**Building:**

List locations and attach floor plan (use letters to indicate locations on floor plan).

A. Main Utilities

1. Main water shut-off valve:
2. Sprinkler shut-off valve:
3. Main electrical cut-off switch:
4. Main gas shut-off:
5. Heating/cooling system controls:

B. Fire Suppression Systems (by room or area)

1. Sprinklers:
2. Halon:
3. Other:

C. Water Detectors**D. Keys**

Key boxes:

Individuals with master and/or special keys (attach list with names, titles, and keys in possession)

E. Fire Extinguishers (Label by number according to type)

1. Type A - Wood, paper, combustibles
2. Type B - Gasoline, flammable liquid
3. Type C - Electrical
4. Type ABC - Combination

F. Fire Alarm Pull Boxes (use floor plan)**G. Smoke and Heat Detectors (use floor plan)****H. Radios**

1. Transistor radios (for news):
2. Two-way radio (for communication):

I. First Aid Kits**J. Public Address System****K. Nearest Civil Defense Shelter**

EMERGENCY SERVICES

Company/Service and Name of Contact

Phone #

Security

Fire Dept.

Police/Sheriff

Ambulance

Civil Defense

Other

Maintenance/Utilities:

Janitorial Service

Plumber

Electrician

Locksmith

Carpenter

Gas Company

Electric Company

Water Utility

Recovery Assistance:

Preservation Resource

Conservators/Specialists:

Paper & Book

Photographs

Computer Records

Local Freezer (1):

Local Freezer (2):

Disaster Recovery Service:

Account pre-established? Yes No Account Number:

Services available: Water Recovery Freezer Vacuum Freeze Dryer

Fire Recovery Mold Fumigation F Environment Control

Disaster Recovery Service:

Account pre-established? Yes No Account Number:

Services available: Water Recovery Freezer Vacuum Freeze Dryer

Fire Recovery Mold Fumigation Environment Control

Exterminator:

Other Services:

Insurance (Attach copy of insurance policy)

Insurance Company:

Agent/Contact:

Policy Number:

Self-Insured? Yes No If yes, list contact:

Other

Legal Advisor:

Architect:

COLLECTION SALVAGE SUPPLIES

<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
Freezer or wax paper	
Gloves, rubber	
Interfacing (Pellon)	
Masks	
Milk crates, plastic	
Mylar polyester sheets	
Newsprint, blank	
Notepads & clipboards	
Nylon monofilament (fishing) line	
Paper towels (no dyes)	
Sponges	
Trash bags, plastic	

EQUIPMENT & SUPPLIES

<u>On-Site Location or Off-Site Source</u>	<u>Phone #</u>
Aprons, smocks	
Book trucks, metal	
Boots, rubber	
Brooms	
Buckets & trash cans, plastic	
Camera (to document damage)	
Dehumidifiers	
Extension cords, grounded	
Fans	
Flashlights	
On-Site Location or Off-Site Source Phone #	
Forklift	
Generator, portable	
Hard hats	
Lighting, portable	

Mops, pails
Pallets
Paper towels
Plastic sheeting, heavy(stored w/ scissors, tape)
Refrigerator trucks
Safety glasses
Sponges, industrial
Sponges, natural rubber
Sump pump, portable
Tables, portable
Trash bags, plastic
Vacuum, wet
Water hoses
Water-proof clothing
Other:

ATTACHMENTS

1. List of SALVAGE PRIORITIES for each department, area and/or office.
2. EMERGENCY PROCEDURES and EVACUATION PLAN.
3. Copy of INSURANCE POLICY.
4. Copy of DISASTER RECOVERY VENDOR CONTRACT.
5. Other EMERGENCY PLANNING and RECOVERY DOCUMENTS:

LOCATIONS WHERE THIS PLAN IS ON FILE

In-House:

Off-Site:

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.

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:

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

ACCESS TO DIGITAL RESOURCES AND SERVICES: AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS

The fundamental mission of libraries is to provide access to information, regardless of content or format, to everyone. Digital resources and services, or resources and services made primarily available online or on digital devices, are integral to libraries' mission in the twenty-first century. Libraries are important points of access to many digital resources and services, including, but not limited to, computers, the Internet, and digital resources and tools. In order to provide access to digital resources and services while upholding the *Library Bill of Rights*, libraries must consider intellectual freedom principles and issues of equity to ensure that access to information is enhanced, not restricted, by digital technology.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information. Any review of these issues should consider users' First Amendment rights, rights to privacy, and the core values of librarianship as expressed in the *Library Bill of Rights* and the *Code of Ethics of the American Library Association*. Many people lack access or the capability to use or create digital resources effectively. There is a need for places where people can access, use, or create information without impediment. It is the responsibility of libraries to provide access to digital resources and services and to mitigate all barriers, whether they are economic, educational, or political. The provision of access does not imply sponsorship or endorsement by the library. Libraries should resist all attempts by individuals, governments, and private entities to censor or limit access to digital resources or services.

In making decisions about how to offer access to digital resources, services, tools, physical equipment, and networks, each library should consider intellectual freedom principles and issues of equity in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library policies, procedures, or regulations relating to digital resources and services should be scrutinized for potential violations of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association.¹

Users' access to digital resources and services should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.² Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on

behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, use, and create information effectively.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.³ The library should uphold these rights by policy, procedure, and practice in accordance with Article VII of the *Library Bill of Rights*. The library should regularly maintain its systems and networks in order to protect users' rights to privacy and confidentiality. As libraries increasingly provide access to digital resources through third-party vendors, libraries have a responsibility to hold vendors accountable for protecting patrons' privacy.

Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access. These barriers, often referred to as the digital divide, may include a lack of infrastructure for Internet connectivity, lack of tools (hardware or software), and lack of skills, knowledge, or means necessary to access digital resources.⁴ Libraries should be cognizant of the digital divide and work to minimize it as they provide access to digital resources for their communities.

Digital resources, services, training, and networks provided directly or indirectly by the library should be readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds.⁵ Libraries should develop policies concerning access to digital resources. These policies should be consistent with ALA's policies and guidelines. When new digital resources are provided to library users, libraries have an obligation to provide equitable training opportunities to library users and workers in using those new resources. Training should also address privacy and security issues that accompany the use of digital resources and services.

Information Resources and Access

Libraries, acting within their mission and objectives, should support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection-development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Some information accessed digitally may not meet a library's selection or collection-development policy. It is, therefore, left to each user to determine what is appropriate. Libraries and library workers should not deny or limit access to digital resources because of their allegedly controversial content or because of a library worker's personal beliefs or fear of confrontation. Furthermore, libraries and library workers should not deny access to digital resources solely on the grounds that they are perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the *Library Bill of Rights*.⁶ If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech.

Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely and confidential manner. Minors also retain the right to access constitutionally protected information and, at a minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely and confidential manner. In order to ensure user privacy and confidentiality, records of these requests should not contain personally identifiable information. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.⁷

Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform.

¹ "[Guidelines for Library Policies](#)," approved June 28, 1994 by the ALA Intellectual Freedom Committee; revised January 19, 2005; March 29, 2014 *under previous name* "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities"; June 24, 2019.

²*Tinker v. Des Moines Independent Community School District*, 393 U.S. 503 (1969); *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, (1982); *American Amusement Machine Association v. Teri Kendrick*, 244 F.3d 954 (7th Cir. 2001); *cert.denied*, 534 U.S. 994 (2001).

³ "[Privacy: An Interpretation of the Library Bill of Rights](#)," adopted June 19, 2002, by the ALA Council; amended on July 1, 2014; June 24, 2019.

⁴ Martin Hilbert, "The End Justifies the Definition: The Manifold Outlooks on the Digital Divide and Their Practical Usefulness for Policy-Making," *Telecommunications Policy* 35, no. 8 (2011): 715-736. <https://doi.org/10.1016/j.telpol.2011.06.012>

⁵ "[Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights](#)," adopted June 30, 1993, by the ALA Council and amended June 25, 2019.

⁶ "[Internet Filtering: An Interpretation of the Library Bill of Rights](#)," adopted June 30, 2015, by the ALA Council.

⁷ "If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in

some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case.” *United States, et al. v. American Library Association*, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

Adopted January 24, 1996 by the ALA Council; amended January 19, 2005; July 15, 2009 *under previous name* "Access to Digital Information, Services, and Networks"; and June 25, 2019.

References to cited policies have been updated on November 6, 2018.

Maine Library Standards				
		Required	Enhanced	Exemplary
A	Governance			
1	Non profit libraries have a governing board that has written bylaws which outline the board's purpose, set the frequency of meetings, define the number of board members, specify procedures for the appointment of committees, specify operational procedures and address conflict of interest issues.	X	X	X
2	Town department libraries operate under the policies, procedures and oversight of the town's governing body.	X	X	X
3	All libraries should have a written mission statement with service objectives.	X	X	X
4	The governing body (either governing board or the town manager/select board) hires the library director/librarian and reviews his or her performance. Delegates to the library director/librarian the full professional responsibility for administering and managing the library, its policies, personnel and finances, as well as materials selection.	X	X	X
5	All libraries receive municipal support in whole or in part and do not charge members of their legal service area for membership.	X	X	X
6	All library's financial record keeping is reviewed by governing body (governing board or town officials) and the director at least annually and complies with adequate internal controls using industry standard accounting measures.	X	X	X
7	All libraries create and adhere to basic library policies including but not limited to Collection Development, Internet Safety and an acceptable use policy that addresses access by minors.	X	X	X
8	All libraries provide a written annual report to the community that includes statistics and financial records.	X	X	X
9	The governing body and director have considered purchasing Directors and Officers Liability and General Liability Insurance and have a vote on record.		X	X
10	Bylaws are reviewed at least every 3-5 years		X	X
11	An audit or official review of the library's finances, including funds received and expended, is conducted at least biannually by a Certified Public Accountant.		X	X
12	At least one library board member attends a minimum of one statewide or regional library activity each year.			X
13	Using a formal planning process, the governing body works with the director to develop a written strategic plan that includes time frames and is reviewed and update annually.			X
14	The library director and/or board members attend town municipal government entity meetings several times a year in addition to the annual budget presentation.			X

13	The library maintains the following staff minimums (FTE with Advanced MSL certification OR BS in Lib Sci OR MLS)			
	Legal service area <1,000		.34 FTE	.68 FTE
	Legal service area <2,499		.55 FTE	1.08 FTE
	Legal service area <5,000		1.13 FTE	2.24 FTE
	Legal service area <10,000		2.56 FTE	5.08 FTE
	Legal service area <25,000		5.56 FTE	11.03 FTE
	Legal service area >25,000		14.99 FTE	29.76 FTE
14	The library director measures and evaluates the effectiveness of library services in relation to the changing needs of the community.		X	X
15	The library's governing body endeavors to compensate library staff equitably and, in doing so, will consider benchmarks such as pay scales for comparable positions within the local municipal structure or school system		X	X
16	Has a dedicated space usable for a variety of purposes (programming, meetings, studying, exhibits, etc.)		X	X
17	The library has a disaster plan outlining procedures to follow in case of fire, water or other damage to the collection or building		X	X
18	Establishes and maintains working relationships with other governmental agencies, civic organizations, community groups and the general public			X
19	Provides benefits to library staff (paid vacation, sick leave, health insurance, retirement)			X
20	Has facilities for video conferencing			X
C	Collection and Programming			
1	Has an organized collection of printed or other library materials or a combination thereof.	X	X	X
2	Weeds the collection regularly	X	Every 5 years	Every 3 years
3	Addresses community needs		X	X
4	Average collections budget		Has not decreased over the past 3 years	Has increased over the past 3 years
5	The library adheres to nationally accepted professional standards for collection maintenance and maintains a stable collection development budget.	X		
	Legal service area <1,000		\$2,561	\$5,083
	Legal service area <2,499		\$3,316	\$6,582
	Legal service area <5,000		\$6,641	\$13,183
	Legal service area <10,000		\$15,785	\$31,334
	Legal service area <25,000		\$39,786	\$61,116
	Legal service area >25,000		\$105,368	\$209,164

	The library provides an up-to-date catalog searchable by patrons that adheres to internationally recognized professional standards for classification and subject organization.	X	The catalog is automated and can be accessed online	The catalog is automated and can be accessed online
6				
7	The library maintains communication with community leaders, interest groups, agencies, etc. and regularly informs them of library activities.	X	X	X
8	Offers regularly scheduled public programming such as story times, books clubs, etc.	X	X	Dedicated program funds included in budget
9	The library has an up-to-date web presence		X	has a fully developed website
10	The library cooperates with other libraries to coordinated collection development, programming and loan policies where appropriate		X	Optimizes statewide reciprocal borrowing and resource sharing practices
D Advocacy				
1	The library maintains a marketing and advocacy plan that promotes services in the wider community.		X	X
2	The library has a formal body that advocates on behalf of the library to the community.		X	X
3	The library actively participates in local events, such as festivals and celebrations.			X
E Ethics				
1	The library adheres to state and federal labor laws.	X	X	X
2	The library has circulation practices and policies that protect patron confidentiality and are guided by the ALA Bill of Rights and Maine state statute relating to patron privacy.	X	X	X
3	The library respects fair use and copyright laws.	X	X	X
4	The library does not advance private interests at the expense of the library.	X	X	X
5	Library staff distinguish between personal convictions and professional duties and does not allow personal beliefs to interfere with fair representation of the aims of the library as an institution.	X	X	X
6	The library has written policies to handle challenged materials, programs and a patron code of conduct.	X	X	X
7	The library posts its policies publicly	X	X	X

JOB DESCRIPTION

LIBRARY DIRECTOR

Daily - Open Days:

1. Pick up the mail at post office, check Library Directors's mail box at the Town Office.
2. Open the library - unlock doors, turn on lights, turn up the heat in winter, etc. This could include salting the walkways in winter.
3. Turn on the computers and get the circulation desk ready for the day. Clear yesterday's circulations figures, change desk calendar, change due date stamp, pick up returns in front of front door, check-in all returned books.
4. Sort mail, put newspapers in stand and remove older papers, open bills and file them, process magazines for circulation, read other mail and file it.
5. Run circulation desk or make sure you have a volunteer that can do so.
6. Call patrons with interlibrary loan books or "hold" items that are in.
7. Catalog new, donated, or unprocessed items (books, videos, audiobooks, puzzles, etc.)
8. Process all newly catalog items (fill out catalog cards or card service cards, stamp, bookplate, spine label, put in due date slip and cover if needed).
9. Mail Interlibrary loan requests cards, record the request, record the response when received. Keep track of loan library, date item is received, due date to loaner library, cost of postage, and date returned to loaner library. Mail back loaned item and the ILL card to Bangor Public Library if necessary.
10. Help patrons find what they are looking for.
11. Show new patrons or visitors around the library.
12. Show patrons how to use the electronic card catalog and the internet for reference.
13. Answer requests for information. Newspapers and authors call for information on the town, etc., people ask for information on the history of the town or their families, or they want to know about the community in general.
14. Answer requests for the use of the library building, maintain building use calendar.
15. Record any gifts or donations and make sure that a thank-you is sent.
16. If a program is going on that day, fill out a program form for a record of the event and attendance.
17. Shut down computers and close library (lights, heat, lock doors, unplug appliances, etc.)
18. Library Director closes downstairs and assistant closes upstairs.

The library is open 16-18 hours a week September through June. July and August on Wednesday's the library is open from 10-12 am and 1:30 – 7:30. It is open 18 ½ hours a week in July and August. Most of the mail sorting, correspondence and cataloging takes place when we are closed.

Weekly:

1. Catalog new and unprocessed items.
2. Read book reviews and patron request forms.
3. Make desiderata.
4. Buy or order books.
5. Go through donations. Check to see if we have each book, if so do we want to replace our copy. Decide if the book will go in the book sale.
6. Enter into database and ALPL books that have gone out as temporary.

7. Do cataloging report and maintain cataloging report book.
8. Every other Monday prepare bills for town warrant and take to town office.
9. Every Sunday put out for recycling, newspapers, magazines, cardboard etc.
10. Maintain Library building use calendar and keep track of the keys to building. Our library is used by Adult Ed., group meetings such as IIT and Big Tree Boating as well as special events such as the Health Center Health Week programs.
11. Weed collection and process discards.

Monthly:

1. Overdue notices, check to make sure items are not returned, check last month's notices for "final" notices need attention, make copies and send notices.
2. Do monthly circulation report on last open day of the month. File in circulation book and update circulation figures. Reset monthly circulation counters.
3. Do full back-up of database, replace oldest flash drive.
4. Send program, etc. information to the town office for the town calendar (end of month).
5. Check office, book repair, book processing, and computer supplies. Order as needed.
6. Patron maintenance - enter full information for new patrons, file form in patron book, update as needed.
7. Prepare for and lead book discussion group. Monthly September – May. Summer July and August every other week.

Quarterly:

1. Do auto recon and keyword maintenance online. This will take several hours and must be done when library is closed. Check for mistakes in database.
2. Attend and report to Friends of the ALPL library meeting.
3. Attend and report to Trustees board meeting.

Yearly:

June: The last day of June a yearly circulation report must be produced and the yearly counters in the computer be reset. Budget should be checked to see how it stands for the end of fiscal year. Volunteer Day planned and carried out. Story Time set up the summer months - twice a week. Prepare Summer Reading Club.

July: Annual book and bake sale third Saturday in July.

August: Maine Student Book Awards set up. Books ordered and program announced to school children. Summer reading program's year end celebration.

November: Annual report due to state. This is a full report (around 10 pages) on budget, circulation attendance, patron statistics, holdings statistics, Friends of Library org., Interlibrary loan statistics, program statistics, etc. Annual Holiday Recipe Exchange planned for December.

January: Tax books and forms come and should be set up. Help patrons find and copy the forms from the reproducible form book. Look over Compliance Directives.

February: Budget figures reviewed.

March: Library Director's report for town report due. *Work on State Annual Report – due April 1.*

April: Annual report due to state. This is a full report (around 10 pages) on budget, circulation attendance, patron statistics, holdings statistics, Friends of Library org., interlibrary loan statistics, program statistics, etc.

May: Summer reading program set up, supplies ordered. Visit school to encourage participation.

Extras:

1. Develop methods for circulating non-book materials.
2. Subscriptions for magazines: call to get lowest price for libraries and try to minimize paperwork dealing with the maintenance of subscriptions. Keep track of which magazines are being used or going out and which are not for future orders.
3. Develop and update policies for the library and internet use.
4. Develop and produce programs that benefit the community and promote reading.
5. Help with the Friends of the ALPL newsletter.
6. Prepare bulletin board for children's room and displays for upstairs front room.
7. Fill out grant forms.
8. Keep up with the E-Rate (connectivity to the internet) information and reply to their requests for information as well as the forms for connected funds such as the MSLN (Maine State Library Network).
9. Keep track of the Library building needs, lights, cleaning, snow removal, fireplace-wood, elevator inspections, etc.
10. Outreach programs include, Books for Babies, and taking and picking up books or those who can't get to the library.
11. Produce forms for new patrons, internet use, and program attendance. Produce bookmarks for library hours and book reviews, swap book instructions. Produce letters and postcards for Books for Babies.
12. Produce Volunteer Handbooks.
13. Work on Library Technology plan.

The Library Director attends:

Maine Library Association meetings spring and fall

The Maine Library Conference

Director's Institute in June

NEEDS: Volunteers/Volunteer to write thank you notes/firewood

The School comes up every other week.

There is a 3D printer available.

Updated September 2019

Town of Islesboro

Job Description

Library Assistant/Technology Coordinator

The Alice L. Pendleton Library Assistant/Technology Coordinator is someone who is trained in various library-related computer programs, can work well with other staff and volunteers and is comfortable working with the public. The assistant should show an interest in all aspects of library work and be willing to learn the library policies and procedures.

Essential Duties:

- Oversee the circulation desk – check in/out library materials, issue library cards, maintain visitation and computer statistics, re-shelve materials, notify patrons of overdue materials;
- Assist library visitors with technology and information needs;
- Process interlibrary loan and purchase requests;
- Oversee volunteers when they are on duty;
- Provide assistance and support to various areas of the library as needed;
- Help with annual book sale;
- Support Library Director with all aspects of public computer equipment as well as policy and procedures implementation;
- Provide innovative programming/training through the demonstration of new and emerging technologies to the staff and public;
- Assist with maintaining the Library's website;
- Seek opportunities for professional development;
- Participate in providing a safe and welcoming environment at the library.
- Possess excellent interpersonal skills with the ability to deliver exceptional customer service.
- In the absence of the Librarian, the Assistant is in charge, with all responsibilities that entails.

Education Requirements: Applicants should possess a college degree or equivalent experience with intermediate-advanced training in technology and other related media. Any equivalent combination of experience and education that demonstrates the required knowledge, skills and abilities to perform the job will be considered. Successful applicants will possess the ability to plan, organize, direct and supervise a variety of programs working with Adults and Teens. They will have a demonstrated proficiency with PC and Apple operating systems, desktop and laptop computers, tablets, e-readers, gaming computers, 3-D printers, the Internet and other library-related technologies, as well as be enthusiastic for seeking out and mastering emerging technologies.

Effective oral and written communication skills with the ability to establish and maintain friendly and effective working relationships with patrons, officials, board members, fellow employees, volunteers, community groups and other agencies a must.

Please send cover letter, resume and three letters of reference to the address below:

Alice L. Pendleton Library, PO Box 77, Islesboro, ME 04848 Attn: Application

We are an Equal Opportunity Employer. Applications will be accepted until the position is filled.