

## **1. Introduction / Community and Library Profile and Mission Statement**

The Town of New Salem and the New Salem Public Library (NSPL) belong to the new 2<sup>nd</sup> Congressional District. Franklin District 2 is located in North Central Massachusetts with a land area of 45.05 sq. mi. and a population of approximately 1,020.

The Town was established in 1737. Residents of the town are employed throughout the state with a large commuting population of working residents. A large number of the residents are retired and living in family homes owned for more than one generation. Young families and retirees are attracted to the rural atmosphere and lower housing costs.

According to the 2000 census 41.6% of New Salem residents have a Bachelor's Degree or higher. With this high level of educated residents the new Salem Public Library (NSPL) and its services was indicated as an important service for the community in the survey sent out for the Long Range Plan of 2008 – 2012.

The NSPL was established in 1889 with 848 books purchased for beginning the collection. In 2004 the library was awarded a grant from the Massachusetts board of Library Commissioners (MBLC) to renovate an existing structure in town and the newest NSPL was opened on July of 2006. The library is located in the Historic District of the town center and as of November, 2011 the facilities include: 4 patron –use desk top computers; 3 laptop and net books; 3 e-readers; Adult fiction and non-fiction sections; public seating and meeting space; magazine newspaper racks; a separate children's area' couches and stuffed chairs; internet service; 9929 books; 235 audio books and music; 1247 videos and DVD's 26 magazine subscriptions; an assortment of puzzles and games. There are currently 510 registered borrowers who all have interlibrary loan service available through CW MARS.

The mission of the NSPL is to provide a community center that supports life-long learning. The library strives to meet the resident's needs with educational; recreational and cultural materials by providing print and non-print materials; technology resources, educational and cultural enrichment programs for children and adults. The library director and staff offers service in current technologies and provide vital information services for the community members.

The policies set forth in this document are voted and approved by the NSPL Board of Trustees on 5/16/2012 and will be valid and binding for 5 years from the date of approval by the NSPL Board of Trustees, or until 5/16/2016 at which time this policy document will be revised as determined by the NSPL Board of Trustees at such time.

## **2. Federal Policy and State Policy and Adopted Rights Bills**

The NSPL endorses the principles of the Freedom to Read and Freedom to View Statements and the Library Bill of Rights adopted by the American Library Association. All three documents are hereby incorporated as part of the policy guidelines set forth in this document.

## **3. Facilities Policy; Emergency and Disaster Management ; Equipment and Inventory; Library Services and Training**

***Meeting Room Policy*** : New Salem Public Library offers two meeting areas, the *Adult Reading and Study Area* and the *Children's Room* for educational, recreational and civic purposes provided that such use does not interfere with regular library services or programs and that those groups using the facilities conform to the following rules:

a. . Reservations for the use of the meeting space must be made by a responsible member of the organization requesting the use of the room who will see that all library rules are followed. Reservations from organizations for use of the meeting room space are made by completing the Meeting Room Application and contacting the Circulation

Librarian. Reservations for meeting space are not confirmed until the reserving party is notified. Meeting space may be reserved up to 3 months in advance. Meeting space is provided primarily for library-related activities such as discussion groups, slide or film programs or lectures sponsored or co-sponsored by the library. These activities will receive priority in the use of the meeting space. Non library related requests will be granted in the order in which they were received.

b. Verbal or written cancellation of a meeting room reservation is required in advance. Failure to notify the NSPL of a cancellation in the scheduled use of a meeting room may result in the denial of any future requests by the sponsoring organization.

c. Regular library service must take precedence over all other activities and the use of the meeting space must not interfere with the operation of the library.

d. *The Adult Reading and Study Area* can accommodate 18 people and the *Children's Room* has a maximum capacity of 35 people.

e. Meeting space is only available during regular library hours. All use of the meeting rooms must begin after the Library has opened to the public, and meeting rooms must be cleared 15 minutes before scheduled closing time. A request to waive this rule must be made in writing at least one week in advance to the Library Director. Waiver of this rule, if approved by the Director, will require a charge in the amount required to pay for custodial overtime. The Library is closed on all Massachusetts legal holidays and Sundays.

f. An admission fee may be charged for special programs only with prior approval in writing from the Board of Library Trustees. Groups using the NSP Library meeting rooms may sell merchandise.

g. All meetings must be open to the public. Private parties by invitation only are not permitted.

h. No smoking is allowed in the building or near the main entrance.

i. Groups holding meetings must assume responsibility for any loss or damage to NSPL property and must leave the facilities in order. Nothing may be hung on the walls of the meeting rooms.

j. The NSPL is not responsible for materials, supplies, or equipment owned by the group and used by them in the NSPL.

k. Only light refreshments may be served in the meeting rooms. There are no kitchen facilities. Groups serving refreshments must remove all left over food and drink and bag all the trash. Alcohol may be served during special events but is subject to proper licensing and NSPL Trustee notification and approval.

l. Reservations must be made in advance for the use of the NSPL's audiovisual equipment and must be operated by a qualified person.

m. The NSPL Trustees reserve the right to refuse the use of the library meeting rooms or cancel any reservation when they deem the action to be in the best interest of the NSPL and/or Town of New Salem.

n. The NSPL meeting areas will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. Groups that have reserved a library meeting room should listen to the local radio station or call the library for announcements of delayed openings or early closings.

o. Use of the Library meeting rooms by any group in no way constitutes endorsement of that group's policies or activities by the Library.

#### **4. NSPL Internet Use and Safety Policy**

Consistent with its mission to serve the community through the provision of information and a wide array of informational and recreational resources, the NSPL provides patrons with an opportunity to search for information on the internet. The internet is a global collection of national, regional and local computer networks capable of communicating with each other through a telecommunications network.

***Unacceptable Use of the Internet:*** Access to and use of the internet in the NSPL is a library privilege. Unacceptable use of the NSPL electric information resources, including the internet is prohibited and will result in loss of computer privileges. The following examples of inappropriate or illegal activities constitute unacceptable use:

- a. Using the internet for illegal purposes and use of the internet in violation of MA General Law 272, Section 31 (The Harmful to Minors Statute which prohibits dissemination of material to minors which is obscene, or child pornography).
- b. Disclosing using or disseminating personal identity information about minors
- c. Compromising privacy of users
- d. Violating copyright law or software licenses
- e. Developing computer programs which infiltrate a computer or computer system and / or damage or alter the software components of a local or remote computer or computer system
- f. Transmitting chain mail, broadcast letters or junk mail of any type
- g. Attempting to gain unauthorized access to the resources of the library internet computers
- h. Disrupting the intended use of the library's internet computers
- i. Destroying the integrity of computer-based information and the library's internet computers

The NSPL does not provide email accounts to users; however, users with existing email accounts may access their accounts through the library's internet terminals. The NSPL does not accept responsibility for the privacy of possible cached messages left after such use.

***Use of the Internet by Minor Children:*** The NSPL expects parents to monitor their own minor children's use of the internet and for deciding whether matter accessed by their minor children is appropriate or inappropriate. Parents and guardians are responsible for ensuring their own minor children's safety and security when using electronic mail, chat rooms and other forms of direct electronic communication while at the NSPL. Anyone discovered attempting to damage the library's equipment or software, attempting to change files or reset configurations will immediately lose the right to use those resources.

Guidelines for NSPL Internet Use: Anyone is eligible to use our electronic resources after having an orientation by library staff. Users with overdue library materials may be denied internet use at the discretion of the library staff. Users are responsible for understanding and adhering to the Internet Use and Safety Policy. As a protection against viruses there will be no downloading of information from the library's computers to a disk or hard drive. Disks, computer programs and CD Rom's may not be introduced to a computer unless by an authorized library employee. Printouts are available from internet access computers. Cost per page for black and white printout is \$00.10 or \$00.25 for color printouts. Users may reserve up to one half hour of computer time in person or by phone.

Violators of the NSPL Internet policies may lose all library privileges.

***Offensive and Disruptive Materials:*** The NSPL strives to balance the rights of patrons to access all types of information resources with the rights of patrons and staff to work in a public setting free from disruptive sounds and visual materials. The NSPL's computers are located in public areas, which are shared with library users and staff of all ages, backgrounds and sensibilities. Users are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images.

**Waiver of Responsibility:** The NSPL does not control or monitor material available on the internet and cannot be held responsible for its content, authority reliability, validity, currency or use. The NSPL does not accept responsibility for retention of cached information about sites visited on the internet or World Wide Web. The NSPL Board of Trustees, staff and director are not liable for any negative consequences that may occur as a result of using the NSPL internet connection. It is the responsibility of each user to determine that information accessed electronically is appropriate for that user.

Violation of policies regarding acceptable use of computing resources will be handled through appropriate legal channels relative to the nature and seriousness of any violation.

## **5. Friends of the Library Policy and Volunteers Policy**

- a. Volunteer work must be approved by the Library Director and Trustees, either directly or through programs managed by the Friends group.
- b. Volunteers will check in with the library staff before starting work.
- c. Volunteers are expected to meet commitments for ongoing work and notify the library if they are unable to be present when expected.
- d. All volunteers shall record their hours worked on the signup sheet at the library front desk. This will illuminate the benefits of the volunteers' work and enable recognition of their efforts.

### ***Friends of the Library Policy***

- a. The Library Director and a member of the Library Board of Trustees shall be non-voting members of the Friends of the New Salem Public Library Board of Directors. They are expected to attend the Friends' Board meetings to facilitate communication of Library needs and plans. The Friends may send the Board Chair or other representatives to Library Trustees' meetings.
- b. Plans for programs and events sponsored by the Friends to take place in the library must be approved by the Library Director and Trustees.
- c. Library staff cannot provide additional support for events sponsored by the Friends, e.g. working extra hours, setting up furniture, or cleanup, without prior agreement by the Director.

## **6. Institutional Liaison Policy (Civic; Religious; Educational and Political) Institutional Liaison Policy**

The Library Director shall act as liaison between civic, religious, educational and political institutions unless otherwise required by law or practical limitations. The Board of Trustees may approve other library staff to act as liaison in situations where the Library Director is unable. The Library director can be contacted through post, internet and phone by any public or private institution which desires to cooperate in materials collection, programming and other services that are offered by the New Salem Public Library.

The library director, library staff and library trustees may provide any public information to any public or private organization wishing to collaborate with the NSPL. These requests will be processed as library staff have available time and resources to provide the requested information. Any significant collaboration between libraries, schools or other institutions may require discussion by the library trustees during the public Board of Trustees meetings held monthly at the NSPL.

## **7. Materials Policy and Collection Management Policy**

The New Salem Public Library's Collection Management Policy outlines the basic criteria for selection and retention of library materials. A written policy guides library personnel involved in selection and other collection management assignments. A written policy statement informs the public about the principles which guide the development and management of the Library collection.

***Library Mission Statement and Goals:*** The mission of the New Salem Public Library is to provide a community center that supports life-long learning. The library strives to meet the resident's needs with educational, recreational and cultural materials by providing print and non-print materials, technological resources and programs for children and adults. The library staff offers service in current technologies and provides vital information services for the community members.

***Funding:*** The funding comes primarily through property taxes. The balance consists of fines and fees, gifts, state aid and other income. The Library is governed by an administrative Board of Trustees, which annually approves the Library's budget, including an allocation for books and other library materials. Other funding comes from the Friends of the Library group as well as bequests, memorial contributions and gifts.

### **Description of Collection**

#### ***Formats***

The collection consists primarily of hardcover and paperback books, magazines and newspapers, Blue Ray, DVDs, VHS videocassettes, audio compact discs, audio cassette tapes and kindles. The Library Director may approve the addition of new formats to the collection for evaluation based on customer requests or anticipated community interest. A policy revision will be submitted for approval within one year of the collection's introduction.

#### ***Languages***

The Library collection consists primarily of works in the English language. Limited collections of books in other languages of interest in the community will be considered for inclusion in the collection. These may include instruction books, audiovisual materials, dictionaries, phrase books and bilingual works in representative languages.

#### ***Collection Responsibilities***

Ultimate responsibility for the content of the Library collection rests with the Library Director, acting within the framework of policies established by the Library Board of Trustees. The Library Director may delegate responsibility for selection, maintenance, and management of the collection to designated library staff.

#### ***Coordination of Collection Development***

All collection management decisions are subject to review and revision by the Library Director.

#### ***Responsibilities:***

- a. Regularly review the Collection Management Policy, and recommend necessary changes.
- b. Recommend changes in collection development procedures and resources.
- c. Develop and implement strategies for collection maintenance and management.
- d. Coordinate collection display and promotion activities and programs.
- e. Perform materials selection and retrospective collection development.
- f. Perform collections review and weeding.

- g. Perform analysis of specific areas of the collection as required.
- h. Keep current on library trends and be responsive to the changing interests to the community.

### **Selection Development Policy**

#### **Goals of Book Selection**

- a. To maintain a well- balanced and broad collection of materials for information, reference and research.
- b. To support the democratic process by providing materials for the education and enlightenment of the community.
- c. To provide recreational resources.

#### **General Principles**

- a. Materials to be added to the collections of the New Salem Public Library are selected on the merits of a particular work in relation to the needs, interests and demands of this community. Basic to this policy is the Library Bill of Rights, as adopted by the American Library Association and endorsed by the New Salem Public Library Board of Trustees. This states, in part, that “In no case should any book be excluded because of the race or nationality or the political or religious view of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times – international, national and local; and books or other reading material of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.” The library does not promulgate particular beliefs or views, nor is the selection of any given book equivalent to endorsement of the viewpoint of the author expressed therein.
- b. Responsibility for the reading of children rests with their parents or legal guardians. Selection should not be inhibited by the possibility that books may inadvertently come into the possession of children.
- c. Materials with an emphasis on sex, or containing profane language should not be automatically rejected. Selection should be made on the basis of whether the book presents life in its true proportions, whether characters and situations are realistically presented, and whether the book has literary merit.
- d. Based on the services it is expected to perform, it is the responsibility of this library to provide circulating, reference and research material for both the diverse general public of this community as well as students, at all levels of formal and informal education.

#### **Specific Principles for Selection / The following principles will help to condition selection:**

- a. Contemporary significance or permanent value
- b. Accuracy
- c. Authority of author
- d. Relation of work to existing collection
- e. Price, format and ease of use
- f. Scarcity of information in subject area
- g. Availability of material elsewhere in this community (holdings of the school libraries are considered in developing this library’s collection)
- h. Popular demand – The library should make available materials for enlightenment and recreation even if not enduring in value, interest or accuracy. A representative sampling of experimental or short-lived material should be purchased
- i. There are certain types of materials which the Library generally does not acquire, because of space and storage limitations, because the format will not withstand the degree of use experienced in a busy public library, and/or because of collection development priorities. Text books, coloring books, puzzle books, spiral bound books, and books with unusual formats, toys, props or other attachments are some examples.
- j. Gift books in good condition are welcomed by the Library. Once accepted, the donated materials will be checked to

see if they are in good condition, and if they meet the Library's standards of selection. If donated items are not added to the library's collection, the Library reserves the right to either sell them at the library book sales or to otherwise dispose of them.

### ***Adult Non-Fiction***

Chief points considered are readability of material, authenticity of factual matter presented, quality of writing, cost, format, existing library holdings and suitability of material to the community. Non-fiction may be excluded for inaccurate information; lack of integrity, sensationalism, intent to indicate hatred or intolerance, and text material of too limited or specialized nature.

Titles are selected on the basis of the content as a whole and without regard to the personal history of the author. Important books of all persuasions should be carried. In no case is any book included or excluded merely because of the race or nationality, or the political or religious views of the writer. In the case of controversial questions, variety and balance of opinion are sought whenever available.

### ***Adult Fiction***

Selection of adult fiction is made with reference to one or more of these criteria:

- a. It should contribute positively to the individual's awareness of self, community and social heritage.
- b. It should contribute to the value of the library's collection as a whole by representing all types and styles of literature.
- c. It should provide pleasant reading for recreational and creative use of leisure time.

Serious works which present an honest aspect of life are not necessarily excluded for frankness of expression.

### ***Young Adult Materials***

The teen collection consists of material considered to be of particular interest to adolescents, particularly in grades 6-12. Materials are selected for this collection to broaden the horizons of teens, help them to cope with the problems of adolescence, and encourage leisure reading. To fulfill these needs, the collection will inevitably include materials on controversial or sensitive topics. Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item must be determined on an individual basis by the parent or guardian of that teen. It is not intended to be a comprehensive collection serving all the needs and interests of teens, nor is it the Library's intention that teens should be confined to the use of this material.

### ***Children's Materials:***

The first objective in selecting children's materials is to encourage the child's joy in reading and in being read to. Books are selected which offer adventure of mind and spirit to the growing child, cultivating an appreciation of literature both oral and written and encouraging the creative use of leisure time by inquiring minds. Special attention is given to books of use and value to parents and teachers, or other adults working with children.

The public library does not provide basic texts or materials needed in quantity for school work. It accepts as its responsibility the providing of supplemental materials of varied kinds to enrich the resources available to the individual student and teacher.

### ***Reference Materials:***

Factors considered in the selection of reference materials are authority, reliability, scope, treatment, arrangement, format, cost, and existing holdings.

### ***Collection Maintenance***

To ensure a vital collection of continued value to the community, the library follows an ongoing program of reevaluation of materials.

Materials are removed from the collection when:

- a. They are no longer within the scope of the Collection Management Policy.
- b. They have zero or low circulation or use within an appropriate time period.
- c. They contain obsolete information, theories or concepts that are not useful for historic reference.
- d. They contain outdated or incorrect information.
- e. Newer editions are acquired, unless older editions contain valuable information not found in later editions.
- f. They are in poor physical condition, unless they cannot be replaced and are considered essential to the collection.

### **8. Patron Policy and Code of Conduct**

To insure the best possible use of the New Salem Public Library, the Board of Trustees has established the following rules for use:

- a. Patrons shall be engaged in activities associated with the use of a public library while in the New Salem Public Library.
- b. Reasonable quiet is expected. This includes the use of cell phones and other electronic devices.
- c. Patrons shall conduct themselves in a manner that does not disturb the legitimate activities of other other library patrons or library staff.
- d. Improper library conduct includes but may not be limited to: public disturbances such as loud talking or noise making, offensive language, offensive body odor, sleeping, loitering, soliciting, intoxication. Misconduct will result in expulsion from the facility and suspension of library privileges.
- e. Only those animals assisting the handicapped or part of library sponsored programming are allowed inside the building.
- f. Harassment of other library patrons will not be tolerated.
- g. The New Salem Public Library is public property. All federal laws, state laws and town ordinances pertaining to public property shall be observed on library facilities. Any breach of these laws will be reported to the appropriate authorities.
- h. Shoes and shirts are required at all times.
- i. The New Salem Public Library is a non-smoking facility. Please do not smoke within 50 feet of any entrance.
- j. The library assumes no responsibility for the care and supervision of minors. Children under the age of 12 must be accompanied by an adult.
- k. Pets are not permitted inside the library. Any pet waste deposited on the library grounds must be removed by the owner.

***Eligibility of Use:*** The NSPL is a public space available for use by anyone during normal business hours in accordance with the purposes and policies set forth in this document.

***Circulation:*** Patrons who wish to borrow materials from the library must be registered. Photographic ID is required to complete registration whereby a library card will be issued to verify completed registration. Materials can be borrowed with a transaction of the library card. Minors can receive a library card with parental permission in place of a photo. ID. Individuals who do not have a permanent address in the Commonwealth of Massachusetts may be issued a library card at the discretion of the library director.



The NSPL abides by the confidentiality laws as stated in the General Laws of Massachusetts, Chapter 78: Section 7.

Interlibrary loan services are available to residents of New Salem with the NSPL. Number of interlibrary loans per patron or family is at the discretion of the library director. Instructions for interlibrary loans is available through the director and staff at the library.

**Loan Policies:** DVD's, videos, magazines and periodicals are available for circulation for 7 days with 1 renewal for 7 days.

- a. New books circulate for 21 days with 1 renewal for 21 days. All other books circulate for 21 days with 1 renewal for 21 days.
- b. Museum and event passes are circulated at the discretion of the library director.
- c. NSPL does not fine late materials. Lost or damaged materials will be invoiced for the replacement cost to the patron who lost the item. Borrowers who have outstanding charges due to non-compliance will lose borrowing privileges until such time as remittances or returns are made.

#### ***"Kindle" Circulation Policy***

Any registered library patron in good standing, age 18 or over, may borrow the Kindle. The borrowing time is 14 days. There is no fee, deposit, or any type of charge for borrowing the Kindle.

Borrowers must agree to the terms in the library's *"Borrower's Contract for the Kindle,"* and sign a copy.

The Library is not responsible for any damages resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyrighted-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.

### **9. Personnel Policy**

NSPL personnel are expected to abide by the Personnel Policies and Procedures for the Town of New Salem which was approved by public hearing in October, 2006. Furthermore, duty responsibilities for the library director and circulation librarian are outlined in this document and all paid personnel are expected to abide by the duties outlined in this section:

*Library Director:* Is responsible for all administrative work involving the direction of the following duties which represent a broad range of public library functions. Library Director is currently in a salaried position with expected work to be related to the number of hours the library is open to the public and other work that is needed to complete weekly responsibilities.

- a. Plan and supervises the operation of the library, working with the Board of Library Trustees to develop and keep current all library policies, goals and objectives
- b. Develop annual operating budget for approval by the Trustee Board; presents budget for consideration of town officials; administers appropriations approved by Town Meeting
- c. Applies for grants; implements and administers grant funds
- d. Directs all personnel operations at the public library
- e. Oversees all library functions. The Director ensures that library services meet the needs of the community as well as all federal, state and local regulations.
- f. Directs the development and maintenance of the library's collection of materials
- g. Prepares statistical reports on library service for the New Salem Select Board and state boards

- h. Promotes library services to the community by utilizing effective public relations techniques and media to publicize events and activities
- i. Attends regional, state and national meetings and conventions; serves on professional councils and committees
- j. Represents the library at meetings of Finance Committee, Board of Selectmen and Town Meetings
- k. Attends to the physical needs of the library building and grounds
- l. Performs related work as required.

***Desired Qualifications: Basic Knowledge and Experience:***

The library director must possess a BA / BS degree; Massachusetts Library Certification; Basic Library Techniques

The Library Director must possess thorough knowledge of the principles of library science, organization and functions; thorough knowledge of library administration including fundamentals and budgeting; ability to analyze and solve problems; excellent oral and written communication skills; ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials and the general public. Computer skills are essential.

***Physical Requirements***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee must occasionally lift and / or move up to 30 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

***Circulation Librarian:*** The circulation librarian is responsible for clerical work involving library support and services to patrons. The following duties are expected to be performed by the circulation librarian:

- a. Performs all circulation desk duties using computerized system
- b. Performs all opening / closing procedures in work area / public area
- c. Operates a variety of standard office and library machines
- d. Handles routine complaints and phone services as well as circulation desk
- e. Notifies patrons about reserved materials
- f. Performs basic reference work
- g. Assists patrons in locating materials through CWMARS or ILL
- h. Catalogs materials for circulation
- i. Carries out interlibrary loan procedures for incoming and outgoing materials
- j. Prepares, withdraws, shelves and repairs materials
- k. Assists patrons in the operation of all electronic devices which are available for public use.
- l. Answers directional, policy and procedural questions of the library patrons
- m. Oversees the work of other staff and volunteers
- n. Maintains book displays
- o. Registers new patrons
- p. Collects and records fees, fines and donations
- q. Monitors use of the library
- r. Records patrons usage statistics

***Desired Qualifications / Basic Knowledge and Experience***

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions which require diverse skills.

The Circulation Librarian must be able to provide friendly, high quality patron service; must pay attention to detail; must understand and follow written and oral directions; must be able to type and input computer data and must be able to maintain effective working relationships with superior, associated, and the general public. They must have a willingness to learn new library procedures and be computer literate. They must have a commitment to ongoing professional development and dependability.

***Physical Requirements:***

The Circulation Librarian must be able to sustain constant light to moderate physical effort required in performing duties. They must be able to walk and stand for extended periods; place books on shelves or varying height (frequently bending, kneeling, squatting or reaching to do so), lift boxes up to 30 lbs. and use office machines.

**10. Trustees Policy**

The New Salem Board of Trustees is overseen by a three member group with assignments of the positions of Chairperson; Treasurer and Secretary. The NSPL Board of Trustees is expected to abide by the rules and regulations set forth in the Massachusetts Public Library Trustee Handbook (MPLTH) / publication of the Commonwealth of Massachusetts Board of Library Commissioners.

All trustees are expected to attend regularly scheduled meetings as is expressed in the terms of membership covered in the Massachusetts' General Laws Chapter 78 Sections 10 – 13.

Trustee positions are elected by the town for the categories of service outlined in the introduction to section 9. Each term of service is designated for three years at which time re-election by the voting members of the Town of New Salem will have opportunity to elect an official for the office post, or until such time as a letter of resignation is delivered if prior to the end of the term of office for which the member was elected.

The NSPL Trustee position monthly obligations are categorized according to title:

Chair: Arranges and plans all meetings; moderates meetings and sets the agenda with input from the Library Director, other trustees and Friends of the Library group (if one exists.); Abides by and supports the general trustee responsibilities as outlined in the MPLTH with regards to Legal Matters; Human Resource Matters; Planning and Evaluation Matters; Governance and Policy Matters; Financial Matters and Continuing Education Matters. In accordance with Massachusetts Open Meeting Law M.G.L c. 30A section 18 – 25. All NSPL Trustee meetings are subject to said law unless otherwise arranged. Executive meetings can be scheduled and must follow the General Personnel Policies set forth by the Town of New Salem. Scheduling of such meetings will follow town procedure for notification.

Treasurer: Reports on the expenditures for the library each month to the trustees; records and oversees monthly purchases in conjunction with the library director; assists the trustee board and director with the annual budget. Treasurer also oversees the budget management of trust funds.

Secretary: Records and reports all meeting activities with a “minutes” report at the outset of the following meeting; performs all correspondence with regards to matters within the trustees purview. Contributes review report for the Annual Town Report and oversees organization of all records of NSPL Trustee matters for public availability at the library.

All trustees are obligated to observe the recommended responsibility chart in the MPLTH chapter 1.12 – 1.17 whereby the responsibilities of trustee members are further outlined with regards to Governance and Policy Making; Legal Responsibilities; Human Resources Responsibilities; Planning Responsibilities; Financial Responsibilities and Continuing Education Responsibilities.

**Library Technician:** The library technician is responsible for clerical work involving library support and services to patrons. The following duties are expected to be performed by the library technician:

- a. Performs all circulation desk duties using computerized system
- b. Performs all opening / closing procedures in work area / public area
- c. Operates a variety of standard office and library machines
- d. Handles routine complaints and phone services as well as circulation desk
- e. Performs a variety of support assignments as instructed by the Director
- f. Performs basic reference work
- g. Assists patrons in locating materials through CWMARS or ILL
- h. Catalogs materials for circulation
- i. Carries out interlibrary loan procedures for incoming and outgoing materials
- j. Prepares, withdraws, shelves and repairs materials
- k. Assists patrons in the operation of all electronic devices which are available for public use
- l. Assists in maintaining the library, including light cleaning
- m. Maintains book displays
- n. Registers new patrons
- o. Collects and records fees, fines and donations
- p. Monitors use of the library
- q. Records patrons usage statistics

***Desired Qualifications / Basic Knowledge and Experience***

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions which require diverse skills.

The Library Technician must be able to provide friendly, high quality patron service; must pay attention to detail; must understand and follow written and oral directions; must be able to type and input computer data and must be able to maintain effective working relationships with superior, associated, and the general public. They must have a willingness to learn new library procedures and be computer literate. They must have a commitment to ongoing professional development and dependability.

***Physical Requirements:***

The Library Technician must be able to sustain constant light to moderate physical effort required in performing duties. They must be able to walk and stand for extended periods; place books on shelves or varying height (frequently bending, kneeling, squatting or reaching to do so), lift boxes up to 30 lbs. and use office machines.

**New Salem Public Library**

**New Salem, Massachusetts**

**Borrower's Contract for the Kindle**

The borrower must

- be at least 18 years old
- have a current library card in good standing from a library in the C/WMARS network
- present a valid driver's license (or State ID card), which will be photocopied
- sign below indicating agreement to the terms of the borrower's contract

**Terms of Agreement**

The Kindle and all parts will be handed directly to the staff member at the front desk by the due date of \_\_\_\_\_ (2-week circulation period).

The Kindle will not be returned to another library, nor placed in the book or media drop.

The borrower is aware of the cost (see below) of the Kindle and agrees to pay for its replacement and for any of the parts in case of loss or damage.

**Replacement Charges**

- Kindle: \$120, \$150 or \$160 (includes processing fee, circle one)
  - Kindle Case: \$35
  - USB Cable: \$15

I have read and agree to comply with the terms of agreement.

Signature: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Staff: Fill in due date. Patron completes form. Copy form & license. Keep original form & copy of license. Give copy of form to patron.

