KENT LIBRARY ASSOCIATION

KENT MEMORIAL LIBRARY

POLICY MANUAL

February 2012

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I. INTRODUCTION

The Kent Memorial Library (the "Library") is an association library, serving as the public library for the Town of Kent. The Library has its origins in a Reading Club for Kent residents that began in1850. In 1881, a list of over 100 book titles circulated from a single room at a house located at 87 Main Street. Construction of the Kent Memorial Library began in 1922. The core of the current building was completed and dedicated to the veterans of World War I on November 11, 1925.

The Library is managed by the Board of Directors of the Kent Library Association (the "KLA") and a paid Library Director. A majority of the operating and capital budget is funded from private sources, supplemented by funds from the Town of Kent.

Membership in the KLA is open to all residents of the Town of Kent and to others who wish to become supporters of the Library and/or have a role in establishing its policies. Members in good standing of the KLA shall pay annual dues in the amount set by the KLA Board, are entitled to vote on the annual budget and on other business that comes before the KLA at its Annual Meeting and any Special Meetings that may be called from time to time, and are eligible to be elected to the KLA Board.

The mission of the KLA is to provide the resources needed to ensure that the Library accomplishes and adheres to its mission: "The Kent Memorial Library enriches individuals and the community by providing materials, programs and services to encourage reading, learning, and imagination."

As part of this mission, the Library performs the following service roles:

Current topics and titles: The Library provides current topics and titles to help fulfill community residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.

Cultural awareness: The Library helps satisfy the desire of community residents to gain an understanding of their own cultural heritage and the cultural heritage of others.

Commons: The Library provides a commons environment that helps address the need of people to meet and interact with others in their community.

Lifelong learning: The Library helps people address their desire for self-directed personal growth and educational development.

II. USE OF THE LIBRARY

A. Library Cards

1. A free library card is available to the following:

(a) Residents of the Town of Kent, defined as:

(i) persons who live in Kent full-time, part-time or on a weekend basis

(ii) children of Kent residents, provided that parents or guardians are responsible for materials borrowed by children under the age of 18

(iii) seasonal renters

(iv) persons on the staff of Kent private schools

(v) persons employed by other Kent businesses, provided that if they are Connecticut residents, they must first obtain a card from their hometown library

(b) Out-of-state residents, if they are KLA members in good standing

(c) Kent private school students who are not otherwise full-time, part-time, seasonal or weekend residents of Kent

2. In accordance with State statutes, the Library honors cards from other Connecticut public libraries.

3. Staff members of local camps may be issued a temporary library card upon payment of an appropriate deposit, in an amount to be determined by the Library Director. Such deposit is refundable at the end of their stay provided all borrowed materials have been returned.

4. To obtain a library card, individuals must present appropriate proof of eligibility, such as a valid driver's license, current utility bill, rental lease, checkbook with printed name and address, item of current mail showing a Kent street address, current tax receipt, payroll stub or other proof of employment in Kent.

5. Cards are issued for the following time periods:

(a) Residents of Kent – three years

(b) Out-of-State residents – one year

(c) Private school students in Kent – Valid until July 1st of the current school year

(d) Temporary cards – duration to be set at the discretion of the Director

6. The replacement charge for library cards is set forth in Annex A to this Policy Manual.

7. All borrowers of materials will be registered in the Library's database system, and may be asked to present a valid library card in order to borrow library materials.

B. Loan Periods

1. The Library has established three loan periods:

(a) One week for DVDs, videos and back issues of magazines (current issues of magazines do not circulate)

(b) Fourteen days for new books, audiobooks and Playaways®

(c) Twenty-one days for all other materials

2. All items may be renewed twice, provided no one has requested the material, in which case, a request for renewal will be denied. Under special circumstances, staff may override and renew an item a third time if no one is waiting for the item. If materials are overdue, the patron will be asked to pay any fines before renewal is granted. Renewal on interlibrary loan material is subject to approval of the originating lending library. Renewal requests are permitted in person, by telephone or on-line, except for overdue or reserved items.

C. Requests for Materials

Patrons may request specific material in person, by telephone or on-line. If the Library does not own the material, the Library Director will determine if it should be purchased for the collection or borrowed from another library. There is no charge for materials borrowed from another Connecticut Library, but any materials that can only be obtained from an out-of-state institution will incur a fee that will be charged to the requesting patron. The material so requested will be held a period of seven days for pickup.

D. Limitations on Borrowing

There is no limit on the number of books, audiobooks or magazines that a patron may borrow at one time. DVDs are limited to three per day per cardholder. At a teacher's request, certain materials may be put on reserve for class projects. Temporary limits may be imposed by the Library Director on specific categories.

E. Overdue Materials and Notices

1. Library services are based on the principle that Library patrons assume certain responsibilities to cooperate in sharing a community resource. One of these responsibilities is to return borrowed materials promptly so that they will be available to others. To facilitate the timely return of materials, the Library has established the specific loan periods described above in Section B based upon a judgment of a reasonable time period needed by the average patron to utilize the material.

2. To encourage the prompt return of materials, the Library has established late fees for materials, as set forth in Annex A to this Policy Manual. As a member of the Bibliomation consortium, the Library collects late fees payable to other libraries as they do for the Kent Memorial Library.

3. Two weeks after material is due, an overdue notice will be sent via email or regular mail. If the material is not returned within two weeks from the date the notice is sent, another overdue notice will be sent. If the item is not returned within two weeks after the second notice is sent, a final bill will be generated. The patron is then responsible for the replacement cost of the item, even if it is returned. The returned item will then become the property of the patron. Materials are billed at replacement cost to the Library.

4. Any patron whose unpaid fines have accumulated to $5.00 or more may be considered a delinquent patron and may forfeit Library privileges until the material is returned (or replaced) and fines are paid.

F. Lost and Damaged Material

1. When a patron reports the loss of or damage to borrowed material, the patron may be asked to make restitution to the Library by paying for the material if, in the Library Director's estimation with regard to damaged material, it is beyond repair or unusable.

2. If an item has to be replaced, the cost to do so will be determined by the replacement cost to the Library. An additional handling fee will be charged, as set forth in Annex A. Bills for lost or damaged items are payable only to the owning library.

3. Once a patron pays the replacement cost of a lost or damaged item, the patron then owns the item in question. Should the patron find and return a missing or damaged item after paying for a replacement, the patron is not entitled to reimbursement.

4. Any patron who has lost or damaged an item may be considered a delinquent patron and may forfeit Library privileges until the material is returned or replaced and fines are paid.

G. Confidentiality

1. All records relating to patron's registration and circulation of materials provided by the Library are considered confidential as defined by the General Statutes of Connecticut 11-25(b), which state: "notwithstanding the provisions of Section 1-19 of the Statutes, personally identifiable information contained in library circulation records shall be confidential," except:

(a) a parent or legal guardian can receive information concerning a minor child's registration and circulation. The term "minor" is defined by the General Statutes of Connecticut 1-1d as a person under the age of 18 years; or

(b) as otherwise provided or required by applicable federal or state law

2. Any issue relating to the privacy of a patron's records of the Library and/or any external request for information relating to such records that are not specified in this Section shall be referred to the Library Director for determination in consultation with the Library Board and/or legal counsel.

H. Non-Partisan Policy

1. The Library is a nonpartisan institution. The Library collection includes books and other materials describing various political philosophies, religious teachings, social or racial issues and other partisan viewpoints. These materials are provided expressly for the information and education of Library users. The Library neither endorses nor opposes any particular viewpoint on partisan issues.

2. It is against Library policy for anyone to attach onto or insert into Library materials or property any extraneous flyers, leaflets, business cards, or other content supporting or opposing specific political, religious, social or other partisan viewpoints. Patrons finding any such items on or in Library materials are encouraged to bring them to the attention of the Library staff.

III. MATERIAL SELECTION, COLLECTION DEVELOPMENT, WITHDRAWAL OF MATERIALS AND PATRON COMPLAINTS

A. Selection and Collection Development

The Library collection provides materials for the community in a variety of formats that contribute toward recreation, education, information and use of leisure time.

A selection policy provides guidance in the purchase of books and other Library materials. Points I, II and III of the Library "Bill of Rights" of the American Library Association, attached as Annex B to this Manual, are central to this policy. The Library also endorses the Freedom to Read Statement and Freedom to View Statement of the American Library Association, attached as Annexes C and D to this Manual.

The primary objective of materials selection is to collect items of contemporary significance and/or permanent value. The Library shall be guided by a sense of responsibility to both the present and future in adding materials that will enrich the collection and maintain an overall balance of the total collection.

The Library also recognizes the duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. Criteria for materials selection for children and adults include literary excellence, accuracy of content, suitability of subject matter and vocabulary to the age and interest of the item's probable users, and the contribution of the item to the balance of the total collection.

The inclusion of an item in the Library's collection in no way implies endorsement of its author, contents or views. Furthermore, the exclusion of an item does not imply disapproval. The Library recognizes that tastes vary widely in a given community and an item which is pleasing to one borrower may be unacceptable to another; however, no one person or group has the right to impose standards on other members of the public. Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection that will serve the interests of the public. Materials will be provided that appeal to Library users of various backgrounds, ages and interest, and will be equally available. Responsibility for children's use of Library materials rests with their parents or legal guardians. Selection of materials shall not be inhibited by the possibility that such materials may be accessible to use by children.

Selection of materials for adults is the responsibility of the Library Director, and for children, the Junior Co-directors, who will take into account familiarity with the strengths and weaknesses of the existing collection and interpretation of the needs of patrons. Suggestions from patrons are welcome and will be given serious consideration. Requested items not purchased for the collection will be borrowed for the person requesting them whenever possible. The Library welcomes gift books and other materials, applying the same standards of selection that govern purchases.

B. Withdrawal of Materials

Weeding is the continuous evaluation of the Library collection and is an integral part of collection development and maintenance. Factors involved in the decision to withdraw an item may include physical condition, the number of copies in the collection, age or obsolescence, questionable value, amount of use, space and availability of other formats. The Library Director will cull Library inventory pursuant to professional guidelines.

This policy will be reviewed periodically by the Library Director and Board of Directors.

C. Complaints Regarding Library Materials

Patrons wishing to express views concerning specific material in the collection of the Library are invited to complete the form entitled " Request For Reconsideration of Library Material" attached as Annex E to this Manual, which may also be obtained from the Library Staff.

Upon receipt of the completed form, the Library Director, and if appropriate, the Board of Directors, shall review the Request and then communicate with the patron.

IV. PATRON BEHAVIOR

The Library Staff reserves the right to protect the safety of all Library patrons and to take reasonable actions to ensure an agreeable environment in which Library patrons and Staff can be free from harassment, intimidation and threats to their safety and well-being.

A. Emergencies

An emergency is any situation in which the Library Staff determines that a patron's actions represent an immediate danger to the life or safety of himself or others, or if life or property is endangered due to natural disaster or other catastrophic occurrence. In the case of emergencies, the Library Staff reserves the right to expel patrons from the premises and is authorized to call upon other agencies (police, fire department) in order to protect people and property.

B. Inappropriate Use of the Library

The appropriate use of the Library is defined by the Library Director (in consultation with the Board, as appropriate). When a patron appears to be using the Library for uses deemed inappropriate by the Library Director or Staff, the patron shall be warned. If such inappropriate use continues, the patron shall be asked to leave the Library premises. If the patron refuses to leave voluntarily, the police may be called for assistance.

C. Disruptive Behavior

When a person willfully disturbs other patrons or interferes with a Staff member's ability to perform his or her job, the patron shall be warned. If the behavior continues, the person shall be asked to leave the Library premises. If the person refuses to leave voluntarily, the police may be called for assistance. In extreme circumstances, a person may be barred from the Library for a period of time, to be determined by the Library Director.

D. Theft and Vandalism

If a person is suspected of stealing or maliciously destroying Library property, the police may be called and offenders may be prosecuted.

V. POLICIES AFFECTING CHILDREN

Providing children with a positive library experience is one of the fundamental goals of the Library. The Library welcomes children at all times and takes seriously its responsibility of offering them a rewarding, safe, comfortable and welcoming atmosphere.

A. Parental responsibility – Parents are responsible for the behavior of their children on Library premises at all times. The Library abides by the statutes of the State of Connecticut, which mandate that no child under the age of twelve can be left unsupervised in a public place. Accordingly, the Library cannot be responsible for children under twelve years old being left alone in the Library unless they are attending a planned Library program. If a child under twelve is not attending a planned library program, an adult or caregiver must accompany the child unless prior arrangements have been made directly with the Library Staff.

B. Children Present at Closing – Children ages twelve and over are permitted to be in the Library without the accompaniment of a parent or caregiver. If such a child is still present 15 minutes prior to closing time, the Library Staff should confirm with the child that someone is planning to pick them up and allow the child to use the telephone to contact the appropriate adult, as necessary. If no one comes to pick up the child at closing, the Staff should follow the established procedure with the State Police including waiting at the library with the child until the situation is resolved. Staff will advise the Director of any extra time spent waiting with the child. Under no circumstances should a Library Staff member drive the child home.

C. Adult Access to the Junior Room – Access to the Junior Room is limited to people under the age of 18 and their accompanying parent/guardians. Computers, the Library Catalog, and a restroom are available for adults in the Main Library.

D. Parents Committee and Comments – The Library Board has established a Parents Committee to provide the Library Staff with input and advice on issues affecting children and juniors who use the Library. Parents of children are urged to consider joining this committee, which is open to non-members of the Library Board. The Library and its Board also welcome comments from parents regarding Library policies affecting children.

VI. COMPUTER AND INTERNET POLICIES

A. Lawful Use

The Library maintains computers with Internet access for the use of patrons. It is the responsibility of patrons to use these facilities appropriately and lawfully.

B. Filters

The Library does not subscribe to filtering software or other devices that limit access to any part of the Internet. Patrons should be mindful that computer screens in the Library setting

are not private and may be seen by other persons. Therefore, computer users are asked to be mindful of the type of material accessed from the Internet and not to use Library computers to view inappropriate materials (including sexually explicit or other material that may be seen as offensive to Library patrons).

C. Denial of Privileges

Persons using the Library's computer equipment for inappropriate purposes as defined by the Library Director, in accordance with guidelines developed in consultation with the Board, shall be asked to cease such activity. If the person refuses or is disruptive, the police may be called and the person's Library privileges may be suspended.

VII. USE OF LIBRARY ROOMS, EQUIPMENT, OUTDOOR & DISPLAY SPACE BY OUTSIDE GROUPS

A. Use of Library Space

Educational, civic, cultural, other non-profit and governmental groups may request the use of areas in and on the grounds of the Library. Profit-making organizations may also request permission to present educational programs open to the public. Approval of such requests will be at the discretion of the Library Director, in consultation with the Board, as appropriate. Library-sponsored programs will be given priority in the reservation of space.

B Admission Charges

Paid admission charges or the solicitation of contributions for programs organized by outside groups may be made only to cover program expenses.

C. Equipment

Special equipment, such as audiovisual equipment, if available, may be provided at the discretion of the Library Director if arrangements have been made in advance. The outside group is responsible for setting up and dismantling all equipment.

D. Conditions for Use of Library

Payment of fees for approved use of the Library by outside groups are set forth in Annex A. Further, each outside group is responsible for returning the facility to its original condition and for the cost of repairing any damage. Any meeting that extends beyond normal Library operating hours must have a Staff or Board member present in the building for security purposes. Space may be booked no more than 90 days in advance.

E. Waiver of Responsibility

The Library bears no responsibility for the content of any meeting not sponsored by the Library, nor shall the Library bear any financial responsibility for any such programs.

F. Displays

The Library retains priority rights to all exhibit and display space for Library purposes. Outside groups must obtain approval for use of exhibit and/or display space, to be

determined at the discretion of the Library Director and/or the Board. The Library reserves the right to limit the size and number of any approved items, the schedule of any display and the frequency with which a group or organization may have a display.

VIII. VOLUNTEERS

The Library welcomes and encourages interested individuals to volunteer their time and services in accordance with Library policies and standards. The Library Staff will assign volunteers to tasks for which they are judged to be suitable and will provide appropriate training and information. Volunteers are also expected to be familiar with the Library Policy Manual, which will be made available to them. The Library Director reserves the right not to accommodate requests to work as volunteers. Volunteers are unpaid, but upon request and at the discretion of the Library Director, volunteers may be reimbursed for expenses incurred in authorized Library tasks or for educational purposes.

IX. MISCELLANEOUS

1. Smoking, use of drugs or drunkenness is not permitted anywhere in the Library or in the immediate vicinity of the entrance.

2. The Library does not allow petitioning, panhandling, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public in the Library building or on the grounds at any time.

3. The Library does not permit the sale of goods or services by members of the public in the Library building or grounds unless authorized by the Board or in connection with authorized Library events or activities.

4. The Library flag may be flown at half staff on Memorial Day, National Pearl Harbor Remembrance Day (December 7th), Veterans Day and Peace Officers Memorial Day (May 15th - unless it conflicts with Armed Forces Day - then May 16th). It may also be flown at half staff whenever a directive is issued by the President, Governor, or Town Selectmen.

ANNEX A

LIBRARY FEES

All fees and charges will be established by the Board of Kent Library Association. The following amounts have been approved by the Board as of January 2012.

There is a $1.00 replacement charge for a lost library card.

Late fees are 10¢ per day per item up to the replacement cost of the item plus the handling fee noted below. Amended Aug 2022

A handling fee of $2.50 will be added to each lost/damaged item replacement transaction to cover Staff and processing costs.

Outside groups who have received approval for the use of the Library beyond normal operating hours shall pay the sum of $25.00 per hour or partial hour to cover Staff salary and overhead. A security fee of $100.00 for for-profit organizations ($25.00 for non-profit groups) may be requested and shall be paid in advance.

ANNEX B

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 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

ANNEX C

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are

affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe

rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

ANNEX D

Freedom to View Statement

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed January 10, 1990, by the ALA Council

ANNEX E

Kent Memorial Library

Read. Learn. Imagine.

Request for Reconsideration of Library Material

1. Author/Producer/Performer:_____

2. Title:_____

3. Publisher:_____

4. Request initiated by:_____

5. Address:_____ Phone: _____

6. City:_____ Zip Code: _____

7. Patron represents: Self ____ Group ____ Name of Group _____

8. To what material do you object? (Please be specific: list pages, etc.) _____

_____

9. What do you feel might be the result of exposure to this material? _____

_____

10. Would you recommend this material for any particular age group? _____

What age? _____

11. Is there anything good about this material as a whole? _____

_____

12. Are you familiar with all of the material? _____ What parts? _____

_____

13. Are you aware of the judgment of this material by critics? _____

_____

14. What would you like your library to do about this material? _____

_____

Please use the back of this sheet if you need more space.

Kent Library Association

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ANTI- DISCRIMINATION POLICY

The Kent Library Association, Inc. does not discriminate against any employee, volunteer or patron on the basis of race, color, cultural heritage, national origin, religion, age, sex, sexual orientation, marital status, physical or mental disability, political affiliation, source of income, veteran status or any other status protected under local, state, or federal law. This policy extends to all personnel decisions, terms and conditions of employment, vendor contracts and provision of services. The Kent Library Association, Inc. does not tolerate harassment for any reason. Respect for the dignity of others shall be the guiding principle for our relations with each other.

Affirmed and approved by the Board
April 9, 2010

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CIRCULATION POLICY REVIEW (REVISED)

August 2022

Borrowing periods

- 3-week borrowing period for books, audio books
- 2-week borrowing period for new books, new audiobooks
- 1-week borrowing period for DVDs

Fines

- System places automatic block on borrowing privileges when aggregate fines for late or lost materials reach $10.00. KML does not charge late fees, however, materials owned by other libraries may generate fees based on their circulation policies. Staff has the ability to override this block.

Overdue Notices (the following schedule is followed by all Bibliomation libraries)

- Two weeks after due date, first overdue notice (system-generated) is sent.
- Fours weeks after due date, second notice (system-generated) is sent.
- Bills for lost materials are sent after 6-8 weeks.

Borrowing privileges for Kent residents and non-Kent residents

- Borrowing limitations are not recommended for books, audio books, or DVDs.

Additional suggestions and comments

- We support the right of patrons to have free access to library services and do not recommend tying a membership fee to these services except for out-of-state residents, excluding the following:
  - Part-time Kent residents
  - Summer renters
  - Employees at Kent businesses, organizations, and private schools
- We support full press coverage on lending policy and an ongoing campaign to educate patrons on the value of renewal by phone, in person and via email. Our renew-by-phone labels appear on all materials.

V. Policies Affecting Children

Providing children with a positive library experience is one of the fundamental goals of the Kent Memorial Library. The Library welcomes children at all times and takes seriously its responsibility of offering them a rewarding, safe, comfortable and welcoming atmosphere.

A. Parental responsibility: Parents are responsible for the behavior of their children on Library premises at all times. The Library cannot be legally responsible for children under twelve (12) years old being left alone in the Library unless they are attending a planned Library program. An adult or caregiver must accompany children under twelve, unless, prior arrangements have been made directly with the Library Staff. The Library abides by the statutes of the State of Connecticut, which mandate that no child under the age of twelve (12) can be left unsupervised in a public place.

Policy for drop off programs for children

1. There must be two staff members in the Library at all times during a drop off program, preferably two in the Children's room.

2. Parents must provide contact information in case of emergency

3. Children under 12 are only allowed unsupervised in the Library during scheduled programs.

4. The Children's room or other program area is closed to registered participants during drop off programs.