

Wilton Free Public Library Board Bylaws

Article I. Identification

This organization is the Board of Trustees of the Wilton Free Public Library, located in Wilton, Maine. Wilton Free Public Library is a private nonprofit organization that provides library services to the Wilton community.

Article II. Membership

Section 1. Appointments and Terms of Office.

The board shall consist of up to nine members who shall be elected by the current board, and shall serve for no more than two consecutive three-year terms.

Section 2. Meeting Attendance.

Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

Section 1.

The officers shall be a chair, a vice chair, a secretary, and a treasurer. Officers shall be elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. The Chair shall preside at meetings of the Board, authorize calls for special meetings, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, sign as needed checks drawn on funds held in custody of the library, and generally perform all duties associated with the office of chair.

Section 3. The vice chair, in the event of the absence or disability of the chair, or of a vacancy in that office, shall assume and perform the duties and functions of the chair.

Section 4. The secretary shall keep true and accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of secretary.

Section 5. The treasurer shall sign as needed checks drawn on funds held by the library, keep account of all financial transactions of the library, and perform such duties as are generally assigned to the office. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, all library funds.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting, and shall be held once each year, the date and hour to be set by the Board.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be available at the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president and shall be called at the written request of any member, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given.

6.Quorum. A quorum for the transaction of business at any meeting shall consist of a majority of current Board members.

Section 7. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition [or The Standard Code of Parliamentary Procedure by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. Members of the board shall sit on the following committees: Buildings and Grounds, Operations, Finance, Nominating committee. Committees shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Ad Hoc Committees. Ad hoc committees for the study of special problems or accomplishment of special tasks shall be formed with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 3. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Wilton Free Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, who shall in turn determine the duties of all library employees. The Board shall determine compensation for all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall implement internal financial controls for all moneys collected, donated or appropriated for the library fund and shall review and approve library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall remain aware of programs and services offered by the library.

Article VII. Library Director

The library director shall be hired by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from executive sessions) and shall have no vote. The Director will submit annual reports to the municipality and state library commission as required.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Wilton Free Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The chair may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided all members received written notice of the proposed amendment at least ten days prior to the meeting at which such action is proposed to be taken.

Article X. Dissolution

In the event of dissolution of the library, the board of trustees shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the corporation over to an organization dedicated to charitable and/or educational purposes and which has been recognized as a 501(c)(3) organization by the Internal Revenue Service.

Basic Responsibilities

(Resource from Maine Association of Nonprofits)

Now, onto the basic responsibilities common to all nonprofit boards. While there are various ways in which these responsibilities have been organized, in a nutshell, they boil down to the following nine responsibilities:

1. Determining the mission
2. Establishing the vision and strategic direction of the organization
3. Monitoring programs and service delivery
4. Assuring compliance with all governing laws and regulations
5. Overseeing the organization's finances and protecting its assets
6. Fundraising
7. Community relations
8. Selecting, supporting and evaluating the executive director
9. Building the competency of the board

What follows is a description of each of these basic responsibilities, accompanied by some questions to consider for each and some "hands on" activities that you can do with your board in order to get a shared understanding of these responsibilities. We'll start with what many consider the board's core reason for being-determining the mission.

Individual Board Member Responsibilities (Resource from Maine Association of Nonprofits)

General expectations:

1. Know the organization's mission, purpose, goals, policies, programs, services, strengths and needs.
2. Serve in leadership positions & undertake special assignments willingly when asked.
3. Avoid prejudiced judgments on the basis of information received from individuals and urge those with complaints to follow established policies and procedures.
4. Suggest nominees for the board.
5. Speak on behalf of the board only when asked to do so by authorized persons.
6. Follow trends in the organization's field (s) of interest.

Meetings:

1. Prepare for & participate in board & committee meetings; and other activities.
2. Ask timely and substantive questions while supporting the majority decision.
3. Maintain confidentiality of the board's executive sessions.
4. Suggest agenda items periodically for board and committee meetings to ensure that significant policy related matters are addressed.

Relationship with staff:

1. Counsel the chief executive as appropriate and offer support.
2. Avoid asking special favors of the staff without prior consultation with the chief executive.

Avoiding conflict of interest:

1. Serve the organization as a whole, rather than special interest groups.
2. Avoid even the appearance of a conflict of interest, and disclose any possible conflicts to the board chair in a timely fashion.
3. Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate.
4. Never accept or offer favors or gifts from or to anyone who does business with the organization.

Fiduciary responsibility:

1. Exercise prudence with the board in the control and transfer of funds.
2. Faithfully read and understand the organization's financial statements and otherwise help the board fulfill its fiduciary responsibility.

Fundraising (if applicable):

1. Assist the development committee and/or staff by implementing fundraising strategies through personal influence with others (corporations, foundations, individuals) and participation in fundraising activities.

Two Overarching Principles (Resource from Maine Association of Nonprofits)

Before introducing the basic responsibilities of a board, we want to cover two overarching principles that nonprofit board members need to understand and embrace:

Principle #1: Know which hat you're wearing

At any given time, board members could be wearing one of three hats, and which one you have on determines your level of authority as a board member:

Corporate Hat

Governance is a group activity - not a solo. act. As individual board members, we have no governance authority to dictate what the organization does or how it carries out its work. This often comes as a surprise to new board members who have served as volunteers for the organization in the past and assume that their board appointment comes with the right to exert some authority over what happens "on-the-ground." We want to dissuade you of that notion before going any further! Governance is a legally defined, corporate responsibility, and the organization's bylaws specify what constitutes an official meeting of the board and how many members must be present in order for the board to conduct official business (this is called the quorum requirement).

Volunteer Hat

This leads to the second hat board members wear, which may sound contradictory, but isn't. Beyond serving on the board and attending board meetings, it's really important to find an active volunteer role that engages us in the mission of the organizations that we serve as board members. Fulfilling this role can take many different forms, from helping to deliver a service of the organization (i.e., tutoring a child) to attending public relations events sponsored by the organization (i.e., the annual dinner). Regardless of its form, wearing your volunteer hat keeps you in touch with the mission and gives you the opportunity to meet staff and learn about the challenges they face. Volunteering also keeps your own passion for the mission alive (which we assume is what prompted you to say "yes" to joining the board in the first place). But remember this point: when volunteering you serve at the direction of the executive director, or whomever s/he has appointed to direct the activities you are helping to fulfill.

Committee Member Hat

As a board member you are likely to find that a great deal of the work carried out by nonprofit boards is delegated to committees that essentially function as agents of the board. In other words, the committee is authorized by the full board to exercise some level of governance authority. For example, you might serve on a Facilities Committee that is charged with screening candidates for a building renovation project. Or, the Finance Committee might be charged to coordinate the annual audit and bring back to the full board the completed audited financial statements for review and approval. In all cases the final authority rests with the full board, but a great deal of discretion and decision-making is delegated to committees. There's

also some common sense good process involved here it is impractical for the full board to be involved in every detail of the board's work. If it were, board meetings would be taken over by minutia. Moreover, delegating to board committees allows for specialization where members can apply the unique expertise and experience they bring to the board.

Principle #2: It all boils down to care, loyalty and obedience.

Care refers to our obligation to be good stewards:

- To come fully prepared to every board meeting, having read the materials sent to us in advance,
- To educate ourselves on the mission of the organization and the challenges that affect mission fulfillment,
- To exercise thorough due diligence before making decisions, and
- To bring our skills and expertise to bear in helping to improve the organization.

Exercising the duty of care means that, for example, every board member needs to understand the financials of the organization - we cannot hand off this responsibility to those few who serve on the Finance Committee. And it means that every board member needs to support the fundraising efforts of the organization and make it a priority to figure out how best to fulfill this obligation.

Loyalty means that we agree to subordinate our own interests to those of the organization. At a minimum, this obligation involves signing and abiding by a Conflict of Interest agreement that is renewed annually, but it also means that board members represent the organization to the public in a positive light. Governing a nonprofit organization often involves tough choices, and there will be times when not every board member agrees with the board's decision. But, once a decision is made, board members need to remember they are part of a team that is charged to serve in the best interests of the organization. Agreeing to be part of the team means that it is not OK to undermine the decisions of the team by second guessing them in public or airing board member disagreements with those outside of the board room (although there may be a need for continued discussion within the board room to closely monitor the results of controversial decisions): Imagine the harm and chaos that would be caused, for example, if sports teams were to second guess their team's strategy once on the field!

Obedience means that we agree to obey the law and abide by the regulations governing nonprofit organizations. The regulatory and legal environment in which nonprofits operate today is every bit as stringent as that which governs for-profit businesses. It is a mistake to assume that because we are fulfilling a public good (and not being paid moreover!) that we can be relaxed about the quality of our financial systems, or that we don't need to worry if our policies and procedures were last reviewed and updated ten years ago. Fulfilling our duty of obedience means that we make it a priority to stay current on changes and trends within the nonprofit sector, that we review and update the board's policies and procedures regularly, and, that we make financial accountability a continuous improvement priority.

Public Library Trustee Statement of Ethics

Official Statement from the ALA's United for Libraries

(Resource from American Library Association)

[Along with the conflicts of interest disclosure form (at end of chapter), it is recommended all trustees sign the following statement upon appointment to the board and then annually.]

- Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.
- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Individual Board Member Self-Evaluation (Resource from Maine Association of Nonprofits)

Use the following questions for individual board member evaluation. Board members who answer yes to these questions are likely to be fulfilling their responsibilities as board members.

	Yes	No	Not Sure
Do I understand and support the mission of this organization?			
Am I knowledgeable about the organization's programs and services?			
Do I follow trends and important developments related to this organization?			
Do I assist with fundraising and/or give a significant annual gift to the organization?			
Do I read and understand the organization's financial statements?			
Do I have good working relationship with the other board members?			
Do I recommend individuals for service to the board?			
Do I prepare for and participate in board meetings and committee meetings?			
Do I act as a goodwill ambassador to the organization?			
Do I find serving on the board to be a satisfying and rewarding experience?			

WFPL Board Recruitment Procedure

The prospective member is not required to be a Wilton resident, but should have a connection to Wilton and be a patron of the library, and have practical skills to add to the board, considering to build upon the overall makeup and composition of the board.

Prior to attending any meetings, the prospective member should be discussed with the library director, any board members who know the prospective member, and their social media should be reviewed.

If there are no significant concerns, a board member should then meet with the prospective member outside of a meeting to review any questions the prospective member has, and to discuss potential concerns. This would also provide an opportunity to discuss board member responsibilities.

If the prospective member is interested in joining and there are no concerns, an invitation would then be extended to the prospective member to attend a board meeting.

At the meeting, the board and staff would be able to ask the prospective member questions about their background with regards to how they might help as a board member, etc, and make sure the prospective board member understands the commitment of being a board member.

The board would then discuss as a group and decide if the prospective member would be invited to join or not. A vote would be held. An invitation to become a board member will be extended to the prospective member by the board chair.

Library Bill of Rights **(Resource from American Library Association)**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Interpretations of the Library Bill of Rights (Resource from American Library Association)

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the *Library Bill of Rights* and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council.

Access to Digital Resources and Services: Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019

Access to Library Resources and Services for Minors: Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

Access to Resources and Services in the School Library: The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the *Library Bill of Rights* apply equally to all libraries, including school libraries. Amended 2014

Challenged Resources: ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

Diverse Collections: Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: "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.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

Economic Barriers to Information Access: All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

Education and Information Literacy: Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

Equity, Diversity, Inclusion: Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual’s inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

Evaluating Library Collections: Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

Internet Filtering: The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

Intellectual Freedom Principles for Academic Libraries: A strong intellectual freedom perspective is critical to the development of academic library collections and services that

dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

Labeling Systems: Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

Library-Initiated Programs and Displays as a Resource: Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

Meeting Rooms: Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, "Libraries which make ... 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." Amended 2019

Minors and Online Activity: The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

Politics in American Libraries: The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

Prisoners' Right to Read: ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

Privacy: All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

Rating Systems: Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

Religion in American Libraries: The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

Restricted Access to Library Materials: Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

Services to People with Disabilities: Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

Universal Right to Free Expression: Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

User-Generated Content in Library Discovery Systems: Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

User-Initiated Exhibits, Displays, and Bulletin Boards: Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*. Amended 2019

Visual and Performing Arts in Libraries: Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

Code of Ethics

(Resource from American Library Association)

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

American Library Association Freedom to Read Statement (Resource from American Library Association)

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.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Challenged Resources: An Interpretation of the Library Bill of Rights (Resource from American Library Association)

“Libraries: An American Value” states, “We protect the rights of individuals to express their opinions about library resources and services.”¹ The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Collection development applies to library materials and resources in all formats, programs, and services.

Article I of the American Library Association’s *Library Bill of Rights* states, “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” Article II further declares, “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

Freedom of expression, although it can be offensive to some, is protected by the Constitution of the United States. The “Diverse Collections: An Interpretation of the *Library Bill of Rights*” states:

Library workers have a professional and ethical responsibility to be fair and just in defending the library user’s right to read, view, or listen to content protected by the First Amendment, regardless of the creator’s viewpoint or personal history. Library workers should not permit their personal biases, opinions, or preferences to unduly influence collection-development decisions.²

This applies with equal force to library resources and services provided to students and minors.³

The Supreme Court has held that the Constitution requires a procedure designed to critically examine all challenged expression before it can be suppressed.⁴ Therefore, libraries should develop a procedure by which the governing body examines concerns and challenges about library resources. This procedure should be open, transparent, and conform to all applicable open meeting and public records laws. Challenged resources should remain in the collection, and access to the resources remain unrestricted during the review process. Resources that meet the criteria for selection and inclusion within the collection as outlined in the institution’s collections policy should not be removed. Procedures to review challenges to library resources should not be used to suppress constitutionally protected expression.

Any attempt, be it legal or extralegal, to regulate or suppress resources in libraries must be closely scrutinized to the end that protected expression is not abridged. Attempts to remove or suppress materials by library staff or members of the library’s governing body that are not regulated or sanctioned by law are considered “extralegal.” Examples include actions that circumvent library policy, or actions taken by elected officials or governing board members

outside the established legal process for making legislative or board decisions. Actions taken by library governing bodies during official sessions or meetings pursuant to the library's collection development policy, or litigation undertaken in courts of law with jurisdiction over the library and the library's governing body, and actions taken by legislative bodies are considered a "legal process."

Content filtering is not equivalent to collection development. Content filtering is exclusive, not inclusive, and cannot effectively curate content or mediate access to resources available on the internet. Filtering should be addressed in an institution's policy on acceptable use of the internet. Acceptable use policies should reflect the *Library Bill of Rights* and "Internet Filtering: An Interpretation of the *Library Bill of Rights*," and be approved by the appropriate governing authority.

· "Libraries: An American Value," adopted February 3, 1999, by the ALA Council.

· "Diverse Collections: An Interpretation of the *Library Bill of Rights*," adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 *under previous name* "Diversity in Collection Development"; and June 25, 2019.

· "Access to Library Resources and Services for Minors: An Interpretation of the *Library Bill of Rights*," adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

· *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963).

Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990; January 28, 2009; July 1, 2014; and January 29, 2019.

The quoted language in this interpretation from "Diverse Collections: An Interpretation of the Library Bill of Rights" (adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 25, 2019) was updated to reflect the June 2019 revision. This change was voted on by the Intellectual Freedom Committee.

WFPL Materials Selection Policy

The Wilton Free Public Library was established to provide a convenient source of reading materials for the enrichment and pleasure of the town's citizens. Working with children is also a major objective of the library, to teach and encourage the use of the library for both educational and recreational pursuits.

The purpose of this policy is to guide the Director and Librarians in the selection of books and other materials and to inform the public as to how these selections are made.

The Board of Trustees delegates to the Director the responsibility for selecting all library materials and the development of the collection which includes not only purchasing, but also maintaining and weeding materials already on the shelves. The Children's Librarian shall assume the same responsibility for their department, subject to review by the Director. Consideration shall be given to all suggestions received from the Trustees and the Library's patrons.

The evaluation, selection and purchase of library materials shall be based on (1.) knowledge of the community and the diverse reading of the general public; (2.) the individual merit of each book; (3.) the needs of the library materials in relation to its existing collection; and (4.) the budget. An effort shall constantly be made to maintain a well-balanced collection of both fiction and non-fiction materials. The library does not attempt to acquire textbooks or other related materials except those which serve the general public. Because the library serves a public which consists of a wide range of ages, education and reading abilities, it will always seek to select materials of varying complexity.

The library personnel realize that many books are controversial and any one may offend some patron. Selections should not be 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 and to serving the best interest of the public. The basis for withdrawals is at the discretion of the Director.

The selection of children's books is primarily the same as for adults – always taking into consideration the various groups and levels of reading ability. Because the responsibility for the consumption of library materials rests solely with a child's parent or guardian, selection of library materials for the collection as a whole will not be inhibited by individual preference of parents or guardians.

The policies stated in the American Library Association's Freedom to Read statement and the Library Bill of Rights are endorsed by the Wilton Free Public Library and shall become a part of this policy.

An effort will be made to locate and to make available any requested material not in or collection by borrowing from the Maine State Library or any other available source.

Gifts are welcome with the understanding that the library has privilege of choosing what will be sold or disposed of at its discretion.

Reviewed and Adopted by the Board of Trustees of Wilton Free Public Library – April 2024

WFPL Procedure for Reconsideration of Library Materials

1. All requests regarding reconsiderations of material will start with a conversation about the material in question between the Library Director and the Complainant.
2. Complainant will be given a Citizen's Request for Reconsideration of Materials if requested, after having discussed relevant concerns with the Director.
3. If Complainant submits a completed Citizen's Request for Reconsideration of Materials to the Library, a copy will be given to the Board of Trustees, and an ad hoc Materials Review Committee consisting of at least three Board Members and the Library Director will be formed.
4. The Materials Review Committee will meet to consider the complaint, read and look at the material in full, and discuss the material's contribution to an understanding of our civilization.
5. The Committee will review and be guided by the guidelines established in the American Library Association's "Challenged Resources: An Interpretation of the Library Bill of Rights" (*page 23*).
6. Committee Chair will prepare a written report with committee approval to be presented to the Complainant.
7. If requested by the Complainant, the Committee as a whole, will discuss in person the material in question with Complainant, with an eye to library selection – not personal preferences.
8. A Copy of the report will be filed, and an Incident Report Form will be completed and filed with the Maine State Library Association (MSLA).
9. No material will be removed from circulation during a reconsideration process.

WFPL Citizen's Request for Reconsideration of Materials

Name:

Date:

Phone:

Address:

City:

State:

Material you are commenting on:

Title:

Author:

Publisher:

Publication Date:

Format (book, DVD, program):

Please use the space below and the back of this form to answer the following questions:

1. What brought this material to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read, listened to or viewed the entire content? If no, what parts have you consumed?
4. What do you feel the effects of this material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Please provide any additional comments.

No material is removed from circulation during a reconsideration.

Reviewed and Adopted by the Board of Trustees of Wilton Free Public Library – April 2024

WFPL Patron Conduct

Wilton Free Public Library creates and provides free and open access to resources for education, entertainment, and enrichment. Modern and traditional library services include lending materials both physical and digital, presenting programming for all and intermixed ages, maintaining public access computers and high-speed Wi-Fi, and providing multi-use physical space for user-led activities.

The library strives to create and foster positive community connections by being a central hub for Wilton and the surrounding areas. The library provides all patrons the right to use materials and services without being disturbed or impeded, and strives to create an environment that is safe and comfortable for both patrons and employees.

If a patron is creating a disturbance or behaving in an unsafe manner, library staff has the authority to request the patron leave the library. If that patron refuses to comply and continues to cause disruption, the police may be contacted to support library staff in removing the patron from the library grounds.

Patron Conduct Policy

- Section 1. A patron who engages in activity that materially disrupts the use of library facilities, collections, or services, or materially disrupts the ability of the staff to perform its duties shall cease such activity immediately upon request by library personnel.
- Section 2. If, following a request, the patron fails or refuses to comply or responds to the request in an abusive fashion, they will be required to leave the library premises immediately for the balance of that calendar day. If they fail to leave, the police will be contacted. In such instances involving minors, the incident may be reported to the parent or guardian.
- Section 3. Library personnel will record instances in which patrons are required to leave the library. Upon the second recorded instance in which a patron is required to leave the library premises within a 30-day period, or if law enforcement is needed during the first instance, the Director has the discretion to bar the patron from use of library premises for a period of 30 days.
- Section 4. Parents or guardians of minors may be notified after the first recorded instance in which a minor is required to leave the library and advised of the consequences of any further recorded instances. Parents wishing to appeal such action may do so upon written request to the Board of Library Trustees within 30 days.
- Section 5. In the event a patron barred from the use of the library attempts entry to the library during any such period of exclusion, the police will be contacted and informed of the prior action.
- Section 6. In the event the patron persists in abusive conduct or disruptive behavior following such a period of exclusion, the Director shall report to the Board of Library Trustees such conduct following prior exclusion and the Board will consider a long-term exclusion of that patron.

Reviewed and Adopted by the Board of Trustees of Wilton Free Public Library – July 2024

WFPL Patron Complaint Policy

This policy addresses patron complaints regarding library services, materials, procedures or policies. It is the goal of the staff and Board of Trustees of the Wilton Free Public Library to provide the best possible service to our patrons. Library policies and procedures have been developed to provide fair and efficient service to all individuals. Persons who have experienced difficulties with service or who wish to question library policy are always welcome to discuss those concerns with the library staff. Library staff will endeavor to resolve those issues as quickly and fairly as possible. If an informal meeting with the Library Director does not settle the complaint, a patron may request to enter into the formal grievance procedure.

Patron Complaint Procedure

1. A patron who wishes to file a formal complaint about a library policy or procedure, a service, or a staff member's conduct must first have a verbal conversation with the Library Director. If the patron would like further action, the patron should submit a complaint in writing to the Library Director. The written complaint should include the date of the complaint; the name, address, email address, and telephone number of the individual making the complaint; and a detailed explanation of the issue. If the complaint deals with a specific incident, it should also include the date of the incident. A printed complaint form is available, but its use is not mandatory. The Library Director will acknowledge the complaint upon receipt and will respond in writing within 14 working days of the complaint.
2. If the complainant is not satisfied with the response of the Library Director, or the complaint concerns the Library Director, the individual may request that the issue be brought before the Library's Board of Trustees. Requests for Board consideration will be in writing and be presented no longer than 30 days after the decision by the Library Director. If the Board chooses to review the issue, it will be placed on the agenda of the next Library Board meeting.
3. The issue will be discussed at an open public meeting of the Board of Trustees. The Board may utilize an Executive Session to further discuss matters. If the Board finds that it has ample information to make a decision, the Board will render a decision at that time. Summaries of all discussions at open library board meetings will be recorded in the minutes as part of the public record. Board minutes are open to the public after they have been approved by the Board of Trustees.
4. The Board may determine that added information, testimony, or expert advice is needed to render a fair decision. In that case, the Board may choose to postpone the decision to the following meeting, hold a special meeting of the Board of Trustees, or facilitate direct communication for the express purpose of handling the complaint. All efforts will be made to hear the complaint and to render a decision in a timely manner. In no event will the final decision be rendered any later than 90 days after the complaint to the Board is received by the Library Director.
5. The decision of the Board of Trustees is final.
6. The Library will maintain an accurate record of the action taken at each level of the complaint process.

Reviewed and Adopted by the Board of Trustees of Wilton Free Public Library – July 2024

WFPL Patron Complaint Form

Please complete all fields below and give this form to the Library Director.

1. Name: _____

2. Address: _____

3. Email: _____

4. Daytime Phone Number: _____

5. Please briefly describe your complaint in the space below or on an attached sheet. If relevant, include in your description where and when the incident occurred (date and time), the full names of any Library staff or patrons involved and how they were involved, any previous efforts made by you and/or Library staff to resolve the complaint, and any other significant information.

[illegible]

Signature: _____

Date: _____

Reviewed and Adopted by the Board of Trustees of Wilton Free Public Library – July 2024

WFPL Public Access Computer Use and Internet Safety Policy

Introduction

It is the policy of the Wilton Free Public Library (WFPL) to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, email, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

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

Use of Wilton Free Public Library computers or Internet connection is considered de facto acceptance of these policies.

Computer Use

- Physical sign-in at the circulation desk is required to use the public computers.
- Computer use is limited to one hour if others are waiting for computer use.
- All printed material must be paid for.
- Do not change settings, wallpaper, etc.; do not save/download to hard drive
- Do not install hardware/software.
- Do not shut down computer; close out of programs before ending computer use.
- Patrons may save to their own memory sticks (the library is not responsible for loss or damage).
- The user is responsible for any damage resulting from connection of users' personal computer equipment or peripherals to WFPL computers.
- Privacy cannot be guaranteed; all computers are in public areas and must be used as such.
- Any copyright law infringement by the patron is solely his/her responsibility.

Internet Safety

Access to Inappropriate Material

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

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

Upon request and subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

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

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

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

Education, Supervision and Monitoring

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

Definitions

Key terms are as defined in the Children's Internet Protection Act.

WFPL Investment Policy

Introduction

The primary goal of this Investment policy is to provide long term direction from the Board of Trustees of the Wilton Free Public Library for the investment of its funds and the spending of the income generated by investments.

Objectives

1. To provide income for reinvestment and to increase growth to the overall portfolio.
2. To provide a predictable income stream to WFPL.
3. To improve the real value of the assets.
4. To avoid risks that may impair the ability to meet Objectives 1, 2, and 3.

Spending Policy

1. The Board of Trustees will recommend and approve of monetary expenditures for the following:
2. Use of interest income or principal funds for general budget funds.
3. Use of interest income or principal funds for specific projects as deemed necessary for
4. the physical and/or economic benefit of the library.
5. Votes of the Board of Trustees need a $\frac{3}{4}$ approval to pass.

Supervision

The Wilton Free Public Library shall employ a financial advisor. The financial advisor, in recognition of their role as fiduciaries of the funds, will make recommendations for the investment, purchase, and sale of assets. The Library Director and Treasurer will have regular communication with the financial advisor and review the investments, economic gains and losses, and strategies.

Communication

- Financial documents shall be reviewed by the Treasurer and presented to the Board of Trustees.
- On an annual basis or at the request of the Board of Trustees, the financial advisor will meet with the Library Director, Treasurer, and/or Board of Trustees as deemed necessary.
- Annually, the Board of Trustees shall review the investment policy, recommendations of the Financial Advisor, and annual investment results at a scheduled monthly meeting

Reviewed and Adopted by the Board of Trustees of Wilton Free Public Library – December 2024

WFPL Gifts Policy

The Wilton Free Public Library welcomes all gifts which enhance the library's collection or assist the library in meeting its stated goals and objectives. Individual donors have helped immeasurably to further the library's collection.

Gifts of books and other materials will be accepted by the library in a manner which best meets the stated purposes. The Library Director will apply the same standards to gifts as are applied to potential library purchases when considering for inclusion in the collection. Any gift of materials which does not meet the criteria will be disposed of at the discretion of the Library Director. (Gifts not added to the collection will be offered to a more appropriate library, sold at a library book sale, or otherwise discarded.)

All gifts become the property of the library, are subject to the library's collection, and are shelved in a manner which will make the best use of each item. Donors must also be aware that when gift materials no longer meet the materials selection criteria, items will be removed from the collection. The establishment of the gift's value for tax purposes is the responsibility of the donor. The library is not able to make an appraisal because of its position as an interested party.

The library welcomes monetary gifts. Any unrestricted gift of money will be used at the library's discretion. Donors may wish to give money to purchase particular materials or materials in a certain subject area. All such gifts are subject to the approval of the Library Director as stated above. Once these materials are purchased and added to the collection, no other conditions relating to the gift shall be executed.

All monetary gifts shall be appropriately acknowledged in writing by the Library Director and records of these gifts shall be kept. The Board may grant additional recognition for major gifts, with details of size, location and manner of recognition at the Board's discretion.

Any gift offered to the Wilton Free Public Library other than those covered by this policy will be discussed individually by the library's Board of Trustees.

Reviewed and Adopted by the Board of Trustees of Wilton Free Public Library – May 2025

WFPL Local History Collection Policy

The Wilton Free Public Library hosts a collection of materials celebrating the history of Wilton and its surrounding areas. Access is provided to this collection to all who wish to view it. The purpose of the collection is to promote and preserve historic materials that may be of immediate and long-lasting interest to the understanding of local themes and occurrences. The library works in cooperation with the Wilton Farm and Home Museum and the Wilton Historical Society to preserve local history collections for all to learn and enjoy.

The local history collection covers the greater Wilton area, including the sections now called Dryden, East Dixfield and East Wilton, which are all parts of Wilton. A wider range of materials may be included if they contain Wilton history, or if they are pertinent to the greater history of the county or the state.

The local history collection includes printed and multimedia items such as books, pamphlets, videos, diaries, journals, newspapers, town reports, school yearbooks, unpublished manuscripts, maps, family histories, histories of organizations, businesses and churches, cemetery inscriptions, lists of veterans, town births, marriage and death records, town meeting records and compiled biographies and records on local persons and events. Collection decisions will be based on space needs and user demands. Acquisitions and collection management are at the discretion of the Library Director.

The library will accept donations to the local history collection provided the materials fall within the scope and definition of this unique collection. Outside of special, temporary displays, loans of local history materials will not be accepted, but if photocopies can be made, the photocopies may be added to the collection. The Wilton Free Public Library accepts no restricted gifts.

Items in the local history collection are generally for in-library use only. Exceptions may be made by the Library Director on a case-by-case basis.