

**CONTENTS**

History, Mission statement, and objectives	3
Library Bill of Rights	4
RSA 201-D:11 Library user records; Confidentiality	5
Patron Policy	6
Patron Behavior Policy	7
Unattended Children Policy	8-9
Circulation Policy	10
DVD Policy	11
Fax and Copier Policy	12
Reference Policy	13
Interlibrary Loan (ILL) Policy	14
Cooperation with other Library and Cultural Institutions	15
Material Selection Policy	16-17
Request for Reconsideration of Materials	18
Public Use Computer Policy	19
Registered Patron Internet/Public Use Computer agreement	20
Minor Patron Internet/Public Use Computer Agreement	21
Internet Acceptable Use Policy	22
Wireless Internet Access policy	23
Social Media Policy	24-25
Physical Facility Policy	26-27
Meeting Room Application	28

Exhibit and Display Policy	29-30
Inclement Weather Policy	31

## **LINCOLN PUBLIC LIBRARY**

### **HISTORY**

According to a local historian, the Lincoln Public Library was voted into existence at the annual Town Meeting in March of 1902 because Mrs. Eliza Henry, wife of lumber baron, J.E. Henry, felt that this community should have a public library. Convincing her husband that he should donate land and a building for this purpose, the Lincoln Public Library opened to the public on May 2, 1905. Since that time, the Library has expanded three times, doubling its size in the 1970's, and enlarging to 3,300 square feet in 1996, and adding a 512 sq ft meeting room with Library Directors office in 2009. The Lincoln Public Library is in compliance with the Americans with Disabilities Act.

### **MISSION STATEMENT**

The Lincoln Public Library is committed to providing resources adequate to serve the varied needs of the patrons, and capable of supporting educational programs at the Lin-Wood School. Our goal is to furnish library patrons of all ages with a variety of information resources, and to assist members of the community in their educational and cultural endeavors.

### **OBJECTIVES**

1. The Lincoln Public Library will identify and evaluate community needs, and will provide services and programs to meet such needs.
2. The Lincoln Public Library will strive to expand its services to allow patrons to use current information technologies.

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011.*

## 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.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;  
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

**201-D:11 Library User Records; Confidentiality. –**

I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.

II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.

III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

**Source.** 1989, 184:3, eff. July 21, 1989. 2009, 273:1, eff. July 29, 2009.

**PATRON POLICY**

1. Within the library building, the use of the collection of the Lincoln Public Library is free to all, regardless of place of residency. The home-use privileges of the library collection are free to all residents of Lincoln and Woodstock.
2. Persons residing outside the geographical area but owning property, attending the Lin-Wood Schools or persons spending six months or longer in Town shall be considered residents for library purposes. Personnel at the Lin-Wood School are granted full library privileges.
3. Non Resident persons spending less than six months in the area may have library borrowing privileges for a fee of \$50.00 cash only, which is refundable, contingent upon return of all library materials. This fee does not include computer usage or ILL services. A fee of \$2.00 per ½ hour is required from all non-residents for use of the library's computers, or a 20 use punch card can be purchased for \$20.00.
4. All patrons of the library must be registered which will include their name, current address (second address, if applicable), and any other names of immediate family members under the age of 18 who will be using the library. Acceptable forms of Identification are Drivers license, utility bill, tax bill or a lease with a current Lincoln or Woodstock physical address.

*Revised and adopted by the Trustees of the Lincoln Public Library, June 21, 2011.*

## PATRON BEHAVIOR POLICY

1. Food and/or beverages are not allowed in the library, except at designated times or in designated rooms.
2. The following activities are not allowed in the library:
  - Smoking
  - Creating a disturbance by making noise, talking loudly, or engaging in other disruptive conduct
  - Interfering with another person's rights to use the library or with the library staff's performance of their duties
  - Threatening behavior, including, but not limited to violence, threats of violence, and possession of weapons
  - Bringing animals into the library except those needed to assist a disabled person
  - Playing audio equipment so that others can hear it
  - Misusing the rest rooms (i.e. using them as a laundry or washing facility)
  - Soliciting or canvassing of any kind
  - Entering "staff only" areas without permission
  - Leaving a child under the age of 9 unattended in the library
  - Running or sleeping
3. Those who damage or deface library materials or property may be prosecuted (RSA 202-A:24).
4. Theft of library materials, or use of false identification to obtain library privileges, may be prosecuted under (RSA 202-A:24).
5. Parents are responsible for the behavior and supervision of their children.
6. All bicycles must be left in the rack provided in the rear of the building.
7. Persons wearing roller blades, ski boots, or on skateboards are not allowed in the library.
8. Shirts and shoes are required to enter library.

*Revised and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

## UNATTENDED CHILDREN POLICY

1. The Lincoln Public Library exists to serve the current informational, recreational, intellectual and cultural needs of the community by providing information, materials, and service, which is timely, accurate and useful. The library serves all citizens of the towns of Lincoln and Woodstock, without regard to age, gender, ethnicity, or handicap.
2. The Board of Trustees hopes that the children who use the library will find it a warm and inviting place to develop a love of books and reading. Many programs are offered to make the library enticing to children, but when children are left unattended for several hours they often become disruptive. The Board of Trustees believes that library patrons have the right to use library materials and services without being disturbed or impeded by other library users. In order to better serve all our patrons, and ensure the safety of patrons of all ages, the following rules have been established for use of the library by unattended children.
3. No child under the age of 9 may be left unattended in the Lincoln Public Library.
  - Children under age 9 must be attended at all times, including while they are in the children's room and visiting the lavatories.
  - Children under 9 will be considered unattended if a responsible adult or caregiver is not in the library building.
4. Children between the ages of 6 and 9 who are engaged in a library-sponsored program may be left unattended for the duration of the program only.
  - Parents should be aware of the duration of the program and be at the library to meet their child at the time the program is scheduled to end.
  - Both adult and child should be aware of the library hours of operation.
5. Children aged 9 and up may be left unattended
  - Children may be left alone for a period of time deemed necessary to research an assignment, complete a homework task, attend a library program or to select books and read in the library.
  - Children will be expected to display appropriate behavior conducive to maintaining a peaceful atmosphere in the building for all patrons.
  - Both parents and children should be aware that the library cannot be used as an alternative to after-school care, and that the library does not provide supervision to children left unattended. If the adult feels it is unsafe for the child to leave the building without adult supervision, the child should not be in the library unattended.
  - Even in their absence, parents or guardians are responsible for the conduct and safety of their children on library premises. Children are expected to adhere to the same standards of conduct as adults.
  - Children who are not using the library appropriately or who require excessive staff attention will have a parent or guardian called to pick them up immediately. If a child is asked to leave the library, they will not be allowed to come back to the library without adult supervision until a parent or guardian has talked with the library director and the parent and child have signed and returned a copy of the library's Appropriate Behavior Policy.



- Library staff cannot be responsible for the safety or well being of children left unattended.
  - Children left unattended should know how to reach a parent or guardian, and parents should be aware of the closing time of the library.
  - If staff cannot reach parent or responsible caregiver after the closing of the library, the Lincoln Police Department will be called to assume responsibility of the child.
6. Children must leave the library at closing time.
- Children left to wait outside for a ride after the library closes are placed in a vulnerable position. Staff cannot be responsible for the safety of a child once the library has closed. However, staff will attempt to contact a parent or guardian, then the Lincoln Police Department will be notified.
  - Under no circumstances will a member of the library staff take a child away from the building or transport children to another location.
  - Library staff will not respond to telephone inquiries regarding the presence or absence of a child in the library.
7. Disruptive behavior that is prohibited in the library includes, but is not limited to:
- Running, shouting and/or roughhousing
  - Cursing, obscene or abusive language
  - Throwing objects of any kind
  - Eating or drinking anything (Except at designated times.)
  - Vandalizing library property or facilities
  - Fighting or challenging to fight
  - Any misconduct or inappropriate behavior that disturbs others or hinders them in their use of the library or library materials

*Reviewed and adopted by the trustees of the Lincoln Public Library, June 21, 2011.*

## CIRCULATION POLICY

1. Print material and videos, cd's, and audiobooks can be circulated for two weeks. DVD'S are circulated for two library days. Materials can be renewed, as long as there are no reserves. Renewals may be placed by speaking to library staff in person, via the telephone, email or online.
2. Non-circulating collections include reference materials, portions of the New Hampshire Books Collection, and the local history collection (housed behind the circulation desk). The use of other library materials may be limited when excessive demands of groups or individuals curtail service to the general public.
3. Patrons can reserve library materials either in person, by telephone, email or online. Patrons are notified by phone, and the material is held for either 48 hours or 2 library days. If patrons cannot be reached within a 48 hour period, the next person on the reserve list is contacted, or the material is re-shelved.
4. Fines on print materials are determined by the patron. The library furnishes a container on the circulation desk in which patrons can deposit their fine for print materials. DVD and Video fines are \$1.00 per video/DVD per library day. Lost or damaged materials are paid for in full by the patron. Once the library receives the replacement cost of the material (s), the damaged material(s) becomes the property of the patron.
5. Patrons are notified of overdue library materials. If the patron fails to return the materials after receipt of 2 notices (one of which was sent by certified mail and contains a copy of RSA 202-A:25), local law enforcement will attempt to retrieve the library materials. In extreme cases, the library may use small claims court. In this event, the patron will be responsible for payment of small claims court filing fees, in addition to the cost of the library materials.
6. Failure to use the library in a responsible way may result in temporary or permanent suspension of library privileges.

*Revised and adopted by the Trustees of the Lincoln Public Library, June 21, 2011.*

**DVD POLICY**

1. Patrons age 11 and above may borrow 2 DVD's per day. Patrons below the age of 11 may borrow videos without a parent/guardian present as long as he/she has presented library staff with a letter giving the child permission to borrow the DVD(s).
2. DVD's may be borrowed for a period of 2 library days, (Example: DVD's that are borrowed on Monday must be returned on Wednesday).
3. DVD fines are \$1.00/library day per DVD.
4. DVD may be returned in the book drop.
5. It is the responsibility of the patron to pay the replacement cost of lost or damaged DVDs. Failure to do so may result in prosecution according to RSA 202-A:24. As with other library materials, damaged DVD become the property of the patron once the library receives the replacement cost of the DVD.

*Revised and adopted by the Trustees of the Lincoln Public Library, June 21, 2011.*

**COPIER/FAX POLICY**

1. The library has a fax machine available for the public. The fax number is 603-745-2037.  
The cost of sending a fax is \$2.00 for the first page, and \$1.00/page for each additional page.  
The cost of receiving a fax is \$1.00 per page.
2. A copier is available for public use; the charge is \$.10 per page, per side.

*Revised and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

## **REFERENCE POLICY**

1. Reference questions will be answered for all library users, even those who are not registered patrons. Lengthy research may be referred to larger facilities.
2. Ready-reference questions (5 minutes or less to answer) may be handled over the telephone.
3. Unanswerable questions will be referred to the reference desk at the New Hampshire State Library.
4. During busy times, the library staff may conduct a reference interview and inform the patron that he/she may have to wait until the next library day for an answer until the library staff is able to provide the answer(s).
5. If finding the answer to a reference question requires a fee for an electronic database search, the library user will be notified of this fee, and will be responsible for paying the fee.

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

## INTERLIBRARY LOAN (ILL) POLICY

1. The Lincoln Public Library is a small library with limited financial means. In an effort to accommodate the diverse needs of all registered patrons, the library will make full use of the Interlibrary Loan (ILL) System and all resources from the New Hampshire State Library.
2. The library shall cooperate in reciprocal lending of materials to other libraries. The library will lend any of its regularly circulating collection to libraries in-state or out-of-state. The library will lend new books and/or best sellers after a period of six months, or after such time that there is no longer a waiting list of regular patrons.
3. In-state ILL requests will be honored by:
  - electronic reserves through NHAIS system
  - e-mail through NHAIS system
  - ALA ILL form
  - telephone from requesting libraryOut-of-state ILL requests will be honored through the use of the standard ALA ILL form.
4. Materials will not be loaned directly to a patron of another library.
5. If a patron loses or damages materials borrowed from another library, he/she is responsible for the cost of the materials (to be determined by the lending library).
6. If another library loses/damages materials that have been loaned from the Lincoln Public Library, the Lincoln Public Library will assess the library for the replacement cost of these materials plus the staff time involved.
7. Library staff will make every attempt to locate materials requested by patrons through ILL. Library staff now has access to OCLC's First Search, and can locate materials out-of-state. The patron must understand that he/she may be responsible for charges for materials obtained from other states, and will be notified of possible charges prior to sending this type of ILL request.
8. Serial ILL requests may be faxed to an in-state requesting library at no charge. When possible, the State Library van service will be used.

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

**COOPERATION WITH OTHER LIBRARIES  
AND CULTURAL INSTITUTIONS**

1. In order to provide the highest quality of service to library patrons, the Lincoln Public Library recognizes the need to cooperate with other libraries, both public and non-public.
2. The Lincoln Public Library is affiliated with the New Hampshire Statewide Library Development System, and is an active member of the New Hampshire Automated Information System (NHAIS).
3. The Library will cooperate to the fullest with the school media center at the Lin-Wood School in terms of inter-library loan and in terms of existing as a resource for students, faculty, and administration at the school.
4. The Lincoln Public Library and the Moosilauke Public Library in North Woodstock will attempt to collaborate on programming whenever possible.
5. The Lincoln Public Library will seek opportunities for cooperation with other libraries in the region.
6. The Lincoln Public Library cooperates with the Upper Pemigewasset Historical Museum in regards to displaying materials from the Museum at the Library during the periods of time when the Museum is closed.
7. The Lincoln Public Library will provide any necessary reference assistance to artists from the North Country Center for the Arts (NCCA) to add value to the quality of the performances by the NCCA.
8. The Lincoln Public Library will engage in programming with the New Hampshire Humanities Council.

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

## MATERIAL SELECTION POLICY FOR THE LINCOLN PUBLIC LIBRARY

1. Ultimate responsibility for selection of library materials lies with the Board of Trustees; however, the Board shall delegate to the Library Director the authority and the responsibility for selection of library materials and for the development of the collection. Examples of methods that the Library Director may use to select materials for the library are reading professional review materials, e.g., *Booklist* and *Library Journal*, accepting patron requests, and recommendations from colleagues.
2. The Trustees of the Lincoln Public Library endorse those sections of the American Library Association's **Library Bill of Rights** and **Freedom to Read Statement** which concern themselves with material selection. Copies of these documents are included in the library's policies, and they are available for those who wish to study them.
3. Each material chosen for the Lincoln Public Library shall be judged individually on the basis of its merit, subject matter, reader interest, and the need for such a material in a balanced library. No material shall be excluded on the basis of a single word, phrase, or passage lifted out of context. The author's intent and the merit of the whole material shall be the basis for choosing the material.
4. Basically, the library collection covers a general range of subjects; however, there may be moderate emphasis placed on the local history collection (NH Books). If funds are available, there may be an emphasis on certain curriculum-related materials.
5. In areas considered controversial, more than one point of view shall be represented by materials in the library. They should not be written in a sensational or inflammatory manner but they may represent points of view sometimes considered unorthodox or unpopular by the majority.
6. While collections for adults and children are housed in separate areas, the library staff **will not**:
  - Act in loco parentis
  - Censor or label materials in such a way that patrons may be predisposed against them
  - Restrict access to library materials because of race, religion, gender, age, or socio-economic status.

Parents are the appropriate judges of their own children's library materials, and staff members encourage those who wish to supervise their children's borrowing to accompany them on library visits.
7. In the event that a patron objects to an item or items in the collection, he/she shall be asked to fill out a "**Request for Reconsideration of Materials**" form provided by the library. This form will be reviewed by the Library Board of Trustees and the Library Director at the next monthly meeting of the Board of Trustees. Consideration shall be made by the Library Director and the Library Board of Trustees who shall present a written decision to the



complainant within six (6) weeks. The decision may be appealed before the board of Trustees within thirty (30) days. The Board of Trustees ultimately decides on whether or not controversial materials should be kept, re-cataloged, or withdrawn from circulation.

8. Gifts and unsolicited materials may be added to the library collection. If the materials are not added to the collection, donors are informed that these materials may be sold or given to another institution. A signed notice will be provided acknowledging receipt of these materials, but **under no circumstances** will the library provide a value statement, for any purpose, to the donor.
9. The Library Director shall use the **Continuous Review Evaluation Weeding (CREW)** method of weeding. Any material may be discarded if such materials do not meet stated goals and are in one or more of the following categories:
  - materials in which there is no longer an interest
  - materials that are more than ten years old and have not circulated for five consecutive years
  - duplicate materials
  - materials that are torn or are in irreparable condition
  - materials not listed in the Standard Catalog Series
  - books that may or may not be classics.

In choosing to weed any particular materials, the Library Director must take all of these factors into consideration and must decide for each material on an individual basis. The Director may consult with the State Library on questionable materials. All discarded material shall be sold, donated to appropriate institutions, or destroyed.

*Revised and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

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

This form will be submitted to and reviewed by the Lincoln Public Library Board of Trustees at the next monthly Trustees Meeting. Please return the form to the following address:

**Lincoln Public Library Board of Trustees  
Lincoln Public Library  
PO Box 98  
Lincoln, NH 03251-0098**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

2. Resource on which you are commenting:

- |                 |                                  |
|-----------------|----------------------------------|
| _____ Book      | _____ Audiovisual Resource       |
| _____ Magazine  | _____ Content of Library Program |
| _____ Newspaper | _____ Other                      |

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

3. What brought this title to your attention?
4. Please comment on the resource as a whole as well as being specific on those matters which concern you (use other side if needed). Comment:

Optional:

5. What resource (s) do you suggest to provide additional information on this topic?

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

## PUBLIC USE COMPUTER POLICY

1. Library patrons are cautioned that the Library computers are located in public areas, which must be shared by Library users of all ages, backgrounds, and sensibilities. Individuals are asked to consider this and to respect others when accessing information and images. Library patrons may not use a Public Use Computer Workstation to transmit or receive illegal (including harmful or obscene) or disruptive material. Patrons are advised that Library Public Use Computers are not private or secure. Any information sent by an Internet terminal may be used by others to track people and their assets. The appropriate use of the Internet is the responsibility of the patron. Parents are responsible for the appropriate use of the Internet by their children.
2. Reservations may be made in advance by phone (745-8159) or in person no more than one week in advance. Reservations are for half-hour sessions. Walk-ins are allowed, beginning with the current time block.
3. Patrons must sign in at the circulation desk. A **Public Use Computer Acceptable Use Agreement** is signed accepting responsibility for any damages and acknowledging their understanding of the library's computer use policy.
4. Public use of the computers by non-residents is subject to availability provided in 30 minute intervals at the discretion of library staff. A fee of \$2.00 per 1/2/ hour is required from non-residents for use of library's computers. Seasonal workers are considered NON-residents.
5. There is a charge of \$.10 cents per side printed from a library computer station.
6. Only library-installed software will work, and any unauthorized files will be removed. Nothing may be saved on the library computers' hard drive. Patrons may save any of their work on a thumb drive.
7. Library staff has the authority to intervene in inappropriate computer use.

*Revised and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

**LINCOLN PUBLIC LIBRARY  
REGISTERED PATRON  
INTERNET/PUBLIC USE COMPUTER  
ACCEPTABLE USE AGREEMENT**

**Patron Name** \_\_\_\_\_ **DOB** \_\_\_\_\_

**Patron Library Card #** \_\_\_\_\_

**I have read the "Internet Acceptable Use Policy" and the "Public Use Computer Policy," as approved by the Lincoln Public Library Board of Trustees. I understand and agree to abide by the guidelines stated in these policies and that I am responsible for any willful damages to these computers. I understand that violation of such guidelines may result in the loss of Internet/Public Use Computer privileges.**

**Patron's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Library Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

**LINCOLN PUBLIC LIBRARY  
MINOR CHILD/PARENT GUARDIAN  
INTERNET/PUBLIC USE COMPUTER  
ACCEPTABLE USE AGREEMENT**

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Child's Library Card # \_\_\_\_\_

**I have read the "Internet Acceptable Use Policy" and the "Public Use Computer Policy," as approved by the Lincoln Public Library Board of Trustees. I understand and agree to abide by the guidelines stated in these policies and that I am responsible for any willful damages to these computers. I understand that violation of such guidelines may result in the loss of Internet/Public Use Computer privileges.**

Child's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**I understand that I am responsible for my child's use of the Internet through the Lincoln Public Library's connection. I further understand that the Lincoln Public Library cannot protect my child from offensive materials on the Internet.**

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Library Number \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

## INTERNET ACCEPTABLE USE POLICY

1. The Lincoln Public Library provides information resources through the Internet to the public. This medium offers access to a wide variety of valuable information; however, its content is unregulated, and, therefore, may be considered offensive or unpleasant. The Lincoln Public Library and its Board of trustees subscribe to the American Library Association's "**Access to Information, Services, and Networks: an Interpretation of the LIBRARY BILL OF RIGHTS,**" and will not control or censor any of the information that the library patrons can access from the internet.
2. As is the case with all library materials, parents and/or guardians are encouraged to take an active role in assisting their children in selection of appropriate library materials; this also applies to choosing suitable Internet resources. All users must have a current, signed **Internet Acceptable Use Agreement** on file in the library. Similarly, all minor children (under 18) must have a current signed **Parent/Guardian Internet Acceptable Use Agreement** on file in the library.
3. Public use of computers by non-residents is subject to availability provided in 30 minute intervals at the discretion of the library staff. A fee of \$2.00 per ½ hour is required from non-residents for use of the library's computers.
4. Classes and individual sessions can be given to introduce patrons to the techniques used and the resources available on the internet, and limited assistance from library staff may be provided as necessary.
5. Users will be required to sign in prior to using the Internet. The Internet terminal(s) are available on a first-come, first served basis during library hours; however, half-hour sessions of access time can be reserved, no more than one week in advance. Non-scheduled users will be required to vacate to accommodate those users that have scheduled time. The library reserves the right to restrict time on the Internet to 30 minutes, according to demand.
6. Materials may be printed for \$.10 per page/per side or downloaded to a thumb drive. Failure to use the Internet station(s) in a responsible manner will result in revocation of Internet use privileges. Tampering, altering, editing, or damaging computer hardware and/or software will be grounds for suspension of library privileges and/or criminal charges.
7. The Lincoln Public Library is not responsible for the content, quality, or accuracy of the information obtained from the Internet.

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011.*

## WIRELESS INTERNET ACCESS POLICY

1. The Lincoln Public Library offers wireless “**WiFi**” access to the Library’s Internet service for properly equipped laptops and handheld computers. When you use the Internet in the library you are accepting the Library’s Internet acceptable use policy. Please take the time to review the policy before you access the network.
2. Patrons under 18 are subject to the same rules governing Internet access by minor children using Lincoln Public Library computers. Patrons under 18 are required to have a signed parental permission slip on file in the library allowing access to the Internet.
3. Personal laptop computers accessing the Library’s patron wireless network are subject to all applicable requirements of the Lincoln Public Library Internet acceptable use policy. Any activities deemed illegal apply to patrons whether or not they are using library owned or personally owned computers. Any illegal activity will require the Library staff to notify the police.
4. Library staff cannot provide assistance with your laptop, card, or configuration.
5. There will be no charge for use of the wireless connection with a patron’s own laptop computer.
6. Printers are not configured to the wireless network. If you would like to print you will have to use library owned computers.
7. Access is offered without registration. If problems arise from the unrestricted access the Board of Trustees may amend this policy to require registration in the future.
8. The Library does not recommend the use of wi-fi connected computers for online shopping, ordering merchandise, or electronic banking. The library does not prohibit these activities, but it does not ensure the provision of secure connections. The Lincoln Public Library is not liable for any personal security breaches, theft of identity, or financial losses resulting from such online activities.
9. Connecting your computer via the Lincoln Public Library patron wireless network may expose your computer to viruses and other security risks. Patrons are responsible for their own computer’s virus protection, and accept the risks of Internet connections. The Lincoln Public Library is not liable for any damage ensuing from said connection.
10. Safety of personal computer equipment from theft or damage while on the Lincoln Public Library property is the sole responsibility of the owner. The Library staff will not monitor the safety of personal equipment, nor will they hold said equipment for safe keeping under any circumstance.

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

## SOCIAL MEDIA POLICY

1. The official website and social media accounts for the Lincoln Public Library shall be created and maintained by the Library Director.
2. In all cases, the official Library website should be the place where information and content is stored/hosted. Social media accounts should link back to the official website for access to information whenever possible.
3. Employees who are authorized to maintain the official Library website and social media accounts should take extra care to insure that no information classified as non-public or confidential by law is disseminated by the website or social media accounts.
4. Employees should use their professional judgment to insure that all information released via the official website and social media is accurate and appropriate. Communication via websites and social media accounts should be treated in the same manner as any other written, verbal, or electronic communication. If you would not disseminate the information at a public meeting, to a newspaper reporter, or face-to-face with a resident, it should not be disseminated via website or social media.
5. Information should not be disseminated that may cast any individual or group in a negative light.
6. Where possible, the general public should be allowed to post messages questioning or disagreeing with Library policies or actions in a constructive way.
7. Extra care should be taken to moderate and/or maintain social media accounts that allow comments from the general public to be posted on the Library's official page or site. Employees may offer simple factual corrections, but should not engage in debate over the merits of a Library policy. In all instances involving negative comments, the other user should be thanked for their comments and invited to express their concerns directly in person or by phone to the Library Director and/or Library Trustees.
8. Inappropriate comments left by other users will be removed immediately from social media accounts. Whenever possible, a message should be sent to the other user explaining why the comment was removed. If inappropriate comments continue, the user shall be blocked from commenting in the future. Inappropriate comments shall include, but are not limited to:
  - comments of a profane, offensive, or sexual nature
  - comments not relevant to the official business of the Library
  - comments relevant to a political campaign, issue, or ballot measure
  - comments intended solely to solicit commerce or promote a for-profit business
  - comments that promote or foster discrimination toward any class protected by federal law



- comments naming or implicating a person or organization that is not an employee or elected official of the Lincoln Public Library, especially comments intended to threaten or defame a person or organization.

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

**PHYSICAL FACILITY POLICY**  
**(Meeting Room, Exhibit Space, Bulletin Board)**

1. To achieve the goal of good library service, the Board of Trustees accepts the responsibility of ensuring that the library building facilities will meet the physical requirements so that high quality library services can be provided.
2. The Board of Trustees accepts the responsibility of securing funds needed for the facility and its operation.
3. Meeting space in the library may be reserved for use by educational, civic, cultural, and non-partisan governmental groups provided no admission is charged for an event nor any monetary transactions transpire. However, library sponsored presenters pre-approved by the Library Director may sell materials related to their presentation. The meeting room may be reserved no more than 30 days in advance. Meeting space may not be reserved by commercial or denominational groups. Library sponsored programs and activities will receive priority. If the meeting includes children under the age of 18, they must be supervised by an adult (one adult for every 15 minors).
4. Persons using library facilities must comply with all Lincoln Library rules of conduct and local, state, and federal laws including refraining from smoking and possession of alcoholic beverages.
5. The library will not normally provide personnel or equipment and supplies to groups using the meeting room to assist in handling exhibits.
6. The Lincoln Public Library will not allow outside groups of individuals to disseminate inappropriate or religious materials at the library facility.
7. The library may be open at other than normal operating hours at the discretion of the Library Director and library staff shall be compensated at their regular hourly wage.
8. Meeting room occupancy shall be limited to the room's capacity as determined by the Fire Marshal.
9. Groups must conclude meetings and leave the meeting room at the end of the time for which the room was reserved so that the room can be prepared or open for other meetings. Groups must conclude meetings and leave the room 15 minutes prior to library closing.
10. Meeting room furniture moved or used by the group must be returned to its original arrangement at the end of the meeting or event.
11. Any damages or necessary clean up to the meeting room space will be the responsibility of the organization using the facility. Charges will be assessed for any damages or extra clean up.

12. Persons using library facilities must comply with all Lincoln Library rules conduct and local, state, and federal laws including refraining from smoking and possession of alcoholic beverages.

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

**MEETING ROOM APPLICATION**

Please complete the following application and return it to the library during business hours. Completion of this application is not a guarantee that the meeting room use will be granted.

Name of Group or Organization.....

Responsible Contact Person.....

(If the meeting includes children under the age of 18, they must be supervised by an adult (one adult for every 15 minors.)

Phone.....E-mail.....

Date and day of the week for the meeting.....

Time of the meeting (include set-up and clean-up) From.....To.....

Anticipated attendance.....

**Assumption of Responsibility**

As the official representative of the above named group, I agree to inform attendees that conduct in all meetings must be in compliance with the Lincoln Library Meeting Room Policy, which I have read and understand. **Library meeting space is reserved for use by educational, civic, cultural, and government groups.** I understand that any meetings held on Library premises must be free and open to the public. Proper respect for all people in the Library and the meeting room must be observed. I/we agree not to solicit donations or sell any item in the Library. Persons/groups using the room must comply with all Lincoln Library rules of conduct and local, state, and federal laws including refraining from smoking and possession of alcoholic beverages. All persons and organizations using the meeting room must possess any and all licenses, rights, or other permission required by law to prevent infringement and/or the unauthorized use of any trademarks, copyrights, and/or other intellectual property rights. I understand that the group must state its sponsorship and is prohibited from making statements in its advertising or meeting announcements that suggest library sponsorship or endorsement. I agree to inform the Library Director in timely fashion if the meeting is cancelled. The room must be left in neat and orderly condition. *The* signer and group or organization will be held responsible for any damage or clean up and assessed charges to return the room, furnishing, or equipment to its former state.

Signature.....Date.....

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

## EXHIBIT AND DISPLAY POLICY

1. Limited exhibit space is available in the library for use by community organizations and individuals engaged in cultural, intellectual, or artistic activities. Proposed exhibits must be in the public interest and consistent with the role of the Lincoln Public Library. Exhibits and displays advertising a commercial enterprise or those of a political or religious nature are prohibited.
2. Requests to display exhibits shall be made to the Library Director who will schedule displays in accordance with this policy. The library reserves the right to determine the schedule and duration of exhibits and displays. The library also reserves the right to refuse any exhibit or display and if necessary, refuse or remove any material judged unsuitable or to rescind an exhibit or display for violation of this policy. If necessary, the Library Trustees will make a final determination of compliance.
3. The use of the Lincoln Public Library for display or exhibition does not imply advocacy or endorsement of the display or exhibition by the Lincoln Public Library, its Trustees, or the town of Lincoln.
4. Library displays and exhibits will take precedence over any other use of available exhibit and display space.
5. Displays must conform to the space restrictions of the assigned area. The display must not interfere with the general operation of regular library activities, nor must it detract from the general appearance of the library facility.
6. Individuals and organizations displaying materials may be acknowledged with a small sign indicating who provided the display. Exhibitors may also provide biographical and other exhibit specific information in proximity to the display as approved by the Library Director.
7. Exhibits and displays may not be made available for sale. Any items for sale may be noted in an exhibitor's accompanying portfolio, pamphlet, brochure, or booklet. Prices may not be directly affixed to the exhibit nor placed nearby. No admission charges or request for donations are permitted.
8. Lincoln Public Library and its staff assume no responsibility for the preservation, protection, or possible damage to or theft of any of the items displayed or exhibited. All items placed in the library are done so at the owner's or sponsoring organization's risk.
9. The owner of the displayed items is responsible for retrieving the items at the end of the display period.

**Agreement**

I \_\_\_\_\_ do acknowledge that I have read the above policy and in agreement with the policy, I accept all responsibility for all items that I put on display or exhibit in the Lincoln Public Library.

Signature \_\_\_\_\_

Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*

### **INCLEMENT WEATHER POLICY**

1. In case of inclement weather the Library Director will decide whether to close the library or delay opening the library. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours.
2. The Director will call the Lincoln police department and Public Works for advice concerning impending road conditions, review the National Weather Service forecast, and check the local WMUR TV station for other closings, delays, and weather information. The Director will then call the Chair of the Library's Board of Trustees to inform him/her of the impending closing.
3. Library staff scheduled to work will be paid for their regularly scheduled hours for the day, or portion of the day, that the library closes for inclement weather.
4. If the library remains open but staff members feel they cannot make it into work or must leave early, they will not be paid.
5. The Library Director will notify the public of any closures through the local TV station closing list (WMUR), and, if practical, by changing the answering machine message at the library and leaving a notice on the front door of the library.

*Reviewed and adopted by the Trustees of the Lincoln Public Library, June 21, 2011*