

Bylaws of the Board of Trustees and Policies of the Somersworth Public Library

Table of Contents

Bylaws.....	3
Behavior Policy.....	4
Child Supervision Policy.....	5
Collection Development Policy.....	6-7
Citizen's Request for Reconsideration Form.....	8-9
Museum/Attraction Pass Policy.....	10
Interlibrary Loan Policy.....	11-12
Computer Use Policy.....	13
Circulation Policy.....	14
Library Card Eligibility.....	14-17
Interim Access Policy.....	18
Library Customer Privacy Policy.....	19
Overdue Materials Policy.....	20
Program Policy.....	21-22
Photography Filming and Videography Policy.....	23
Public Display Policy.....	24
Public Bulletin Board Policy.....	25
Public Exhibit Policy.....	26
Exhibit Release.....	27
Public Meeting Space Policy.....	28-29
Application for Use of Meeting Space.....	30
Safety and Security Policy.....	31

Somersworth Public Library Bylaws of the Board of Trustees

The Board of Trustees is an advisory group to the Library Director of the Somersworth Public Library. It shall meet once a month, usually on a Tuesday, with a minimum of ten meetings annually. In accordance with City of Somersworth Administrative Code (Section 29.4.8). There shall be 5 Trustees with 5 year overlapping terms. The Board of Trustees, at the June meeting, shall elect one member to serve as Chairman for a period of one year. The Board of Trustees shall be responsible for keeping the minutes of their meetings.

The library director shall notify all members regarding the date, place, and time of the monthly meetings and any special meetings. The library director, in compliance with the Right-To-Know law, shall cause notice of all meetings to be posted at the Somersworth City Hall and the Somersworth Public Library. All notices shall be posted no less than five business days prior to the meeting date. The minutes of all meetings shall be available at the Somersworth Public Library to the public upon request.

Three members of the Board of Trustees shall constitute a quorum. No business shall be conducted unless a quorum is present. The Trustees shall review all expenditures.

The bylaws of the Board of Trustees may be amended by a majority vote.

***Adopted: February 3, 1965
Amended: October 19, 1998
Amended: April 2, 2002
Reviewed: May 9, 2006
Reviewed: September 8, 2008
Reviewed: October 3, 2013
Reviewed: May 7, 2019
Amended: January 2, 2024***

Somersworth Public Library Behavior Policy

The Somersworth Public Library is a busy center of information, cultural activities, recreation and learning. We expect all visitors to adhere to the following rules of conduct to ensure that everyone can use and enjoy the resources and services of the library and also to safeguard the public, the library staff, and the library's equipment and materials. All library visitors must be considerate of others' rights to work safely and undisturbed. The library reserves the right to require anyone who violates rules of conduct to leave the premises. The library may deny a person entry for a specified time if a person's behavior continues to violate these guidelines, or if that person has engaged in criminal behavior on library premises. Unlawful activities will be reported to the police.

The following activities are not allowed:

- Blocking/impeding access to public entrances or interfering with people entering or exiting the building.
- Monopolizing/obstructing space, shelving, seating, tables or equipment to the exclusion of others.
- Threatening the safety or rights of another person, including but not limited to, violent or disorderly behavior, threats of violence or abusive language, and possession of weapons.
- Creating a disturbance or bullying. Using profane, obscene or abusive language, including but not limited to related to someone's identities such as race, sexual orientation, gender, age, creed, religious beliefs, national origin, etc.
- Bringing animals into the library building without the permission of the library director, with the exception of service animals.
- Running in any area of the library.
- Using or storing wheeled devices such as bicycles, scooters, skateboards outside designated areas.
- Stealing library materials, using false identification to obtain a library card, or using another person's library card without permission.
- Committing theft, vandalism or other illegal acts which are subject to prosecution
- Eating or drinking from an uncovered container in the library, except for designated areas such as program rooms and marked youth services spaces.
- Using, selling or being under the influence of drugs or alcohol on library property.
- Smoking and use of tobacco products or substitutes.
- Littering either inside the library or on library grounds.
- Shoes and shirts must be worn at all times.
- Entering a non-public area of the library without the permission of a staff member.
- Children 8 and under must not be left unattended.
- Photographing or filming a library visitor without the consent of the individual, or their parent/guardian, if a minor. (See photography section)

Somersworth Public Library Child Supervision Policy

The Library Board of Trustees and staff are eager for children to use the Library and welcome those who do so. Service to children is an important part of the Library's mission. The Library is a public building open to all individuals. It is not the library staff's function or purpose to provide supervision or care for children.

1. The Library cannot guarantee the safety of, or assume responsibility for, a child of any age who is unattended at the library.
2. At all times, caregivers are responsible for the conduct and safety of their children on library premises. Caregivers must provide appropriate supervision based on the ages, the abilities and the levels of responsibility of their children. Parents or the guardians will be held responsible for all liability for personal injury and damage done by their children to the library materials, equipment or building.
3. Children aged 8 or younger must be accompanied and adequately supervised by a responsible guardian at all times. A responsible guardian means someone over the age of 16 who is taking an active role in attending to the younger child.
4. Children aged 9 or older may use the library unattended provided their behavior does not interfere with others' rights to enjoy the library and adheres to the library's safety policy.
5. Children who behave in a disruptive manner will be told to leave the library. Unattended children must be able to leave the library on their own.
6. Continued inappropriate behavior will result in additional and long term restrictions from the library at the discretion of the Library Director.

***Adopted: January 7, 1992
Amended: April 1999
Amended: June 4, 2002
Amended: September 20, 2005
Amended: September 9, 2008
Amended: February 4, 2014
Amended: May 4, 2021
Amended: January 2, 2024***

Somersworth Public Library Collection Development Policy

The Somersworth Public Library adheres to the tenets of the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The ultimate responsibility for the selection of library materials lies with the Library Director who is authorized by the Deputy City Manager.

All members of the community have equal access to library materials through clear organization and staff guidance. Although library materials are arranged for age appropriateness, any library user may use any materials. The selection of materials for the library is not restricted by the possibility that minor children may obtain materials their parents or legal guardians consider inappropriate.

The Somersworth Public Library seeks to obtain the highest quality of materials, including, but not limited to, books, magazines, newspapers, and audio-visual materials. The selection of these materials is based upon community demand and public library standards for collection development. The library director uses several sources to determine the quality of the material selected.

SELECTION CRITERIA:

- Individual merit of each item
- Its permanent value
- Diversity of viewpoint
- Popular appeal & demand
- Reviews in professional journals and popular media
- Cost
- Current relevance
- Relationship to existing holdings
- Recommendations from staff and patrons.

SELF-PUBLISHED MATERIALS:

Self-publishing is the publication of any book or other media, at the author's own expense, without the involvement of an established third-party publisher.

- Non-fiction self-published books will not be added to the collection.
- In general, Fiction self-published books will not be purchased by the library. Donations can be accepted at the discretion of the Library Director.

GIFTS/DONATIONS:

Gifts from the public are welcome, however the materials donated are subject to the same policies that govern the selection of new materials. All donations of materials, upon request, will be acknowledged with a letter stating the number of items donated. The donor, not the library director, must determine the value of the gift.

The Somersworth Public Library is limited in the total amount of material that it can maintain. In order to keep the collection current, and of the greatest usefulness to its

customers, it will be necessary to discard materials that are no longer useful. The following criteria will be used to evaluate materials for discard: obsolescence, physical condition, duplication, availability through interlibrary loan, frequency of use.

Any customer may enter a complaint about any material acquired by the library. The complainant must complete a Request for Reconsideration form, which will be submitted at the next regularly scheduled Board of Trustees meeting for discussion. The Trustees will reply in writing to the complainant within sixty days of the meeting. The complainant may present an appeal of a negative decision in person at the next regularly scheduled Board of Trustees meeting. The final authority rests with the Board of Trustees and their decision is final. The only other challenge will be through a court of law.

Adopted: November 1, 1988

Amended: January 6, 1999

Reviewed: October 7, 2008

Reviewed: March 4, 2014

Amended: November 12, 2019

Amended: January 2, 2024

**CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL
BY THE SOMERSWORTH PUBLIC LIBRARY BOARD OF TRUSTEES**

Please fill in as much information as you can for each of the spaces below.

Author _____

Title _____

Publisher _____ Date Published _____

Request Initiated by _____

Address _____ Telephone _____

Citizen Represents: Self ____ Organization ____

Name of Organization _____

1. What do you object to in the book? (Please be specific; cite pages, etc.)

2. What do you feel might be the result of reading this book?

3. For what age do you recommend this book? _____

4. Is there anything worthwhile about this book?

5. Did you read the entire book? _____

If not, what parts did you read? _____

6. Are you aware of the judgment of this book by literary critics? _____

7. What do you believe is the theme of this book?

8. What do you believe the library should do with this book?

9. In its place, what book of equal literary merit would you recommend that could convey the same information and/or the same perspective of our civilization?

Signature and Date

Please return this completed to:

Board of Trustees
Somersworth Public Library
25 Main Street
Somersworth, NH 03878-3198

Your request will be considered at the next regular meeting of the Board of Trustees, and you will receive a written reply of the Board's decision within 60 days of the meeting.

**Somersworth Public Library
Museum/Attraction Pass Policy:**

When able the Somersworth Public Library will provide passes to local museums and attractions. The organization providing the passes have their own rules as to how the pass can be used. A valid Somersworth Public Library card is required to check out these passes. Families may only check out one pass per day. Patrons with overdue items on their account may not check out library passes until books have been returned and any balances on their account have been paid.

Adopted: January 2, 2024

Somersworth Public Library Interlibrary Loan Policy:

Interlibrary loan is a service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library and to provide material from the collection to other libraries. The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. The Somersworth Public Library recognizes the value of interlibrary cooperation as a means of reducing costs and increasing service. Such cooperation allows our library users access to a greater range of resources without requiring the library to purchase or store those resources. To that end:

The library will follow the recommendations made by the NH State Library's Interlibrary Loan Protocol Manual. The library will maintain access to the New Hampshire Automated Information System (NHAIS **ILL**) and Statewide Database Licensing Project (NHewLINK) and use these to offer interlibrary loan and database access to its users. The library will maintain its holdings on NHAIS **ILL** so that other libraries can borrow from the library's collection.

If an item is requested from another library that cannot be delivered by the NH State Library Van Delivery service, the customer is responsible for all charges the library may incur for the delivery of the item.

The library will not normally seek loans of materials that have been published within the last six months. Items requested that are new or in frequent or recurring demand will be considered for purchase.

The library will be responsible for materials borrowed on behalf of its patrons. The library agrees to pay for overdue charges, damage, or loss of materials borrowed on interlibrary loan. The library will endeavor to collect any charges for overdue materials, loss, or damage from the patron who received the materials and lost or damaged them.

The library will accept requests from other libraries within New Hampshire and out-of-state. Available materials can be borrowed through interlibrary loan **with the exception of newer, in-demand items**; reference items may be loaned but restricted to in-library use only. It is at the discretion of the library director to decide to restrict loans of rare or expensive items from the collection. The library will accept requests through email, telephone, in writing, in person or the NH State Library online interlibrary loan service. The library will accept reserves from other libraries for its items. The library will photocopy items free of charge to other libraries with a copying limit of 30 pages per item. All libraries are responsible for compliance with the copyright law and its accompanying CONTU guidelines, and shall inform its users of the applicable portions of the law. An indication of compliance shall be provided with all copy requests.

Items will be loaned to other libraries for a reasonable period of time to include the delivery and return of the item through the means most convenient. Loaned items may

be renewed if there is no demand at the library for the item. Borrowed items will circulate for the time allowed to our borrowers for this library's items in conjunction with the time made available by the lending library.

Adopted: April 19, 1994

Reviewed: June 4, 2002

Reviewed June 6, 2006

Reviewed May 5, 2021

Amended January 24, 2024

Somersworth Public Library Computer Use Policy

1. Patrons may use one of five computers for any amount of time unless a patron is waiting.
2. Patrons will respect sign off requests from the staff before closing or if a person is waiting. Refusal to leave a computer within five minutes of these requests could result in the loss of computer use privileges. All computers are shut down fifteen minutes before the library closes each day.
3. It costs 20¢ to print black & white, 25¢ for color on the page, and 50¢ for any photos or pictures. It is up to the patron to ask for assistance if they are unsure of how to print from the computer. Patrons are responsible for paying for all pages printed. Please pick up and pay for your printing at the Front Desk.

Somersworth Public Library is not responsible for the information users may find on the Internet. As parents are responsible for their children's access to print materials found in the library, they are also responsible for their children's access to the Internet and are encouraged to use this resource with their children. Library staff cannot monitor children's computer use.

Use of the library's technology for any illegal purpose is forbidden. Violation of copyright law and software licenses fall under this warning and will be reported to the appropriate authorities. Attempts to violate the library's or any other system's security is forbidden. Users' own software is not allowed on the library's networked computer terminals.

Any violation of this policy may result in not only the loss of the use of this library's computer terminals by the user, but may also incur criminal charges as warranted.

***Adopted: November 12, 1997
Amended: September 3, 2002
Amended: March 7, 2006
Reviewed: January 6, 2009
Reviewed March 4, 2014
Amended November 12, 2019
Amended January 2, 2024***

Somersworth Public Library Circulation Policy

Access to Materials:

The Somersworth Public Library does not restrict access to any materials on the basis of a person's color, religion, national origin, socioeconomic status, sex, gender, sexual orientation or age. Free access to the total library is essential to public library service for the entire community. We currently do not have a handicapped accessible building.

Please see Interim Access Policy Below.

Anyone wishing to use materials "in-house" may do so at no charge.

New Hampshire has one of the strongest library patron confidentiality laws in the country and that law applies to all, regardless of age. The law states that upon registering for borrowing privileges at the library the patron has the right of privacy about what he/she checks out. The law does not specify age. This means the library staff may not reveal the title of an overdue book or book on reserve to anyone except the person or persons on the account, even though the parent(s)/guardian(s) may be legally responsible for the actions of the minors in their household. The Somersworth Public Library has stated in the Somersworth Public Library Rights and Responsibilities of the Cardholder that it will uphold and adhere to the New Hampshire state law as presented in NH RSA 201-D:11. As such, the Somersworth Public Library has chosen to create two categories of Youth library cards as described below.

Library Card Eligibility:

Residents:

Adult Resident Cards (ages 18 and up):

Residents, business owners and/or landowners in the City of Somersworth are entitled to a library card without charge.

To obtain a Somersworth Public Library card patrons will need to furnish a current government issued photo ID with a current Somersworth address or a photo ID with a non-Somersworth address and one (1) of the following documents that shows your current Somersworth residential address: (Digital copies are accepted)

- Current utility bill with your name and Somersworth address
- Recent postmarked mail addressed to you
- Current car registration in your name
- Current lease agreement
- Current property tax receipt
- Current Somersworth public school ID

By accepting a library card you agree to be responsible for materials checked out and fines incurred, and agree to abide by the Somersworth Public Library Rules of Conduct. You are responsible for:

- Returning materials borrowed on your card by the due date.
- Paying replacement costs for library items that are lost or damaged while checked out to your account.
- Immediately reporting a lost or stolen card. If you lose your card, replacement cards can be obtained by showing identification and paying a replacement fee.
- Reporting any change of address or telephone number.
- Patron cards will be blocked from use 7 days after an item's due date. The block will lift with the return of the book or payment of the lost item.
- Library cardholders are financially responsible for all items checked out on their card. Library users are expected to treat the library facility, equipment, and materials carefully and respectfully. Materials should be returned to the library in the condition in which they were borrowed.
- It is also the responsibility of cardholders to keep their patron record accurate and up-to-date. Changes of name, phone number, email and mailing address should be reported to library staff.

Juvenile/Child Card:

- Any child between the ages 5-12 who live or attend public school in Somersworth, are eligible for a shared library card with a parent/guardian.
- This card will act as a shared card with both the child and the parent listed as co-owners of the library card.
- Any materials checked out on this card will be the financial responsibility of the parent/guardian.
- The cardholder(s) may designate an individual, often a second parent/guardian, to be included as designees of the account.
- Any parent whose account is not in good standing, may not use the shared juvenile/child card as their own.

Teen Card:

- Any youth between the ages of 12 to 18, who lives in or attends public school in Somersworth, is eligible for a Teen library card.
- As mandated in NH RSA 201-D:11 below, an individual library cardholder has the right to privacy of information regardless of age. This applies to the Teen library card, while still holding the parent/guardian financially responsible for any lost or damaged materials.
- Proof of Residency is required (as listed above).
- This card will be held only by the youth and will not be a shared library card with a guardian. Per privacy law mentioned above, staff may not share information

about library materials on the account with the parent/guardian unless the teen has authorized their access.

- The Board of Trustees considers reading, listening, and viewing to be individual, private choices. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. **The library staff must not be expected to act in loco parentis by parents who wish to limit the materials accessed by their own minor child(ren). Parents who wish to limit their own child(ren)'s materials should accompany the child(ren) to the library and supervise the borrowing process.**

Children Under 5

Children who are residents and under the age of five (5) must have a custodial parent or guardian obtain a library card and borrow materials for their use.

Temporary Card:

Temporary housing "residents" may receive a Somersworth Library card on a short-term basis. The card will be issued for a period of three months with a temporary Somersworth mailing address and a driver's license for identification. The account will allow only three items to be checked out at a time indefinitely. Cards may be restricted from further check outs if problems occur with continual overdue items, unpaid fines or damaged materials at the discretion of the Library Director. A card can be changed to a regular card by providing proof of residency as listed above.

City of Somersworth Employees:

Any non-resident city of Somersworth or Somersworth public school employee is eligible for a free public library card upon furnishing the following proof of employment.

- Recent pay stub featuring Somersworth business's address
- Letter on company letterhead indicating applicant is employed by the company.

Non-Resident Cards:

Individuals requesting a Somersworth Library card who do not qualify for one of the other listed patron types will be required to pay an annual fee. Non-resident cards are issued to one adult family member who agrees to be financially responsible for materials loaned on this card. Family members who reside at the same address can borrow materials on the account with permission from the card holder and if listed on the cardholder's account.

Current fees for non-resident cards are

\$50/year for adults

\$35/year for seniors, ages 62 and older

\$25/6 months for adults

\$17/6 months for seniors

A paid non-resident card entitles its holder access to all library materials, Inter Library Loan services, and library programs and services with the exception of digital materials from the New Hampshire Downloadable Books database (Overdrive/Libby) and Hoopla.

Non-residents with cards issued before January 1, 2024 will continue to receive access to digital materials until their next renewal date.

Note: All library cards will be renewed annually (or every 6 months for a half year card). Once a year, you will be required to provide proof, as above, of your continued eligibility for a Somersworth Public Library card.

Adopted: August 9, 1988

Amended: October 3, 2000

Amended: February 7, 2006

Reviewed: February 3, 2009

Amended: April 17, 2014

Amended: May 7, 2019

Amended: October 24, 2022

Amended: January 2, 2024

Somersworth Public Library

Interim Access Policy

The majority of the collection and other facilities at the Somersworth Public Library are currently inaccessible to adults and children who cannot use stairs. We recognize that persons with handicaps may need a library card to a fully accessible library.

The Somersworth Public Library will provide residents who are handicapped with a non-resident card to the most cost effective fully accessible library in a neighboring town/city. As of February 2023, this library is Rochester Public. The library director will make the determination of eligibility for this service. Proof of Somersworth residency is required.

If a resident desires to use a more expensive accessible library, the Somersworth Public Library will pay the cost of the least expensive non-resident card towards the more expensive one.

This is an interim measure until such time as this library can provide access to the entire collection. Once access has been established to the entire collection of this library, this policy will cease.

The Somersworth Public Library Board of Trustees reserves the right to rescind this policy immediately if it becomes unmanageable.

Adopted: January 7, 1997

Amended: September 3, 2002

Reviewed: June 6, 2006

Reviewed: November 12, 2008

Reviewed: March 4, 2014

Amended: November 12, 2019

Amended: January 2, 2024

Somersworth Public Library Library Customer Privacy Policy

It is the policy of the Somersworth Public Library to protect the privacy of those who use the library. The policy of the library will be to retain only the minimum information necessary to establish a patron's eligibility to borrow materials and to respond to patron requests. Non-essential records will be deleted as soon as practicable, or on a regular basis.

All library staff will protect information about library customers, their requests for information and materials, the resources they access, their presence in the building and their loan transactions, and will not give out such information to individuals or to any private or public agency without an order from a court of competent jurisdiction, or written permission of the customer, or as otherwise required by law.

Staff members will hold in complete confidence customer information gained in the course of performing their work. Staff members will be responsible for protecting records in customer files within the library, and customer records being purged from the files.

We shall adhere to and this policy is supported by RSA 201-D: 11, which read as follows:

201-D: 11 Library User Records; Confidentially.

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.

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.

Adopted: June 2, 2003

Amended: October 4, 2005

Reviewed: March 10, 2009

Reviewed and amended: June 3, 2014

Reviewed: January 7, 2020

Reviewed: January 2, 2024

Somersworth Public Library Overdue Materials Policy

New Hampshire Statute RSA 202-A:25 states that it is a violation to willfully detain library materials. Somersworth Public Library does not charge late fees. To encourage return of library items, all borrowing privileges will be suspended seven days after an item is due.

Customers have a three-week checkout period for most items barring new videos which have a one-week checkout period (if there is a hold on an item, it cannot be renewed). Two days before an item is due, customers will receive a courtesy email reminding them to renew (if they can), or return the item. At seven and fourteen days after an item is due, they will receive another email (or phone call if no email is associated with the account) reminding them that borrowing privileges will be suspended unless the item is returned, renewed, or paid for. At twenty one days overdue all patrons are called and asked to return overdue items. When the item is eight weeks overdue, a bill will be generated and sent by mail.

Replacement fees may be spent at the discretion of the library director to purchase items according to need and availability. An updated resource may be purchased or the funds put towards a more timely or relevant author and/or topic.

Whereas parent[s]/guardian[s] are responsible for both their own and their children's (ages 5-12) borrowing, if their account or any accounts under their responsibility are suspended.

***Adopted: November 1, 1988
Amended: October 3, 2000
Amended: November 12, 2002
Reviewed: April 4, 2006
Amended: June 3, 2008
Amended: October 6, 2009
Amended: September 7, 2010
Amended: May 7, 2014
Amended: May 3, 2016
Amended: June 4, 2019
Amended: February 4, 2022
Amended: January 2, 2024***

Somersworth Public Library Program Policy

Library Programs are programs sponsored or co-sponsored by the Somersworth Public Library and offered on the Library property, at other designated locations, or presented virtually. Library programming is intended to serve as an extension of the mission and vision of the Library in enhancing the quality of life in Somersworth for all residents through open access to ideas and information, encouraging exploration and learning and supporting cultural enrichment through collaboration with educational, cultural, business and social service organizations. Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees, per RSA 202-A:11. Program Selection Library programming will be developed in consideration of the principles set forth in the Library Bill of Rights and the Library-Initiated Programs and Displays as a Resource: An Interpretation of the Library Bill of Rights with a focus on accessibility, inclusiveness, enrichment and meeting the needs of the Somersworth community. Library programming will be planned, vetted, and scheduled by staff members of the Library with consideration to the following criteria:

- Community needs and breadth of interest
- Relation to library collections, resources, services, exhibits and programs
- Connections to other community programs, exhibits or events
- Historical or educational significance
- Treatment and selection of topic and content for intended audience
- Presenter expertise and/or public performance experience OR Presenter Qualifications and or reputation (in content area)
- Popular appeal
- Budget and staffing considerations

The library's philosophy of open access to information and ideas extends to programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources are not excluded from programs because of possible controversy. Performers and presenters will not be excluded from consideration because of their gender identification, race, ethnicity, religious beliefs, sexual orientation, socioeconomic status, physical ability, or age.

The Library draws upon other community resources in developing programs, and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

Programs sponsored and co-sponsored by the library will be informational, educational, or recreational supporting the Library's mission and goals. Programs that intend to politically recruit, proselytize, or are commercial in nature and intend to solicit business are not permitted.

Requests for programming may be submitted to the Library via email to the Library Director or Library Assistant. Requests or offers for programming from outside the organization will be assessed using the same criteria as outlined above.

Program Attendance at library programs is generally free, but the Library may charge a small fee to cover the costs of supplies or classes offered by the Library. The library may permit the sale of books written by speakers or other materials created by presenters in conjunction with a library-sponsored program. All plans to sell or distribute items must be arranged in advance and approved by the Library staff responsible for the program. Program presenters are responsible for the handling of all sales. For programs requiring the payment of a supply fee, the payment must be made 3 days prior to the event. If a supply fee is not received 3 days in advance and there is a waitlist for the program, the patron's registration will be canceled. For programs where the size of the audience impacts the experience of the attendees registration may be required.

Participation in Library programs implies acceptance of the Patron Behavior Policy and Unattended Children Policy. Failure to follow said policies may result in immediate removal from a program. The Library reserves the right to set age limits for programming based on the suitability of the program's content. The responsibility of a child's attendance at a Library program rests with the parent or guardian of a child. Per the Somersworth Public Library Child Safety Policy, no child under the age of 8 will be left alone at a Library program, unless explicitly stated as allowable in the program description. All Library Programming Policy, program attendees must adhere to the Library Code of Conduct Policy or will be removed from the program.

The library reserves the right to use video or photographs taken of program participants for internal use, evaluation purposes and for use in library promotional outlets.

Participation in library programs indicates participants' willingness to be photographed.

*If you do not wish to be included in library photographs or video, please notify the Library Director or an attending staff member at the event. Library programs are promoted through a variety of venues including, but not limited to, the library website, Library email newsletters, social media channels, newspapers, and flyers. The Library Director is responsible for the final approval of all Library programming and the execution of this policy and exceptions therein. Requests for review of a programming decision can be initiated by completing the Request for Reconsideration of a Library Resource Policy.

Adopted: January 2, 2024

Somersworth Public Library Photography, Filming and Videography Policy

It is the policy of the Library Board of Trustees of the Somersworth Public Library (the "Library") to permit filming and photography under the conditions described herein only to the extent that it does not interfere with the operations, programs and activities of the Library, and is consistent with the Library's Bylaws.

The Board hereby authorizes filming and photography in Library facilities as follows:

1. Classes or events sponsored by the Somersworth Public Library (SPL) may be photographed or video-recorded by the Library's staff or its representatives. Attendance at a SPL-sponsored class or event constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Somersworth Public Library.
2. The Library may utilize photos and videos from public programs and events at Library facilities and Library spaces on its website, social media platforms and in Library publications. Photos, images, and videos submitted to the library by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
3. Casual amateur photography, filming, and videotaping is permitted in the lobby, study, and program areas of Library facilities for visitors wanting a remembrance of their visit, provided that the photography does not interfere in any way with library operations or capture any identifiable likenesses of individuals without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. Except as otherwise permitted in paragraph 3 by the Library itself, **in no circumstances may anyone take a photo or film a library visitor without the consent of the individual, or their parent/guardian, if a minor.**
4. No commercial or media photography or filming may occur in Library facilities without the prior written permission and approval of the Library Director. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/films.
5. Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.

Adopted: January 2, 2024

Somersworth Public Library Display Policy

The Somersworth Public Library provides displays of various types in strategic locations throughout the Library to highlight collections, make materials more accessible, and inform the public. The Library embraces opportunities to celebrate art, culture, diversity and inclusion which are often and ideally showcased in display materials.

Selection of Displays

Library displays are planned, organized, curated, and/or implemented by Library staff using the following criteria:

- Community needs and interest
- Availability of display space and resources
- Historical or educational significance
- Relevance to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

The Library may partner with other City departments, libraries, community agencies, organizations, educational institutions, or individuals to develop and create co-sponsored displays and exhibits. The Library is dedicated to the free and open dissemination of ideas and the principles of intellectual freedom as set forth in the American Library Association's Library Bill of Rights. The Library strives to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays will not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Somersworth Public Library of the content of the display or exhibit, or of the views expressed in materials on display.

Using the selection criteria stated above, Library staff develop, curate and implement Library displays. Suggestions for display topics from patrons will be considered, however, the decision, materials selected, and arrangement will be made by the Library staff and are at the sole discretion of the Library Director.

Requests for reconsideration of a library display or item within a library display shall be considered through the submission of a request for reconsideration form through the Somersworth Public Library Request for Reconsideration of Library Resources Policy. Only requests from residents of the town of Somersworth who are library cardholders will be reviewed and considered.

***Adopted: May 4, 2004
Reviewed: April 7, 2009
Amended: February 2, 2010
Amended: August 5, 2014
Amended: June 2, 2021
Amended: January 2, 2024***

Somersworth Public Library

Public Bulletin Board and Distribution of Free Materials Policy

The Somersworth Public Library strives to serve as a community resource center providing quality, high-demand materials, programs, information and technology. Recognizing the importance of providing access to community resources and information, the Library provides information distribution areas for relevant community information. The Somersworth Library endorses the American Library Association's, User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights. Adopted July 2, 1991, by the ALA Council, amended June 30, 2004, July 1, 2014 and June 25, 2019.

Bulletin Boards and Information Distribution Areas: Library-exclusive distribution: Specifically designated bulletin boards and information posting areas are reserved for the exclusive use by the Library to post and distribute materials about Library programs and services, and information from the Town of Somersworth and other local, state, and federal government entities.

Public-forum news and information posting : Bulletin boards and display spaces designated for news and information distribution by outside organizations will be used for the following types of information:

- Postings of upcoming educational, social, civic, charitable, cultural, or recreational events and activities
- Postings by nonprofit organizations, groups, agencies, or by any federal, state, or local government agency providing services to the community
- Postings announcing community services and volunteer opportunities
- Nonpartisan election information

Procedures:

- All postings must be approved by the Library Director or their designee.
- Items posted without approval are subject to immediate removal.
- Approval will be granted based upon established Library policy as herein stated and subject to available space.
- The Library assumes no responsibility for the preservation or protection of materials posted or distributed, nor will posted materials be returned.
- The Library reserves the right to provide space for announcements which provide information to visitors or residents on a continuing basis (such as transportation schedules, crisis or other important local community services, etc.).

Adopted: May 4, 2004

Reviewed: April 7, 2009

Amended: February 2, 2010

Amended: August 5, 2014

Amended: June 2, 2021

Amended: January 2, 2024

Art Exhibit Areas

Areas available to the public for art display include the stair rails, walls and pillars. The city's insurance policy prevents the use of a ladder to hang art.

Exhibits in the library are seen by anyone who walks into the building including both children and adults who may have various degrees of sophistication. Exhibits must therefore meet what is generally known as "a standard acceptable to the community."

Applications for exhibits or displays must be presented to the Library Director for consideration. In the case of a conflict, the resolution will be on a first-come, first-serve basis. The library will have the final decision on the content and arrangement of all exhibits. Every item must meet the library's standard of value and quality. The library reserves the right to reject all and/or any part of an exhibit or to change the manner of display.

All publicity materials relating to exhibits shall be submitted for approval by the library.

It is the responsibility of the exhibitor to set up and remove the exhibit. Exhibits will normally be scheduled for a period of one calendar month. Owners of exhibit materials will assume full responsibility for any items placed in the exhibit.

Adopted: May 4, 2004

Reviewed: April 7, 2009

Amended: February 2, 2010

Amended: August 5, 2014

Amended: June 2, 2021

Amended: January 2, 2024

Somersworth Public Library Exhibit Release

I/we the undersigned, hereby lend the following works of art or other material to the Somersworth Public Library and have read and agree to be bound by Library Public Bulletin Board, Display Case and Exhibit Policy.

Exhibition to be held in the _____

During _____

Description of materials loaned _____

Signature _____ Date _____

Permanent address:

_____ Street

_____ City State Zip

Telephone number:

Somersworth Public Library Public Meeting Space Policy

The public meeting spaces at the Somersworth Public Library are provided for the benefit of all and may be used by organizations and individuals, as the space is available. The use of the meeting spaces must meet the criteria of the library's mission of providing for the informational, educational, recreational and cultural needs of the community. Meetings held in the spaces are to be open to all. Permission granted to use library-meeting spaces in no way constitutes endorsement of the policies or beliefs of any group or organization. No outside groups or organizations using the meeting spaces shall charge an admission fee or sell materials, goods, or services for private profit or gain. The meeting spaces are not available for purely social functions designed for entertainment with family, friends or associates.

Organized community groups, agencies of city, state and federal government, and individual citizens may reserve the meeting spaces according to the following priorities and will be considered on first come, first served basis:

- Meetings that are held or sponsored by the library.
- Meetings held by a city, state or federal agency or official.
- Meetings held by organized Somersworth community groups – educational, civic, charitable, and cultural programs sponsored by local non-profit organizations.
- Meetings held by individuals.

Permission to use a library meeting space shall be obtained by a completed application form to the library director. Every effort will be made to honor all approved requests. However, the Library Director reserves the right to reschedule based on the priority for use as stated in the policy. The library reserves the right to review each prospective use and determine whether or not that use falls within the meeting space guidelines. The library reserves the right to deny applications for use based on the availability of space and/or frequency of use. The Library Director will consider any requests for space use not covered by these policies. An appeal of any denial may be made in writing to the Board of Library Trustees to be reviewed at their next scheduled meeting. Requests shall be made in writing and submitted to the Chairman of the Board. The library reserves the right to set aside meeting spaces during specific blocks of time for use by the library staff. The library is not responsible for costs incurred if a meeting is canceled due to circumstances beyond the library's control.

Rules governing use of library meeting space:

- Meeting spaces are used only during library hours.
- Unlawful activity shall not be permitted in meeting spaces and such activity shall be a basis to deny future use of the library meeting spaces by groups or individuals violating this policy.
- Library staff, according to arrangements requested when the reservation is made, will do room set up.

- Only light refreshments and no alcoholic beverages may be served. Meeting spaces must be left free of crumbs, waste, etc.
- Meetings may be terminated if they are disruptive to library services.
- Activities for minors, age 17 and under, must be supervised by responsible adults.
- A maximum of two meetings per month may be scheduled with a total of six per year during evening hours (after 5:00 p.m. and finishing before 6:45). The library director or the Board of Trustees must approve long term or multiple engagements.
- Permission to use meeting spaces is not transferable by any individual or group where application is approved.
- The library reserves the right to cancel prior meeting room reservations without notice in the event of emergency, such as snow closings or unsafe building conditions.
- Library staff should be notified as soon as possible if a meeting scheduled for the spaces has been canceled.
- The use of a meeting space by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
- Copies of all publicity of events to be held in the meeting spaces shall be made available to the library.

Adopted: June 8, 2004

Reviewed: April 7, 2009

Reviewed: September 2, 2014

Amended: June 2, 2021

Reviewed: January 2, 2024

SOMERSWORTH PUBLIC LIBRARY
APPLICATION FOR USE OF MEETING SPACE

Request is hereby made for the use of the Meeting Space:

Date..... Time: from.....to.....

Name of applicant / organization.....

Address.....

Reserved by.....Phone..... Fax.....

Type of Organization:

Literary.....Educational.....Philanthropic.....Civic..... Other.....

(explain).....

Activities to be conducted.....

Attendance expected.....Any Special Needs (explain).....

I certify that I am an officer of the above named organization; that I have the authority to reserve the meeting space; and that the above statements are true to the best of my knowledge and belief.

I hereby agree that the applicant will be responsible for any damage caused by the applicant to the library premises, and furnishings because of the use of said premises by the above applicant, and agree to pay for said damages as assessed by the Library Board of Trustees.

I have read and agree to abide by and uphold all rules and policies of the Somersworth Public Library governing the use of library premises, including regulations prohibiting charging an entrance fee, soliciting donations, or limiting attendance.

I also agree to protect, save, and keep the City of Somersworth, the Board of Trustees, the Library Director, their agents and employees forever free and harmless and indemnified against and from any and all loss, cost, or expense arising out of or from any accident or other occurrence causing injury to any person or property whomsoever or whatsoever as a result of the use of the above premises.

Signature.....

Title.....Date.....

Print name.....

Address.....Phone.....

Reservation approved

Library Director..... Date.....

Somersworth Public Library Safety and Security Policy

The goal of this policy is to maintain a safe and secure environment for patrons and staff.

Silent alarm buttons in the Main Office, Children's Room and Main Desk are for library personnel use in case of emergency.

A first aid kit and AED unit are available in case of medical emergencies.

Any potential hazards should be brought to the attention of the supervisor and reported to City Hall.

The library staff will follow the Closing Procedure to ensure all patrons are out of the building before it is locked and the alarm is set.

If any person is belligerent, volatile or threatening toward library personnel or other patrons, the Somersworth Police Department should be called for assistance (911 or 692-3131). Situations that warrant police involvement may include:

- If an individual physically harms another person or threatens to do so
- If an individual damages property or threatens to do so
- If an individual is asked to leave the library but refuses to do so
- If an individual is drinking alcohol, using illegal drugs or is publicly intoxicated
- An individual views or prints child pornography
- An individual engages in an act of public indecency, which includes, masturbation, fondling another person, intercourse of any kind or public nudity. Breast-feeding is not included in this definition.

If a volatile person leaves the library, lock the doors and keep them locked until the police arrive.

If library personnel believe that a crime has been committed, they should preserve any direct evidence of the crime and turn it over to the Library Director who will determine if law enforcement should be involved.

***Adopted April 17, 2014
Reviewed and Amended May 4, 2021
Reviewed: January 2, 2024***