Blaisdell Memorial Library Policies

(Re-adopted by Library Board of Trustees April 22, 2021)

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BLAISDELL MEMORIAL LIBRARY

Mission Statement

(Revised 2.14.2018)

The mission of the Blaisdell Memorial Library is to inspire lifelong learning, personal enrichment, and information literacy by providing access to diverse educational, informational, and entertainment resources, programs, and services in a variety of formats. The library also serves as a technology hub and community gathering place for residents to connect in a welcome and safe environment.

BLAISDELL MEMORIAL LIBRARY
Statement of Policies
(Revised 8.5.2026)

I. General Objectives

a. To assemble, preserve, and administer organized collections of books and related educational and recreational materials to promote and stimulate knowledge, wisdom, culture, and recreation for all citizens regardless of race, creed, color, occupation, financial position, or sexual orientation.

b. To serve the community as a center of reliable information and to provide programs and services to meet community needs.

c. The Library shall belong to the Statewide Library Development System, be a member of a library cooperative such as RALI (Rochester Area Librarians) and have a designated delegate to the Area Library Forum when active.

II. Who May Use the Library

a. The Library shall serve all residents of Nottingham. People residing outside the geographical area who own or rent property or attend school in Nottingham may become registered borrowers. Residents will have priority in attending programs with limited registration.

b. Children are encouraged to become registered borrowers. Parents or guardians are responsible for the materials borrowed by their children.

c. Use of the Library or its services may be denied by the Library Director for due cause, such as failure to return books, destruction of Library property, or general disturbances.

III. Services of the Library

a. The Library shall provide materials that meet the needs of the community.

b. Staff shall provide guidance and assistance to help people obtain the information they seek.

c. The Library shall attempt to obtain material through interlibrary loan for patrons seeking items that cannot be provided directly and shall honor interlibrary loan requests from other libraries.

d. The Library shall attempt to maintain a balanced range of services for all members of the community.

e. All materials, except reference materials, shall be lent for home use under Library regulations and procedures. All materials have a defined lending period and may be renewed if there are no pending requests for the item.

f. The replacement cost of materials not returned or returned in a damaged condition shall be billed to the borrower on the third notice. A $5.00 handling charge will be added to the replacement cost.

g. The Blaisdell Memorial Library meeting room is available during operational hours to all non-profit community groups. All meetings must be open to the public. Requests must be submitted to Library administration and are subject to the approval of the Library Trustees. The date and time of all events must be placed on the calendar. No admission fee shall be charged. All programs must conclude when the Library closes and the building must be vacated promptly.

BLAISDELL MEMORIAL LIBRARY

Circulation Policy

(Revised 3/24/2026)

A. Account Registration & Renewal

All borrowers must be registered and must have a valid patron account to borrow library materials. Materials cannot be checked out until a library card is issued.

All residents of Nottingham and employees of the town and school are eligible for a library card. Residents are required to provide two "proof of residency" documents, one of which must be valid government photo identification with the Nottingham address included. Employees of the town and school are required to provide a government-issued ID and proof of employment. Non-residents are also allowed borrowing privileges. Non-residents will pay a $30 annual fee to become a member of this library.

Applicants under 13 years of age must have a parent or guardian, who also has a valid library card, give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards. Any materials checked out on this card will be the responsibility of the parent/guardian.

All resident library cards require renewal after three years. Patrons must clear all outstanding fines and bills before renewing a library card. Non-resident, school, and town employment cards must be renewed annually. Library card renewals are done in person with proof of residency. It is the responsibility of cardholders to keep their patron record accurate and up to date. Changes of name, phone number, email, and/or mailing address should be reported to the library or updated through the "my account" feature of the online catalog.

B. Lost or forgotten cards

If a patron loses their library card, they should notify the library as soon as possible and request a replacement. Patrons will be responsible for the cost of $2 for a new card.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. If a patron is not known to the circulation librarian on duty by personal recognizance, they must present a state-issued identification card, student ID, or other such official document establishing their identity to check out materials without a library card. No patron shall be allowed to check out materials without a library card on more than two consecutive visits. Upon the third consecutive visit without a library card, to check out materials, the patron must purchase a replacement card.

C. Loan periods

~~1.~~ Three weeks for books and audiobooks. Two weeks for DVDs and Blu-rays. Other items including but not limited to the telescope, adventure backpacks, and Library of Things are subject to differing loan periods. There is a 25-item limit on the number of items a patron can borrow at one time. Each patron can have five DVDs out at a time.

2. Some reference items do not circulate. Upon request, some reference materials may be checked out if approved by library personnel.

3. Interlibrary loans are due before the date indicated by the lending library.

4. Books may be renewed if there is not another hold on the title. The Director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

D. Interlibrary Loan

With our Interlibrary Loan (ILL) service, patrons can access materials from other libraries throughout New Hampshire. ILL is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of ILL is to obtain materials not available in our library and to provide material from our collection to other libraries. The Blaisdell Memorial Library affirms that ILL is an adjunct to, not a substitute for, the library's collection. The Blaisdell Memorial Library participates in the ILL system to support the diverse research needs of library users and to satisfy their broad cultural interests.

Please see ILL policy for complete details.

E. Holds

Holds may be placed by patrons either in person, via text messaging system, by computer or over the phone. Patrons will be notified by e-mail, automated text messaging system, or telephone when materials placed on hold become available. There is no charge to patrons for placing holds on materials in the Blaisdell Memorial Library catalog.

F. Fines and charges

There will be a 10-cent-per-day fine for each overdue item with the maximum of $5.00 per item. One week after the material is due, a phone call, text message, or an e-mail reminder is made. This is followed by additional notifications for the second and third weeks. If the material is not returned by the fourth week of being overdue, a bill will be sent for the material with the cost of replacement of the material in addition to a $5.00 service charge for processing, cataloging and postage.

Patrons who have been sent overdue notices shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

If the materials still have not been returned and are at least $50 in value, at the discretion of the Director and the Library Trustees, a certified letter from the Selectmen may be sent. This gives the patron fifteen days to return the materials, or we will turn their records over to the Nottingham Police Department. If the certified letter is not picked up, additional actions may be taken.

Each step that is taken to recover overdue items will be noted in the patron's record in the library automation system and will not be removed until all overdue items are returned. A record of which materials were overdue will remain permanently in the patron's record after materials are returned and fines have been paid.

G. Damaged materials

Library cardholders are financially responsible for all items checked out on their card. Library users are expected to treat the library facility, equipment, and materials carefully and respectfully.

If materials are damaged and judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A new copy may be provided with staff approval. Notice of these charges will be sent to the borrower. Once payment is made, no refunds are available.

H. Confidentiality

As specified in NH RSA 201-D:11.
Source. 1989, 184:3, eff. July 21, 1989. 2009, 273:1, eff. July 29, 2009. 2025, 273:1, eff. Jan. 1, 2026.

> I. Library records which contain the names or other personal identifying information regarding the users of public or other than public libraries shall be confidential and shall not be disclosed except as provided in paragraph II. Such records include, but are not limited to, library, information system, and archival records related to the circulation and use of library materials or services, including records of materials that have been viewed or stored in electronic form.
> II. Records described in paragraph I may be disclosed to the extent necessary for the proper operation of such libraries and shall be disclosed upon request by or consent of the user or pursuant to subpoena, court order, or where otherwise required by statute.
> II-a. All library records related to a minor's current borrowing of printed library materials and audio-visual materials, such as DVDs and CDs, shall be available to either parent or the legal guardian of the minor when requested by either parent or the legal guardian of the minor, or the parent or legal guardian of the minor whose address matches that on the library account or who is listed on the library account.
> III. Nothing in this section shall be construed to prohibit any library from releasing statistical information and other data regarding the circulation or use of library materials provided, however, that the identity of the users of such library materials shall be considered confidential and shall not be disclosed to the general public except as provided in paragraph II.

The Blaisdell Memorial Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

BLAISDELL MEMORIAL LIBRARY
Technology Policies
(Adopted 10.5.2015; Amended 7.8.2026)

Computer and Internet Use Policy

As part of its mission to provide information for patrons in their pursuit of educational, personal, and recreational interests, Blaisdell Memorial Library offers use of computers for public access to the internet, selected software, online catalog, and subscription databases. Wireless internet access is available without charge throughout the building, in the parking area in front of the library, and on the Library grounds to the limit of its transmission. Patrons may use their own devices equipped with the appropriate wireless access card.

Access to the internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's internet service; prior to being granted access to the internet. All patrons of any age (including parents of minor children) must agree to the Blaisdell Memorial Library's Comprehensive Computer and Internet Use Policy to use the internet or public computers on the library premises.

The Blaisdell Memorial Library, Library Trustees and staff do not monitor and have no control over information on the internet. The internet contains many types of information and resources, including material unsuitable for minors. Parents and guardians are solely responsible for supervising the information their children view.

Please note: Under certain conditions, including the Patriot Act, Blaisdell Memorial Library may be required, under court order, to provide patron records of use, library computers and servers. The provisions of the Patriot Act prohibit any staff member or Trustee from telling the patron that the information has been requested or that the material and/or equipment has been confiscated.

EXPECTATIONS
Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of internet use privileges.

WARNINGS

The internet is a decentralized, unmoderated global network; the Blaisdell Memorial Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's internet service.

The use of the internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

GENERAL POLICIES

• Users may use the internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.

• Users may use the internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.

• Computer use is offered in timed sessions on a first-come, first-served basis; each user is allowed one session–if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for the time provided for on the Public Computer Use Form, the user must abandon use of the Internet if another patron requests use of the service

• A log in chart will be kept to keep track of the time a patron has spent on the computer. If you do not record the time of your usage in the log-in chart before you begin using a public computer, you may be asked to stop using the computer at any time.

• Users will respect and uphold copyright laws and all other applicable laws and regulations. Users will not use library computers for illegal purposes.

• Users will respect the rights and privacy of others by not accessing private files.

• Users agree not to incur any costs for the library through their use of the internet service.

• Users shall not knowingly create and/or distribute computer viruses.

• Users shall not deliberately or willfully alter the library computers, peripheral equipment, programs or computer settings.

• Users should remove any items that were downloaded or saved to the computer at the conclusion of their session.

PATRON RESPONSIBILITY

- Users should be aware that the library is a public place and the internet is not a secure venue. Caution should be used in divulging personal information.
- Users are bound by copyright law and must seek permission from the appropriate authority to make any substantive reproduction of materials. Users should properly cite or acknowledge the source of all information.
- All patrons using any computer or personal digital device on library property must do so in a way that does not interfere with library operations or violate the rights of other patrons.
- Patrons are responsible for payment of all pages printed.

STAFF RESPONSIBILITY

- Staff shall make every effort to meet the service needs of a patron's access to computers.
- Staff shall advise patrons on computer use, suggest authoritative web sites, and/or offer print materials for instruction.
- Library staff cannot perform trouble-shooting or manually assist in making changes on a patron's personal computer.

LIBRARY WEBSITE (http://nottinghamlibrary.org)

- The library website provides information about library services and programs and provides access to the library catalog and databases.
- Links are provided to assist users in locating quality information. The choice of links follows the library's materials selection guidelines.
- Blaisdell Memorial Library accepts no form of sponsorship when choosing links. Inclusion, exclusion, or deletion of links is solely at the discretion of the library.

The library is not responsible for changes of content of linked sites, or for the content of sources accessed through links. A provided link is not to be taken as an endorsement or approval of the linked site, material on that site, or the organization owning the site.

ELECTRONIC RESOURCES

- Databases and other resources are purchased through the NH State Library and by Blaisdell Memorial Library subscription.
- Selection is based on perceived value as a research tool and affordability.
- All are available to patrons physically in the library and most are available to patrons logging in from home using a valid Blaisdell Memorial Library card and PIN.

DOWNLOADABLE AUDIO BOOKS AND EBOOKS

- Downloadables are accessed by cardholders through the library's catalog and website.
- Users are responsible for reading relevant online help materials and obtaining appropriate media, internet connections, and any other necessary software or hardware components for use of this service.

BLOGS, PODCASTS, VIDEOCASTS, SOCIAL NETWORKING (Facebook, Twitter, etc.)

- It is the intent of the library that a positive atmosphere be maintained when patrons post contents for public view.
- Contents should be relevant to the specific post to which they are attached.
- The library reserves the right to delete spam, flaming, offensive language, and personal attacks.

DISCLAIMERS:

The Blaisdell Memorial Library ("BML"), its Trustees and employees shall have no liability for any damages, including and without limitation, direct, indirect, consequential, compensatory, special, punitive, or incidental arising out of or relating to the use of our website or the information and materials provided therein.

BML provides limited assistance with Patron Mobile Devices ("PMD") free of charge as a public service. The purpose of this service is to assist patrons in accessing BML electronic resources with their mobile devices.

The service may be altered or withdrawn by BML at any time at its discretion.

By requesting help or assistance from BML staff, volunteers or interns in operating or troubleshooting your personal e-reader, tablet, laptop or other personal mobile-electronic device, you agree to the following terms and conditions:

- You are the rightful owner of the mobile device.
- You understand that it is your responsibility to back up all software, data, and files on the mobile device.
- You accept and acknowledge that the assistance could involve certain risks to the device, any data stored on the device and personal information stored on the Internet.
- BML and its staff, volunteers or interns are neither responsible nor liable for any damage to the device and/or loss, damage, alteration or corruption of any software, data, operating system or files that may result from this assistance.
- BML makes no warranty or guarantee of any kind regarding the technology assistance provided.

Wireless Internet Policy

WIRELESS NETWORK

The Blaisdell Memorial Library provides wireless internet access via an open, unsecured wireless network to anyone who has the necessary devices and software. Since the Library cannot guarantee a secure connection to the internet in a wireless environment, patrons are advised to use the latest anti-virus, spyware, and other standard protection software to prevent unauthorized access to their wireless devices. Wireless users are also advised not to transmit personal, financial or legal data while using any wireless connection. It is not possible for the Library to protect you against malicious theft or interception of such data transmitted over our network. The Library will not be responsible for any information that is compromised, hacked or stolen, or for any damage caused to users' hardware or software due to security issues, viruses, or hacking.

Library staff do not provide technical assistance for those using wireless access, and will not make changes to the configuration of a privately owned wireless device. If a user has problems accessing the internet over this connection, staff will only verify that the library's connection is operating normally.

USAGE OF THE WIRELESS NETWORK

The wireless network is not meant as a replacement for the wired network and is not meant to be used as a primary network connection. The wireless network is meant to extend the wired network for simple uses such as email and searching the internet. Users are expected to avoid using applications that will use large amounts of network bandwidth. These include servers and file-sharing applications. Users may not use the wireless network for any illegal or unethical activities including illegal applications or those which violate copyright laws.

Wireless internet access in the library is governed by the Library's Computer Use and Internet Policy in conjunction with the following guidelines:

- Wireless printing is available inside the Library.
- Library staff provides no technical assistance for wireless networking.
- Users may not extend or modify the network in any way. This includes adding access points and installing bridges, switches, hubs, or repeaters. The Library reserves the right to remove or disable any unauthorized access points.
- Individual users will be responsible for all costs associated with purchase, installation, operation, and support of wireless adapters in patron computers.
- The Library is not responsible for any damage, theft or loss of equipment, software or data.

- Any attempt to break into or gain unauthorized access to any computers or systems from a wireless connection is prohibited.
- Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the parent or guardian.

Social Networking Policy

The Library participates in various "social software" applications whereby staff and community members can interact through virtual internet communications. These applications, summarized below, allow members of the community access to some of the Blaisdell Memorial Library's resources without requiring trips to the physical premises.

The Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Nottingham's needs for informational, cultural, and recreational pursuits. Software programs will not be installed on patron computers by individual patrons. Any software installation is permitted only with the Director's approval and sole discretion.
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Social software is defined as any website or application which allows users to share information or participate in a dialogue. Social software can include, but is not limited to, blogging, instant messaging, social networking sites, photo and video sharing sites, and wikis. Many social networking sites allow users to become a "friend", "fan", "follower", or otherwise associate the user's own profile or virtual presence with the library's profile. Examples of such sites are Facebook, Twitter, YouTube, Flickr, and Pinterest.

As with all Blaisdell Memorial Library resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these resources.

The Library does not collect, maintain, or otherwise utilize the personal information stored on any third party site other than to communicate with users on those sites. However, the Library may collect some data for statistical and anonymous anecdotal purposes. Users may remove themselves at any time from the Library's "friends" or "fan" lists or request that the Library remove them.

Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Comments, posts, and messages are welcome on Blaisdell Memorial Library social networking sites. While the Library recognizes and respects differences of opinion, all such interactions may be monitored and reviewed for content and relevancy appropriate to library users of all ages.

Postings which contain any of the following shall be removed and the poster barred from posting subsequent messages to the Library's social networking sites:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private personal information published without consent

- Comments totally unrelated to the content of the forum
- Hyperlinks to materials not directly related to the discussion
- Commercial promotions or spam
- Advocacy for specific political parties or candidates, or religious preferences
- Photos or other images that fall in any of the above categories

In addition, the Blaisdell Memorial Library reserves the right to edit or modify postings or comments for space reasons while retaining the intent of the original post. The Library also reserves the right to reproduce comments, posts, and messages.

Participation in the Library's social networking services implies agreement with all Library policies, including the Computer and Internet Use Policy and the terms of use of each individual third-party service.

The role and utility of social networking sites will be evaluated periodically by Library staff and may be terminated or changed at any time without notice to participants.

DISCLAIMER: The Blaisdell Memorial Library, its trustees, and employees shall have no liability for any damages, including and without limitation, direct, indirect, consequential, compensatory, special, punitive, or incidental damages arising out of or relating to the use of these social networking sites.

The Library Trustees retain the authority to modify these guidelines at any time.

PUBLIC COMPUTER USE POLICY & FORM
Public PC #s 1-3 – General Use Computers

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the internet. Unacceptable uses of the service will result in suspension or revocation of internet use privileges. Use of the library's public computers indicates agreement to abide by the policies below.

- Computer use is offered in thirty (30) minute sessions on a first-come, first-serve basis. Each user is allowed one session. If there is no patron waiting for a computer at the end of a session, the user can extend his/her session until such time as another patron needs use of the computer.
- Users will respect and uphold copyright laws and all other applicable laws and regulations. Users will not use library computers for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree to not incur any costs for the library through their use of the internet service.
- Users shall not knowingly create and/or distribute any computer viruses.
- Users shall not deliberately or willfully alter the library computers, peripheral equipment, programs, or computer settings.
- Users should remove any items that were downloaded or saved to the computer at the conclusion of their session

Computer 1 (LEFT)			**Computer 2 (MIDDLE)**			**Computer 3 (RIGHT)**		
Date	time in	time out	Date	time in	time out	Date	time in	time out

PUBLIC COMPUTER USE POLICY & FORM
Public PC #4 – Research Computer (Back of Library)

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the internet. Unacceptable uses of the service will result in suspension or revocation of internet use privileges. Use of the library's public computers indicates agreement to abide by the policies below.

- Computer use for the research computer is offered in sixty (60) minute sessions on a first-come, first-serve basis. Each user is allowed one session per day. If there is no patron waiting for the computer at the end of a session, the user can extend his/her session until such time as another patron needs use of the computer.
- If a patron is using the computer for entertainment purposes and another patron desires to use the computer for research, the patron using the computer for entertainment must end his/her session.
- Users will respect and uphold copyright laws and all other applicable laws and regulations. Users will not use library computers for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree to not incur any costs for the library through their use of the internet service.
- Users shall not knowingly create and/or distribute any computer viruses.
- Users shall not deliberately or willfully alter the library computers, peripheral equipment, programs, or computer settings.
- Users should remove any items that were downloaded or saved to the computer at the conclusion of their session.

Computer 4 (RESEARCH)		
Date	time in	time out

PUBLIC COMPUTER & WIRELESS INTERNET USE
PARENTAL CONSENT FORM

The below minor has my permission to use the computer, internet and/or wireless internet in the Blaisdell Memorial Library. As the parent/legal guardian, I understand and acknowledge that my child must comply with the computer and internet use policies.
Parents/Legal guardians who allow their children to access the internet should be aware that the Blaisdell Memorial Library assumes no responsibility for its quality, accuracy or currency.
Please be sure to read the Technology Policies before proceeding.

DATE: _____

MINOR'S NAME: _____

DATE OF BIRTH: _____ GRADE LEVEL: _____

PHONE #: _____

LIBRARY BARCODE #: _____

_____
Parent/Legal Guardian's Signature

BLAISDELL MEMORIAL LIBRARY
Meeting Room Policy
(Revised 8.5.2026)

Blaisdell Memorial Library maintains a meeting room for Library-sponsored or co-sponsored programs that support the Library's mission. The Library meeting room is also available to community groups and agencies that engage in cultural, civic, intellectual, educational, or charitable activities. The Library recognizes the rights to free speech and free assembly. Granting permission to use Library facilities does not constitute an endorsement of the users or their beliefs by the staff or Board of Trustees. No group may imply in its publicity or advertising that the Library has sponsored or supported its meeting or group. Access to the meeting room is open to all regardless of race, religion, or gender. People using the meeting room are subject to all Library rules and regulations.
The Board of Trustees reserves the right to revoke meeting room privileges at any time and to change or amend the provisions of this policy.

ROOM RESERVATIONS

- Library programs will be given priority in reserving the meeting room.
- Priority will next be given to residents and nonprofit organizations based in Nottingham.
- All groups must complete a Meeting Room Reservation Form before their initial meeting.
- An active Library account or photo identification is required to book the room as a Nottingham resident.
- All applications will be reviewed by the Library Director and/or the Board of Trustees.
- Reservations are processed in the order in which they are received.
- Groups using the meeting room on an ongoing basis must reapply annually after July 1 for the September through August reservation period.

FEES

- All meetings must be free and open to the public.
- There is no fee for Nottingham residents or nonprofit organizations based in Nottingham.
- If available, the meeting room may be reserved by non-residents or for-profit organizations for a fee payable prior to the meeting date.
- Non-residents will be charged $25.00 per use.
- For-profit organizations will be charged $100.00 per use.
- All required meeting room fees must be paid in advance and are non-refundable within 24 hours of the scheduled meeting room use time.
- Nonprofit organizations and non-residents conducting meetings or programs that directly benefit Nottingham residents will not be charged a fee.
- Any fee may be waived by a vote of the Board of Trustees.

CANCELLATION OF MEETINGS

- The Library must be notified of a meeting cancellation as soon as possible. No refund will be issued for cancellation within 24 hours of the scheduled meeting room use time.
- If the Library is forced to close, a reasonable effort will be made to notify the contact person listed on the Reservation Form.
- Each organization is responsible for notifying its participants.
- The Library is not responsible for any costs or inconvenience incurred by the organization.

PROPERTY DAMAGE

- The Library, its staff, and the Board of Trustees are not responsible for personal property.
- The Library assumes no responsibility for the safety of any property brought onto the premises.
- Any damage to Library property, even if accidental, is the responsibility of the organization using the meeting room.

USE OF THE MEETING ROOM

- The meeting room may be used only during the Library's regular operating hours.
- Smoking, vaping, tobacco use, alcoholic beverages, and illicit drugs are prohibited anywhere in the Library.
- Consumption of refreshments must be confined to the meeting room.
- Groups are responsible for setting up the meeting room.
- The meeting room must be left in a clean and orderly condition.
- All chairs, tables, and other furnishings must be returned to their original positions.
- Occupancy is limited to 35 people, as determined by the Fire Marshal.
- Programs may not disrupt normal Library operations.
- The use of tape, tacks, pushpins, or similar fasteners on the meeting room walls is prohibited.
- Materials may be displayed inside the meeting room one-half hour before and during the meeting. These materials must be taken down at the end of the meeting.
- All programs must end by the Library's closing time, and the building must be vacated promptly.
- Political rallies, fundraising activities, and solicitations for donations are prohibited.

CHILDREN

- Children under the age of ten (10) must always be accompanied by an adult, both inside the Library and on the Library grounds. Any older child who is disruptive or uncooperative will be asked to rejoin their parent or guardian.
- Youth groups must have an adult sponsor and at least one adult in attendance for every ten (10) young people.

BLAISDELL MEMORIAL LIBRARY
Meeting Room Reservation Form

Date of Application: _____

Name of Group: _____

Contact Person: _____

Address: _____

Telephone: _____

Email: _____

Purpose: _____

Number of People: _____

Date Requested: _____

Time Requested: _____

I have been provided with and understand the rules and regulations governing the use of the Blaisdell Memorial Library Meeting Room and agree to abide by the rules and regulations set forth in the Blaisdell Memorial Library Meeting Room Policy.

Signature of Contact Person: _____

Interlibrary Loan (ILL) Policy

(Revised 3/24/2026)

I. Lending

A. The library will loan all circulating materials requested from other New Hampshire Automated Information System (NHAIS) libraries provided there is no local demand.

B. Requests to borrow materials from Blaisdell Library are accepted via email, telephone, and, preferably, through the NHAIS ILL system.

C. Materials may be loaned directly to a patron of another library, provided the home library has contacted Blaisdell Library via email, phone, or has provided the patron with an official request form.

D. Items will be loaned for an extended period. There is no overdue charge to other libraries. The borrowing libraries shall assume responsibility for returning all materials in the same condition as they were received. If an item is lost or damaged, the borrowing library will be charged a replacement fee or asked to provide a replacement copy.

II. Borrowing

A. ILL services are available to all patrons in good standing with the Blaisdell Library. This means they do not have any overdue materials, outstanding fines, or account suspensions.

B. Blaisdell Library patrons may request items in person, by phone, email, through their Blaisdell Apollo Account, or a Patron Initiated ILL Request in the NHAIS system. Multiple copies of a title may be requested by the library to support the library's monthly discussion groups or other local book groups.

C. Borrowed materials are processed upon receipt, and the patron is notified via their preferred contact method. Items not picked up in a timely manner will be returned to the lending library and marked as "returned" in the NHAIS system by the due date. If a patron requires an extension, they must contact Blaisdell Library before the due date. The patron will then be notified if the renewal is approved or denied by the lending library.

D. There is no usage fee for ILL services. The Blaisdell Library patron shall assume responsibility for returning all materials in the same condition as they were received. If the library incurs expenses due to an item being lost or damaged, this expense will be passed on to the patron.

BLAISDELL MEMORIAL LIBRARY
Collection Development Policy

(Revised 11.7.2022)

A. Objectives

The purpose of the Blaisdell Memorial Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Blaisdell Memorial Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Blaisdell Memorial Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
a. individual merit of each item
b. popular appeal/demand
c. suitability of material for the clientele
d. existing library holdings
e. budget

2. Reviews are a major source of information about new materials. The primary sources of reviews are Library Journal and Booklist. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Blaisdell Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Gifts and Donations

The Blaisdell Memorial Library encourages and appreciates gifts and donations. Once accepted, gifts become the sole property of Blaisdell Memorial Library to be used and disposed of at the Board's discretion, in consultation with the Library Director. Acceptance of non-monetary gifts may be based upon criteria including but not limited to: local interest, local subject, historical significance, ease of display, care and storage, and appropriateness to the library's criteria for selection.

The library accepts gifts of books and other collection materials with the understanding that they will be added to the collection only if appropriate and needed. The director has the authority to accept or decline gifts of collection materials without Board approval. The same criteria of selection which are applied to purchased materials are applied to gifts. If gifts are no longer needed because of duplication, condition, dated information, space constraints, safety concerns, or extensive special care the director can dispose of them as he/she sees fit.

Memorial or recognition gifts of collection materials, or money for the purchase of collection materials, are accepted. Specific materials can be ordered for the library on request of the donor, in consultation with the director, if the request meets the criteria of selection. Selection will be made by the director if no specific item is requested. The establishment of a permanent named fund is possible. Memorial materials can have suitable bookplates or other in memoriam identification placed in or on them.

Gifts of money, stock, or real estate must meet applicable laws and be approved by the Board. Gifts of personal property, art and decorative objects, musical instruments, antiques, furniture, plants, and other gifts that are not collection materials must be approved by the Board in consultation with the director. Gifts offered on loan or with any restrictions must be approved by the Board and require an individualized letter of agreement, which must be approved by the Board and signed by the donor.

The deaccessioning of non-monetary gifts may be recommended by the director and must be approved by the Board. The deaccessioning of collection materials may be undertaken by the director without Board approval.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. Income tax regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gift should do so prior to donation.

F. Weeding

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The Blaisdell Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available from the Library Director. The challenged material will remain in the collection while it is being reviewed. The inquiry will be reviewed by the Director and the material will be evaluated based on the complaint. The Director will issue a written decision to the challenger within thirty (30) days of submission of the form. This decision may be appealed to the Library Board of Trustees. The challenger's appeal will then be placed on the agenda of the next regular meeting of the Library Board of Trustees. The Trustees as a committee of the whole will establish a review process and a final decision will be provided to the challenger by the Trustees.

Non-Monetary Gift Agreement

Blaisdell Memorial Library
129 Stage Road
Nottingham, NH 03290
(603) 679-8484

I, _____own the personal property described below, and desire to give said personal property to the Blaisdell Memorial Library (BML). I do hereby irrevocably give and transfer to the BML all right, title, and interest, including all copyright, trademark, and related interests, in and to said property. I understand and agree that said property shall become the sole property of the Blaisdell Memorial Library to be used and disposed of at the discretion of the Library Board of Trustees in consultation with the Library Director. In keeping with IRS guidelines, I understand that no estimated valuation of any gift will be made.

Name of Donor: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email:_____

Name and Contact Information of Agent for Donor (if applicable):

_____

Description: (Dimensions, photographs, maintenance needs & special conditions; if relevant to be attached.

_____

_____

_____

_____

I have read and understand the Blaisdell Memorial Library Gifts and Donations Policy.

By my signature below, I accept the foregoing conditions.

_____

(Signature of Donor/Agent for Donor) (Date)

The Blaisdell Memorial Library gratefully acknowledges the receipt of this valued addition to the Blaisdell Memorial Library.

Accepted by:

_____	_____
(Signature)	(Print Full Name)
_____	_____
(Title)	(Date)

Artwork Loan Agreement

Item Loaned to: Blaisdell Memorial Library
129 Stage Road
Nottingham, NH 03290
(603) 679-8484

Lendee Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____Email: _____

The information provided above will remain private and will only be used by Library Staff to contact the lendee about the artwork or the loan process.

Artwork/Object Information

Title/Name: _____

Artist: _____

Date of artwork: _____

Medium:_____

_____

Dimensions: _____

Content/Description:

_____

_____

Special Care/ Installation Notes:

Artist/Owner-Assigned Monetary Value: _____

The Blaisdell Memorial Library will display the above described artwork from

_____ [date] to _____ [date].

The Library will be in possession of the artwork beginning _____ [date].

The donor agrees to retrieve the artwork no later than _____ [date], at which point the Library assumes sole ownership of the work. The Library may choose to use, display, store, sell, discard, or destroy any work over which it has sole ownership.

(Please select one option)
I do ____ I do not ____ have insurance on my artwork that covers it when it is on loan.

The Blaisdell Memorial Library will treat your artwork with care and it will only be displayed or stored in areas where food and drink are not allowed, out of reach of young visitors, and out of direct sunlight. The Library will photograph your artwork on receipt and otherwise document its condition. However, the Library provides no insurance coverage for items on loan.

The Lender agrees to assume all risk for damages or theft and will not hold the Library liable.

Signatures upon Lending:

Lender Signature: _____ Date: _____

Staff Name & Title: _____

Staff Signature: _____ Date: _____

Signatures upon Return:

The above artwork/object was retrieved by the lender on _____ [date] and is no longer in the possession of Blaisdell Memorial Library.

Lender Signature: _____ Date: _____

Staff Name & Title: _____

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; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996

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. A Joint Statement by:
American Library Association
Association of American Publishers

BLAISDELL MEMORIAL LIBRARY
Form: <u>Request for Reconsideration of Library Materials</u>

The Blaisdell Memorial Library selection criteria are described in detail in the Collection Development Policy. This form will be reviewed by the library director, and you will be contacted with a response. Please note: your comments are public records. However, your name, address, and phone number will be kept confidential from the general public to the greatest extent allowed by law, including the USA Patriot Act.

Are you a Nottingham resident? Yes ☐ No ☐

Date_____

Name_____ Telephone_____

Address_____City_____State_____Zip_____

I represent:

☐ Myself
☐ Organization:_____

Material for Consideration:

Title:_____

Type of Material (book, DVD, magazine, etc.)_____

Author/Producer/Publisher_____

Call number (spine label) _____

Did you read, view, or listen to the material in its entirety? Yes ☐ No ☐

Have you read any reviews of the material? Yes ☐ No ☐

Have you read the Blaisdell Memorial Library Collection Development policy? Yes ☐ No ☐

Please describe your concerns regarding this material (please be specific, list page numbers/sections). Use the back of the page if necessary:

_____
__
_____

_____

_____

_____
(Signature) (date)

BLAISDELL MEMORIAL LIBRARY
Volunteer Policy
(Revised 9.18.2018)

The Board of Trustees of the Blaisdell Memorial Library ("BML") supports the use of volunteers in the library as an adjunct to the need for fully staffing BML and as an outlet for Nottingham residents wishing to help the community. Volunteers support the staff. Volunteers do not replace appropriately trained and paid staff, nor do they compensate for inadequate staffing patterns, failure to fill vacant posts, or cutbacks in library funding. The range of responsibilities for volunteers is limited in scope and assigned hours.

Volunteers are covered by the town of Nottingham's insurance policies for all activities performed on behalf of BML. In accordance with insurance policies, volunteers must provide references and authorize reference checks so that BML may properly screen those wishing to volunteer at the library. Volunteers 18 and over will also have a background check.
An application must be completed for all volunteer positions. The minimum age for volunteers is age 12. BML does not retain volunteers for court-imposed community service work.

The Library Director will interview potential volunteers and evaluate their capabilities for available positions, their level of commitment and their ability to work well with the staff and the public. All volunteers will work under supervision of paid staff and the authority of the Library Director.

Volunteers are expected to work in a cooperative and professional manner with staff members and the public, and must follow all library procedures. Failure to satisfactorily perform assigned tasks, demonstration of a lack of commitment, and/or inability to work in concert with the staff and the public are cause for termination. Volunteers shall have the right to end the relationship with the Library at any time, though appropriate notice is desired.

The Library Director and the Library Trustees will periodically evaluate the effectiveness of the volunteer program to ensure that the Library is receiving full benefit from it.

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BLAISDELL MEMORIAL LIBRARY
Volunteer Application Form

Name_____

Address_____

Phone_____

Parent or Guardian (if student)_____

Emergency Contact (name and phone no.):

_____

Please list two references (names and phone numbers):

_____

_____

Volunteer Work Desired_____

List any experience you've had that would be helpful for this job:

Times you are available for volunteering:

Background check completed_____(date)

BLAISDELL MEMORIAL LIBRARY
Volunteer Service Agreement

This agreement is between the Blaisdell Memorial Library and _____ (name of volunteer) on this date _____.

1. Volunteer agrees to donate services to Blaisdell Memorial Library in the following capacity:

_____
_____
_____
_____
(see attached sheet, if necessary)

2. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.

3. Volunteer agrees to follow the supervision and direction of any employee to whom the volunteer has been assigned to and participate in any training required in order to perform the voluntary services.

4. Volunteer agrees that he/she will not be considered to be an employee of the charity, for any purposes other than tort claims and injury compensation, while performing the above desired voluntary services.

5. Volunteer further understands that if volunteer is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned volunteer duties, that said volunteer may be held personally liable for any monetary damages a court may award to the injured party.

6. It is further understood and agreed to by volunteer that the services rendered to the Blaisdell Memorial Library shall apply only in the case of liability arising out of the ordinary negligence that occurs during the scope of the volunteer's services agreed to herein, and that in no way do any of these provisions apply for the benefit of volunteer, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said volunteer, which cause or may give rise to criminal liability.

7. Volunteer further agrees that volunteer will fully cooperate with the charity and its agents in any investigation, lawsuit, arbitration, or any other legal or quasilegal proceedings that arise from the matters covered by this agreement. Volunteer further agrees to notify the charity immediately of any incident that occurs or may occur within the knowledge of the volunteer, which gives rise to liability on the part of the volunteer of the charity.

8. I understand that my volunteer assignment will begin on _____ and end on _____; and that I will spend approximately _____ hours per _____ providing volunteer services. I also understand that my volunteer assignment may be terminated at any time by either party to this agreement.

9. IN CASE OF EMERGENCY, please contact _____, telephone number _____.

_____ _____

VOLUNTEER OR PARENT/GUARDIAN SIGNATURE DATE

_____ _____

LIBRARY SUPERVISOR SIGNATURE DATE

TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR

VOLUNTEER TIME DONATED
YEARS: WEEKS: DAYS: HOURS:

SIGNATURE OF VOLUNTEER: _____
TERMINATION DATE:

TYPE AND NAME OF SUPERVISOR:

SIGNATURE OF SUPERVISOR: _____
DATE SIGNED:

BLAISDELL MEMORIAL LIBRARY
Workplace Violence Policy

I. OBJECTIVE

Blaisdell Memorial Library is committed to maintaining a safe work environment. The following guidelines have been adopted to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. These guidelines apply to all full-time and part-time employees.

II. PROCEDURES

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be harmful or disrespectful to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Blaisdell Memorial Library.

Conduct that threatens, intimidates, or coerces another employee, a patron, or a member of the public will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the library director or any member of Library Board of Trustees. This includes threats by employees, as well as threats by patrons, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to the library director and/or police depending on the circumstances. Do not place yourself in peril.

The library director and/or Board of Trustees will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the reporting individual will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the Blaisdell Memorial Library may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Blaisdell Memorial Library encourages employees to bring their disputes or differences with other employees to the attention of the library director or the Board of Trustees before the situation escalates into potential violence. Employees will not be disciplined for raising concerns.

BLAISDELL MEMORIAL LIBRARY
Sexual Harassment Policy

A. Introduction

The Blaisdell Memorial Library's goal is to provide a workplace that is free of sexual harassment. Sexual harassment of employees in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by our Library. Further, any retaliation against an individual who has complained about sexual harassment and/or retaliation against an individual who has cooperated in an investigation of sexual harassment is unlawful and will not be tolerated.

Because the Library takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. Where it is determined that inappropriate conduct has occurred, whether or not it rises to the level of legally actionable harassment, the Library will act promptly to eliminate the conduct and implement any necessary remedial or corrective action, including disciplinary action where appropriate.

B. Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, and nonphysical conduct of a sexual nature when:

Submission to such conduct is made explicitly or implicitly as a term or condition of employment; or

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or for awarding or withholding a favorable employment opportunity, evaluation or assistance; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work, or creates an intimidating, hostile, or offensive work environment. Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome behavior emphasizing sexual identity. Sexual harassment may be indirect and even unintentional. Employees are prohibited from bringing into the workplace or otherwise displaying any written materials or pictures that are sexually suggestive or offensive in nature.

This policy prohibits all of the activities discussed above, whether engaged in by a supervisor, employee, co-worker, Trustee, or non-employee who is on Blaisdell Memorial Library premises or who comes into contact with Library employees.

It is not possible to list all of the additional circumstances and behaviors that may constitute sexual harassment or other inappropriate conduct that will not be tolerated. However, the following are some examples of prohibited conduct:

Unwelcome sexual advances, whether or not they involve physical touching;

Sexual epithets; sexual jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Leering, whistling, brushing against the body;

Sexual gestures;

Suggestive or insulting comments;

Inquiries into an individual's sexual experiences; and

Discussion of one's sexual activities.

***C. Complaints of Sexual Harassment

Experience has shown that a clear statement to the person engaging in the offensive behavior is sometimes all that is necessary to stop the conduct. If you believe you are being harassed, we encourage you to let the person engaging in the conduct know how you feel. However, if you do not feel comfortable taking this step, you are not required to do so. If you believe that you have been subjected to sexual harassment, you should report the incident in accordance with the reporting procedure contained in this policy. The matter will be promptly investigated and where it is determined that such inappropriate conduct has occurred, action will be taken to eliminate and correct the conduct. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

D. Retaliation

Retaliation against an employee who complains in good faith about sexual harassment or who participates in good faith in an investigation of a complaint is a violation of this policy and is prohibited by law. If you believe that you have been subjected to retaliation, you should report the incident in accordance with the reporting procedure contained in this policy.

BLAISDELL MEMORIAL LIBRARY

Reporting procedure for sexual and other unlawful harassment, discrimination and retaliation

Any employee who feels that he or she has experienced sexual or other unlawful harassment and/or discrimination, or retaliation should immediately report such actions in accordance with the following procedure. All complaints will be promptly and appropriately investigated.

1. If you believe that you have experienced sexual or other unlawful harassment, discrimination or retaliation, you should report the incident immediately to the Library Director, the Chair of the Board of Trustees, and/or the Chief of Police.

2. Supervisors who become aware of discriminatory or harassing conduct, a complaint of discrimination or harassment, or retaliation must report the conduct and/or complaint immediately to the Library Director, the Chair of the Board of Trustees, or the Chief of Police.

3. The Library will promptly investigate incidents reported through this procedure. Any employee, supervisor, or Trustee of the Library who has been found to have engaged in conduct that violates our policies against discrimination and/or harassment will be subject to appropriate remedial and/or disciplinary action, up to and including immediate termination of employment. The complainant will be informed generally of the outcome of the investigation and whether remedial action is being undertaken by the Library.

4. The Library will conduct all investigations in a discreet manner. Disclosure of complaints will be limited to those with a need to know in order to investigate the complaint and take appropriate remedial action.

BLAISDELL MEMORIAL LIBRARY
Display of Information, Collection Boxes, and Fundraising Policy
(Adopted 7.2.2008; Revised 10.5.2015)

INDOOR BULLETIN BOARDS & INFORMATION RACK

The library offers a bulletin board and information racks as a public service for the purpose of displaying notices, event listings, and information for cultural, educational, and civic organizations. As a general policy for the bulletin board use, the Library Board of Trustees adopts article six of the American Library Association's "Library Bill of Rights" which maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Preference will be given to library events, followed by non-profit organizations and local events. The library does not guarantee the availability of space and may have to restrict the number of copies approved for display. There is one rack for flyers. There are two bulletin boards. One is reserved for Town of Nottingham notices. The other bulletin board and information rack are subject to the following guidelines:

1. Long term postings (including hotlines, social service information, nonprofit newsletters, and ongoing events) will be displayed as space permits. Posters of a general nature which do not advertise a specific date or event will be removed when space for other announcements runs out. Very large posters may be rejected because of space limitations.

2. Posting of a purely commercial nature, political postings that advocate a specific party or candidate, and postings that promote a stance on a public issue including warrant articles will not be displayed.

3. All items must be submitted to the library staff and will be posted at the discretion of the Director. Each item will be marked with a posting date. The decision of the library director to deny a posting may be appealed to the Library Trustees.

4. The library will display information for specific events no more than one month in advance of the event and the library staff will remove postings after the event takes place. A request for return of items, along with name and contact information should be printed on the back of any posting an owner wants returned. Items must be picked up within one week following the date of the publicized event if the owner wants them returned. Otherwise, the library will not be responsible for returning materials.

OUTDOOR LIBRARY SIGN

The library has an outdoor sign located near the street which is intended primarily for the display of library news and events. The library does not guarantee the availability of space on the outdoor library sign, and discretion whether to display the events of non-profit organizations and local events rests with the Director, whose determination is appealable to the Library Trustees. Messages posted on the outdoor library sign can only be changed by Library staff or volunteers.

NON-PROFIT COLLECTION BOXES

As a central location in the community, the library is willing to serve as a collection point for non-profit organizations. The library will only host one box from one organization at a time, excluding the Friends of the Library. The maximum amount of time to keep a box at the library for any organization, excluding the Friends of the Library, is one (1) month. Contact information should be on the box and a named contact person is responsible for picking up the box at the end of one month. If a person or organization fails to retrieve a box in a timely manner, future requests for having a box at the library may be denied.

FUNDRAISING

The library will not handle money for any organization other than the Friends of the Library.

BLAISDELL MEMORIAL LIBRARY

Library of Things Policy

10.14.2026

The Blaisdell Memorial Library circulates non-traditional items to cardholders of the Blaisdell Memorial Library from our Library of Things (LOT) collection. The guidelines set forth in this policy govern access to the items in the LOT collection, as well as the responsibilities of the cardholders who interact with and borrow these items. With the exception of the guidelines outlined in this policy, circulation of and access to the LOT collection is subject to the same guidelines as set forth in the Blaisdell Memorial Library's Circulation Policy. In the case of a discrepancy between this policy and the Library's Circulation Policy, this policy will take precedence. Please check our website for a complete list of LOT items available.

- Items are available for checkout to Blaisdell Memorial Library cardholders who are 18 years of age or older and have an account in good standing (no fees over $5.00 and a current account).
- LOT items may be checked out for one week with an option for up to two renewals (if no other patrons have requested the item; you must call the Library to request a renewal).
- Only one LOT item may be borrowed at a time.

Any item borrowed from the LOT is used at the sole risk of the borrower. The Library makes no guarantee as to the fitness for proper use or condition of the items. Borrowers are responsible for familiarizing themselves with and abiding by all manufacturer recommendations, warnings, instructions, and terms of use for the applicable item.

All borrowers are required to sign a LOT Borrowing Agreement, prior to taking possession of any item. By signing the LOT Borrowing Agreement, borrowers agree to be responsible for:

- Any damage, loss, or theft while the item is checked out.
- Any injury or accident to the borrower, or any other individual while the item is on temporary loan from the Library.

- The replacement cost (listed on the Borrowing Agreement) of the item itself, any accessories, manuals, and packaging if it is damaged, lost, stolen or otherwise not returned to the Blaisdell Memorial Library.
- Overdue late fees for LOT items that cost $100 or more are $5.00/day, up to a maximum of $25.00. All other LOT items are $1.00/day up to a maximum of $5.00.

All LOT items are checked out under the following conditions:

- If the item is not returned on time, the cardholder may be billed for the entire replacement cost of the item. The Library reserves the right to bill after 30 days if there are no hold requests and after 10 days if there are hold requests. This charge may be removed if the item is returned promptly. However, if the Library purchases a replacement item, the charge will not be removed, even if the original item is later returned.
- The Library is not responsible for any costs incurred or damage to personal equipment or property while borrowers use items from the LOT.
- LOT items must be returned to the Circulation Desk inside the Library.
- If only part of an item/kit is damaged, lost or stolen, please speak to a staff member at the Circulation Desk about the replacement cost for the damaged or missing portion only, if a partial replacement is possible.
- Items should be used only as directed in the included manuals.
- Borrowers should always remain aware of their surroundings while using LOT items.
- The Blaisdell Memorial Library is not responsible for any personal data left on devices. If borrowing an item that can capture images or video, the borrower is responsible for transferring any files and clearing the memory card before returning the item. (The Library has the right, but not the obligation, to review and inspect any videos, photographs, or other recordings left on the memory card , and if applicable, preserve the video/recording and report any concerns of suspected criminal or other unlawful activity to law enforcement or other appropriate authorities (e.g., DCYF, NH Attorney General's Office, FBI, ATF, CISA).)

BLAISDELL MEMORIAL LIBRARY

Library of Things Borrowing Agreement

By signing this document, you are agreeing to be bound by the Blaisdell Memorial Library - Library of Things policy and procedures.

LOT item # _____

LOT item cost _____

Patron Name (please print) _____

Patron Address _____

Patron Phone/Email _____

Patron Signature _____

Date loaned _____Staff initials loan _____

Date returned _____ Staff initials return _____

BLAISDELL MEMORIAL LIBRARY
Exhibits Policy
(Revised 5.9.2018)

The Blaisdell Memorial Library seeks to provide information for its residents in their pursuit of academic, personal and recreational interests. The library provides a limited amount of wall and shelf-top space for non-commercial use by the public for displays of an educational, historical, art or hobby nature.

Organizations, schools, and individuals wishing to utilize the Library for an exhibit must first consult with the appropriate contact person listed below who will determine the relevance of, the conditions for, and the availability of suitable space for the exhibit. The Library Director (in consultation with the Trustees if necessary) has final say in any unusual circumstances.

Exhibit Space/Contact Person

Adult level wall display spaces – Library Director
Children's level wall display spaces – Children's Programming Librarian
Children's level shelf-top display spaces – Children's Programming Librarian (NOTE: no security is provided)

All other spaces not normally scheduled must be requested and discussed with the Director.

1. Library initiated exhibits will be given priority.
2. Preference is given to local (Nottingham) exhibitors over others.
3. Exhibits are scheduled for 2 calendar months. Installation should be completed within the first two or three open days of the first month, by arrangement with the contact person. Removal must be prompt, on or by the last open day of the second month.
4. All exhibits must be appropriate and suitable for a mixed public audience. All items must be presentation ready (framed and ready to hang, etc.).
5. Each exhibitor is responsible for hanging or displaying his/her own exhibit, and for providing all necessary materials, signage, display racks, etc. for organizing the exhibit. The Library may provide use of bar hangers for wall displays to use in conjunction with the installed hanging system. Ladders are available. No nails or screws may be placed in the walls. No book display racks are provided.
6. The Library does not assume financial liability for injury, loss or damage. Since the exhibit may not be supervised, exhibitors should consider the possibility of providing private insurance if security is a concern. In advance of setting up any display of loaned

materials, exhibitors must sign a waiver of liability holding the Library, its employees and trustees, and the Town of Nottingham harmless for any injury resulting from the installation of the exhibit, or for any damage to or loss of loaned material.

7. Publicity is the responsibility of the exhibitor unless the exhibit is co-sponsored by the Library. The Library may elect to publicize exhibits on its web site and/or in other ways, but this is not guaranteed. (Permission to photograph and use images from the exhibit for publicity is assumed granted by the agreement to exhibit.)

8. Exhibitors may not schedule special openings or other events without advanced permission, in writing, from the Director. All arrangements must be approved by the Director at least two (2) weeks prior to the event and must conform to other Library policies.

9. No prices may be posted on the items on exhibit, nor may an admission fee be charged. A price list with contact information may be placed near the exhibit. Transactions for the purchase of an exhibit item shall be directly between the purchaser and the exhibitor. No sales may be made on the premises without express permission from the Trustees, which much be arranged no less than one (1) month before the exhibit. No exhibit material which is sold during its display in the Library may be removed before the end of the exhibition period.

10. Consideration will be given to new exhibitors over those who have exhibited within the last twelve (12) month period.

11. Granting permission to use Library facilities does not constitute an endorsement by the Library staff, the Library trustees, or the Town of Nottingham, of the contents of the exhibit, the materials, or the exhibitor(s).

12. Failure to abide by these requirements could result in denial of further requests to make use of Library exhibit spaces, and/or immediate termination of the exhibit.

BLAISDELL MEMORIAL LIBRARY
Exhibit Application and Waiver of Liability

Waiver

This agreement is made this _____ day of _____, _____ by and between the Blaisdell Memorial Library ("Library") and _____ ("Lender").

1. That the Lender wishes to loan to the Library _____ to be exhibited for two calendar months.

2. That the Lender understands that his/her materials are loaned, installed, and exhibited at his/her own risk and that neither the Library Director, Library staff, The Library Board of Trustees, nor the Town of Nottingham shall be responsible for theft, vandalism, fire or other damage to the exhibit.

3. That the Lender will not bring any action against and shall hold the Library employees, the Library Director, the Library Board of Trustees, and the Town of Nottingham its agents and/or employees, harmless for any damage to the material loaned.

_____ _____
Lender date Blaisdell Memorial Library date

Application

Exhibitor(s): _____
Phone: _____ E-mail:_____
Address: _____
Brief description of content of exhibit: _____

I wish to exhibit during [circle a 2-month period: Jan/Feb, Mar/Apr, May/Jun, Jul/Aug, Sep/Oct, Nov/Dec] (year) _____. I agree to install the exhibit by the end of the second business day of the first month and remove the exhibit by the end of the last business day of the second month.

- ☐ Adult level wall display (Approximate number of pieces: _____)
- ☐ Children's level wall display (Approximate number of pieces: _____)
- ☐ Children's level shelf-top display (NOTE: No security is provides!)
- ☐ Special arrangements, please describe: _____
- ☐ The Library will not provide any opening reception. If you wish to hold a reception or other special event in connection with the exhibit, you must have permission from the Director.
  Director authorization for reception:

  _____
  Director signature/authorization date

No prices may be posted on the exhibit. A separate price list with contact information may be left at the desk for patrons to view. We suggest that your price list be easy to correlate with your exhibit. All sales are between you and the purchaser, and must be handled off Library premises.

Will you be selling any items? _____ yes _____ no Please describe or attach price list.

BLAISDELL MEMORIAL LIBRARY
Security, Safety and Weapons Policy
(Adopted 2.25.2016)

The Blaisdell Memorial Library strives to maintain a safe and secure environment for its staff and patrons. In order to do so, the following rules shall be adhered to at all times:

- Cordless phones shall be accessible to staff from the circulation desk and the back office in case of an emergency.
- Proper lighting in the building and on the library grounds shall be kept on during library hours of operation, and for one hour thereafter.
- All walkways and steps which are regularly used shall be shoveled and sanded regularly during the winter to provide usable alternate exits in case of emergency.
- The Town shall check fire alarms and extinguishers yearly.
- The library will have a first aid kit available in case of medical emergency.
- The library will have an AED unit for emergencies that is checked annually.
- All cleaning chemicals will be kept in a non-public area.
- Child proof outlet covers will be used in all outlets in the children's room.
- The building shall be checked nightly at close, including bathrooms, to ensure that all patrons are out of the building.
- The building should be locked and alarmed every night at closing, and all windows should be closed and locked.
- Efforts should be made to have at least two staff members, or a staff member and a patron, leaving the library together at closing. Should a staff member stay late, the staff leaving should make sure the library doors are securely locked.
- Should a staff member encounter a belligerent patron, or someone who makes the staff member feel uncomfortable and threatened, they are encouraged to call the local police for assistance. Situations that warrant immediate police involvement include:
    - If an individual physically harms another person, or threatens to do so;
    - If an individual damages property, or threatens to do so;
    - An individual is using or possesses illegal drugs or is drinking alcohol or is publicly intoxicated;
    - An individual views or prints child pornography;
    - An individual engages in an act of public indecency, which includes masturbation, fondling another person, intercourse of any kind, or public nudity. (Breast-feeding is NOT included in this definition.)
- After the fact, the police should be notified of a problem with a patron even if the situation does not escalate to violence. This helps the police better track people who may become problematic.

- Should a volatile patron leave the library and a staff member feels threatened, the staff member is encouraged to lock the doors and keep them locked until a police officer arrives to assess the situation.
- A patron may be asked to leave the building if they verbally or physically threaten a staff member or other patron, and should a patron refuse to leave, the police may be called to remove the person.
- A patron who has an episode that requires police involvement will be sent a follow-up letter from the Board of Trustees, which may require them to have a police escort should they wish to use the premises again. The library also reserves the right to terminate a patron's right to enter the library should the problem persist.
- Patron Appeal Procedure
    - Notice of Appeal – Revocation or denial of library privileges may be appealed if

      the individual files a written notice of appeal with the director within 10 days after receiving notice of the revocation or denial. Such notice shall be filed c/o Blaisdell Memorial Library, PO Box 115, Nottingham, NH 03290.
    - Within 10 days of receipt of the notice of appeal the patron shall schedule a

      meeting with the director to resolve the issue of the library privileges being revoked or denied.
    - If a resolution cannot be reached with the director, the individual may make a written request to the director, within 10 days of meeting with the director, asking that the matter be addressed by the Library Board of Trustees at the next board meeting. The individual requesting the appeal may attend the board meeting and make a short presentation after which the board shall decide the matter. The determinations of the Library Board of Trustees shall be final.
- When library personnel have a reasonable belief that a crime has been committed, they should make every effort to preserve any direct evidence of that crime and turn it over to the library director who shall consult counsel about divulging such information to law enforcement.
- The following may be troublesome but are NOT reasons, absent other contributing factors, to call the police:
    - Violations of library policy such as cell phone use, eating or talking in quiet areas;
    - Abusive comments by library users that do not include threats of physical harm;
    - Adults viewing sexually explicit materials that are NOT child pornography (the patron may be asked to leave, but this is not illegal);
    - Homelessness or offensive bodily hygiene.
- Weapons
    - Whenever a person is seen carrying a weapon in the library and the staff or other patrons feel threatened or uncomfortable, the staff may report the situation to law enforcement so the police can determine the lawfulness of such weapons being carried.

BLAISDELL MEMORIAL LIBRARY
Policy for Home Delivery of Library Materials
(Adopted 5.18.2017)

A. Purpose

The Blaisdell Memorial Library ("BML") now offers a program for the delivery of library materials to patrons who are generally confined to their place of residence and are unable to visit the library. (Collectively in this policy, this service shall be referred to as "Home Delivery.") There is no additional charge to library patrons for Home Delivery service.

B. Patron Eligibility

Home Delivery service is available to Nottingham residents who are unable to visit the library without the assistance of others. Eligible patrons must be generally confined to their residence either temporarily, due to illness or accident, or permanently, due to age, disability, or other mobility challenges. An individual must be a BML library card holder in good standing to use the service. If an otherwise eligible individual does not already possess a library card, they may contact the library by phone (603-679-8484) or email (blaisdellml@comcast.net) to initiate the process of obtaining a library card.

C. Volunteer Service

Home Delivery is made possible by the involvement of the Friends of the Library and other qualified library volunteers ("Volunteers"). Volunteers who help to facilitate Home Delivery do not replace existing library staff or undertake tasks previously done by library staff. Home Delivery complements other library programs and services by reaching people who cannot otherwise use the library. Home Delivery cannot operate without the commitment of its volunteer service providers, and may be temporarily suspended in the event qualified volunteers are unavailable.

D. How the Service Works

Requesting Home Delivery Materials

Home Delivery patrons may contact the library by phone (603-679-8484) or email (blaisdellml@comcast.net) to initiate requests for specific library materials, or may use the same methods to ask for suggestions about potential materials. The Library Director, in consultation with other library staff, will assist the patron in locating suitable materials for the Home Delivery patron.

Delivery Schedule

Materials will be delivered by a BML Volunteer, when available. When materials are delivered, items from the previous delivery must be ready for the Volunteer to return to the library. Pickup and delivery will be scheduled at the Volunteer's convenience, while taking into account the needs of the Home Delivery patron. Volunteer delivery and/or pickup of materials to/from Home Delivery patrons will occur no more frequently than twice per month.

Fines/Fees

Overdue fines will not be charged on materials that are returned late. BML's standard fee schedule will apply for damaged or lost items, and all other standard BML lending policies apply to Home Delivery patrons.

Renewals

Home Delivery patrons may call the library (603-679-8484) or email (blaisdellml@comcast.net) to request renewals or access their records via the library's online catalog, accessed through the BML website at https://nottinghamlibrary.org.

Requirements for Delivery and Pickup

Home Delivery patrons must be present at the time of pickup and delivery. Home Delivery patrons must provide a safe and appropriate environment for the Volunteers who make deliveries to their homes. Volunteers may choose not to enter a home, to leave a home immediately, and/or to recommend suspension of the service if they determine that the environment is unwelcoming, unsafe or inappropriate for delivery and/or pickup. Such potential conditions may include, but are not limited to, any of the following:

• Pets are not confined (with the exception of service animals trained to assist a disabled person) and/or they display aggressive behavior towards the Volunteer;

• There is no clear and safe path to and from the home, and weather conditions (water, snow, and ice) make traversing the path potentially dangerous; and

• Any person in the home or on the premises presents inappropriate, aggressive and/or threatening behavior.

BLAISDELL MEMORIAL LIBRARY
Programming Policy
(Adopted 6.6.2018)

Purpose
The purpose of Library programs at the Blaisdell Memorial Library is to fulfill the Library's mission statement.

Content
Library programs must be *non-commercial*. Presenters may be professionals or business people, but the information presented must be generic in nature. *No solicitation for business will be permitted*. Any sales of items at Library programs must be approved by the Library. Library staff does not participate in sales. The presenter may leave business cards for participants to pick up after the program should anyone be interested in purchasing items or services from the presenter.

Selection of topics, courses, classes, events and their presenters will be made by Library staff based on interests and needs of Library users, the community and compatibility with the Library's mission. Library programs will not exclude topics deemed controversial. Presentation of such programs does not constitute an endorsement of the topic by the Library.

The Library will co-sponsor programs with other agencies, organizations, and businesses when they are compatible with the Library's mission. Co-sponsored programs must include either participation by Library staff to plan and develop program content, provide logistical support, or include information about Library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners.

Registration and Attendance
Library programs will be free and open to residents of the Town of Nottingham. The Library reserves the right to set age limits for all programs.
For planning reasons, registration may be required for some programs. The Library reserves the right to limit the attendance at events due to wishes of the presenter or space considerations. A waiting list will be compiled, and efforts will be made to confirm attendance prior to the event or program.

The Library reserves the right to cancel a program. Programs scheduled on a day when the Library is closed due to inclement weather are automatically cancelled. Rescheduling is at the discretion of the Library.

Miscellaneous
The Library staff will be responsible for press releases and public notification for Library programs.

BLAISDELL MEMORIAL LIBRARY
Animal Policy
(Adopted 1.16.2019)

It is the Policy of the Blaisdell Memorial Library to prohibit all animals from entering library facilities, with the exception of service animals, service animal trainees and animals featured in programs sponsored by the Blaisdell Memorial Library. Any circumstances not included here will be addressed by the discretion of the library director.

Definitions

"Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets."

If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government.

The terminology used to label the specific types of work dogs perform for people with disabilities has not been standardized. Dogs trained to help a person walk might be referred to as a mobility dog, a walker dog or a support dog. some animals are cross-trained to perform more than one category of work, such as a guide/mobility dog. Many individuals prefer to identify their service animal generically to avoid disclosing the nature of their disability. While most service animals are dogs, other service animals include cats, birds and miniature horses.

Assistance animals is a newer term being proposed to replace the term "service animals." It is similar to a service animal but instead of limiting the animal to assisting one person with a disability, an assistance animal works either with a specific person with a disability or a group of people with disabilities under the guidance of a trainer or owner. The animal's training is similar to that given service animals.

Companion animals are pets and may be excluded from the Blaisdell Memorial Library facilities.

Social/therapy animals are usually service animals that did not complete training and have become the pet of a person with a disability. Other therapy animals are the personal pets of their handlers and work with their handlers to provide services to others, such as patients in nursing homes. Therapy animals might or might not meet the definition of service animals, but service animals are not pets. Pets are not allowed in the Blaisdell Memorial Library. Federal laws do not legally define therapy animals, but some states have laws defining therapy animals. Federal laws also have no provisions for people to be accompanied by therapy animals in places of public accommodation that have "no pets" policies.

BLAISDELL MEMORIAL LIBRARY
Media Relations Policy
(Adopted 4.22.2021)

Library Spokesperson

To provide the most current and consistent information about the library, all contact with news media will be carried out through the Director or Board of Trustees President, although at times individuals occupying such positions may refer the media to specific staff members. The Library Board of Trustees President is the spokesperson for the Library Board of Trustees. All inquiries from reporters or other media persons should be reported immediately to the Library Director.

When asked by the public for information related to Library business or policy, staff should respond in accordance with Library Guidelines regarding such requests and, in the case of doubt, should consult with the Public Relations Manager or Director.

Employees who represent the Library as media spokespersons should avoid speculation on any topic and refrain from offering personal opinions about Library policies or programs, even when asked to do so by a reporter.

Questions from the public regarding the general operations or direction of the library should be referred to the Director. Inquiries related to the underlying principles of a policy that are open to interpretation from a political, constitutional, and/or legal perspective should be referred to the Director. Examples of such policies include but are not limited to those covering Internet Access, Filtering, Intellectual Freedom, and Meeting Room issues.

Newsgathering in the Library

Members of the media who wish to conduct newsgathering in the library in any manner disruptive to, or interfering with, the operation of the library or its use by other customers or be inconsistent with its mission, must make themselves known to either the Director or to the staff member in charge of the building in the Director's absence. Examples of behavior that can be disruptive, or interfere with, the operation of the library or its use by other customers or be inconsistent with the Library's mission, include (but are not limited to) interviewing at other than normal conversational voice level, photographing, video recording, or audio recording customers or staff. (See **Photography or recording by members of the public or media** below.) Staff members witnessing members of the media engaged in such activity must inform them of the policy and ask that they request and gain permission from the Director before further conducting newsgathering in the library. This policy does not apply to a member of the media in his or her capacity as a customer using the library's resources.

Photography and Video or Audio Recording in The Library

Photography or recording by the Library

The Blaisdell Memorial Library staff has the right to photograph, film, and record library events and customers for promotional use. Visitors to the library, or participants in any public library event being captured on film or by photograph, will be advised in advance, verbally or through signage, that their participation in the event acts as a consent to being photographed, filmed or recorded, unless they otherwise clearly indicate to the contrary to library staff. To ensure the

privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

The above policy applies only to open, public library events. Events held at the library by outside groups would require releases and/or permissions from the supervisor of the visiting organization.

Photography or recording by members of the public or the media

While Blaisdell Memorial Library is a public place, it is considered a "limited public forum" under federal law. New Hampshire libraries are further covered under New Hampshire RSA 201-D:11 and are required to protect the confidentiality of library users. Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other customers or staff or be inconsistent with the library's mission.

Subject to the preceding paragraph: photography and video or audio recording by visitors to the Library are generally permitted provided that it is strictly for personal use and does not compromise the privacy of any library user.

Photography and video or audio recording for commercial purposes are permitted only if the activity has been expressly approved by the Library Director. To ensure that such activity would not be disruptive to, or interfere with, the Library staff or customers, or be inconsistent with the library's mission, all individuals proposing to engage in such commercial activities must request approval in writing and in advance.

All requests to use a library facility as a setting for photography, video, or audio recording are to be referred to the Library Director, who has the responsibility and authority to evaluate the requests, schedule the event, and to monitor the recording. Requests will be evaluated in terms of their impact on library operations and services. The Library Director will seek approval and make arrangements with specific library departments and personnel in advance of the approved photography or recording.

In order to protect the rights of individual customers and to prevent disruptions, or interference with, staff or customers, or conduct inconsistent with the library's mission, photographing and video or audio recording on library property are restricted as follows:

1. Under no circumstances may the public, members of the media, or library staff take photographs or record video or audio without the express permission of any library customer or staff member who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.

2. In the event of a critical incident or emergency requiring police or fire response, public and media access may be limited to allow emergency personnel to ensure safety and security.

3. The terms above apply to the media as well as to amateur photographers and audio/video creators.

BLAISDELL MEMORIAL LIBRARY
Acceptance of Electronic Payments Policy
(Adopted 7.14.2022)

The Blaisdell Memorial Library is authorized to accept electronic payment for, but not limited to, replacement costs, fines, donations, and associated fees assessed for the use of library equipment such as, but not limited to, copies and faxing services, provided the following criteria are met:

1) The online payment system must be an approved and/or authorized to work with the library's bank account(s); and
2) Fees associated with the online payment system must not be so onerous as to negate the ease-of-use, logic, or effectiveness of implementation of the payment system.

The Library Director is authorized to identify payment systems that meet the above criteria and present said systems to the Board of Trustees for consideration for use in the library.

The Trustees, in conjunction with the Library Director, retain the discretion to implement a scale for accepting electronic payments, or to request patrons pay any merchant fees associated with the use of electronic payment processes, including credit cards or peer-to-peer payment programs (such as Zelle™).

Proposed: July 14, 2022

Adopted: July 14, 2022

BLAISDELL MEMORIAL LIBRARY
No Smoking / Tobacco Policy
(Adopted 8.29.2024)

The Blaisdell Memorial Library is a smoke-free environment. No smoking, vaping, or use of tobacco product is permitted inside the library or on library grounds. For the purpose of this policy, "tobacco" is defined to include, but not limited to, any lit cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette (e-cigarette), personal vaporizer and any other smoking product, and smokeless or spit tobacco, also known as dip, chew, snuff or snus in any form. This policy applies to all persons on library grounds, including but not limited to: employees, patrons, vendors, and visitors to the library.

Any member of the public found violating this policy will be asked to stop smoking and/or using tobacco and may be subject to immediate ejection from the property. Any complaints about noncompliance with this policy should be directed to the Library Director.

Revised: August 29, 2024

Adopted: August 29, 2024

BLAISDELL MEMORIAL LIBRARY
Holiday Compensatory Time Off Policy, Accrual and Use
(Adopted 7.14.2022)

Blaisdell Memorial Library employees categorized as full-time employees are entitled to compensatory time off for Town-recognized holidays that fall on weekdays that the library is closed as part of its normal operating schedule.

Such comp time must be used during the calendar year in which it was accrued. Use of comp time must not be disruptive to the normal business hours of the library.

Unused holiday compensatory time is not eligible for payout upon separation from employment.

Town-recognized holidays are:

New Year's Day (January 1)

Martin Luther King Day (3rd Monday of January)

President's Day (3rd Monday of February)

Memorial Day (Last Monday of May)

Independence Day (July 4)

Labor Day (1st Monday in September)

Columbus Day (2nd Monday of October)

Veterans' Day (November 11)

Thanksgiving Day (4th Thursday in November)

Thanksgiving Friday (the day after Thanksgiving)

Christmas Day (December 25th)

Note: All holidays will be observed on the day designated by the Select Board.

Proposed: July 14, 2022

Approved: July 14, 2022

BLAISDELL MEMORIAL LIBRARY
Patron Code of Conduct
(Adopted 12.14.2022)

The Blaisdell Memorial Library Board of Trustees has established this Code of Conduct to ensure that library facilities are safe, welcoming, and provide equitable access to materials for all library users.

No individual may engage in inappropriate conduct on the premises of Blaisdell Memorial Library, or when using library facilities, or when participating in library programs. Patrons shall be engaged in normal activities associated with the use of a public library such as reading, studying, using library material/computers/printers, or attending a library program while in the building.

The establishment of a set of guidelines for behavior in the library building is necessary to ensure the existence of an environment that promotes the use and enjoyment of the library's resources and, at the same time, protects the public, the staff, the materials, and the equipment. The library must provide appropriate safeguards against illegal behavior and enforce policies and procedures that address such behavior when it occurs. In order to protect all library users' right of access to library facilities, to ensure the safety of users and staff, and to protect library resources and facilities from damage, the library Board of Trustees may impose reasonable restrictions on the time, place, or manner of library access. Repeated violations of any of these guidelines may be referred to the Trustees for further action.

Guidelines/Rules:

1. Respect for other library users and staff shall prevail at all times.
2. Smoking, use of smokeless tobacco, alcohol, and narcotics will not be tolerated in the building or within 25 feet of a library entrance. (*See Nonsmoking Policy*.)
3. Patrons shall not possess or consume food or beverages in the library. (*Library programming is exempt from this restriction.*) Water in covered containers is permitted, except at computer stations.
4. Shouting, running, pushing or other disruptive behavior is not permitted. Disruptive behavior is defined as destructive or continuing activity by any individual or group of individuals which infringes on other patrons' rights to use the library for reading, research, study, etc.
5. Improper acts which are subject to prosecution under criminal or civil codes of law are prohibited.
6. Destruction or defacement of the library building, property, or library materials is punishable by law. (*See NH RSA 202-A:24*)
7. No person shall threaten the safety or rights of another person while on the premises of the library by violent, riotous, or disorderly behavior or by abusive, obscene, or profane language.
8. Canvassing, selling, soliciting, or distributing materials is prohibited without the permission of the library director.

9. Appropriate attire including shirts and shoes must be worn while inside the library building.
10. Sleeping on library furniture, tables, or floor areas, is prohibited.
11. Personal telephone calls cannot be made from or accepted by the library. Conversations on cell phones or other electronic devices are not permitted inside the library building.
12. Members of the public must use only authorized entrances and exits.
13. No person shall leave children under the age of 10 unattended for any period on library premises. Parents or guardians are always responsible for the supervision and behavior of their young children. (*See Unattended Children Policy*.)
14. All persons are expected to comply with reasonable requests of any library staff member.
15. No person shall take library materials out of the building without properly signing them out to an existing library account. Removal of library materials without checking them out is larceny.
16. Patrons are expected to cooperate with staff and exit the building at the library's closing time.
17. Any person who, in the opinion of the library staff, is engaging in conduct described here as inconsistent with the orderly operation of the library, will be asked to leave, and will be expected to do so in an orderly manner.

Proposed: December 14, 2022

Adopted: December 14, 2022

BLAISDELL MEMORIAL LIBRARY
Investment Policy
(Adopted 8.7.2024)

Purpose

The purpose of this policy is to outline the goals for the financial resources available for investment on the library's behalf, including non-lapsing, restricted, and non-restricted funds, in conformance with federal and New Hampshire state laws, and other legal requirements. The investment policies described here are intended to be dynamic and should reflect the financial needs and circumstances of the Blaisdell Memorial Library and the Board of Trustees' philosophy regarding the investment of assets.

Investment Authority

The Blaisdell Memorial Library Board of Trustees has the authority to make investments accordance with the "Prudent Investor Rule", defined in RSA 31:25-b, in which the primary investment objective is to preserve the principal and the amount and regularity of income from interest.

The Trustees shall act responsibly as custodians of the public trust and avoid any transaction that might impair public confidence in the Trustees' ability to administer the funds effectively. The Trustees, acting in accordance with written procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

General Objectives

1. LEGAL: Investments must conform with all applicable federal, state, and other legal requirements.
2. SAFETY: Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
3. LIQUIDITY: Investment funds shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
4. YIELD: Investment return is of secondary importance. After meeting the primary objectives of legal, safety, and liquidity, investment choices should be assessed to maximize the return for each fund and account.
5. MISSION: After meeting the primary objectives of legal, safety, and liquidity, investment choices of comparable yield should be assessed to consider social and environmental sustainability, in accordance with the library's mission to enrich the life of its community.

Standards of Care

1. ETHICS AND CONFICT OF INTEREST

Trustees shall refrain from personal or other institutional business activity that could conflict with the library's investment program or could impair the ability to make impartial investment decisions. Library Trustees shall disclose any significant outside activity or interest that could be related to the library's investment performance.

2. AUTHORIZED FINANCIAL INSTITUTIONS

The types of institutions and depositories authorized by this policy for investment, custody, or income are those contained in RSA 31:25 and 31:25-b, including the following:

1. Deposits including demand, time, and CDs in federal and state-chartered banks, associations, and credit unions authorized to conduct business in the State of New Hampshire.
2. Participation units of the New Hampshire Public Deposit Investment Pool (NHPDIP).
3. Other investments decided by the Trustees, including but not limited to, money market funds that are registered with the Social Security Exchange Commission (SEC) and are qualified for sale in the State of New Hampshire (see RSA 31:25 and 35:9). The Trustees may seek advice and guidance from investment professionals when selecting such funds.

3. DIVERSIFICATION

Investments shall be diversified. Excessive concentration in one instrument, institution, issues, or maturity is to be avoided.

Constraints

On occasion, donations of securities in lieu of cash may be received by the Blaisdell Memorial Library. Subject to any constraints or stipulations from the donor(s) and subject to conditions established the donor(s), the Trustees shall liquidate the securities and invest the proceeds in accordance with this policy.

Reporting and Review

A written report of the investments will be provided at each meeting and also at the end of each fiscal year in accordance with RSA 202A:12 (c-d) for review by the Trustees. A copy of the fiscal year end report will be forwarded to the appropriate town official.

This policy shall be reviewed and approved at least annually by the Board of Trustees.

BLAISDELL MEMORIAL LIBRARY
Competitive Bid Waiver Policy
(Proposed: August 7, 2024; Adopted: August 7, 2024)

The Blaisdell Memorial Library Board of Trustees' authority to select individuals and vendors for work on the building and grounds is defined under New Hampshire RSA 202-A:6.

The Trustees shall follow Section 9, Conflicts of Interest/Ethics in Purchasing guidelines set forth in the Town of Nottingham's Purchasing Policy (Adopted by Select Board July 25, 2022).

In the event that a waiver of competitive bid is necessary, the Trustees shall record in the minutes which of the following case(s) necessitates the waiver:

I. *Immediate Need* – It can be determined without question that the required purchase was needed immediately, without sufficient time to go through the normal process of soliciting bids;

II. *Emergency Need* – A situation existed outside of the control of the Library for which it was determined that either: life will be endangered, property destroyed, or considerable costs incurred if the purchase is not completed as soon as possible;

III. *Sole Source* – Only one vendor, supplier, or individual can provide the product or service. A sole source justification can take into consideration compatibility with existing structures, space, and equipment;

IV. *Noncompetitive Justification* – If after making a good faith effort to secure multiple bids results in one or fewer responses, the Trustees may move forward with a single bid if such bid conforms to the requirements of the original solicitation.

Blaisdell Memorial Library Policy: Parental Access to Minor Children's Library Records (HB273 Compliance)

(Adopted 12.23.2025)

Policy Purpose:
The Blaisdell Memorial Library is committed to complying with New Hampshire House Bill 273, which grants parents or legal guardians access to their minor children's current borrowing records. This policy outlines the procedures for responding to parental requests for this information, while respecting the privacy of all patrons.

Scope: This policy applies to all library staff members who handle patron information and respond to inquiries regarding borrowing records.

Definitions:

- **Minor:** An individual under the age of 18.
- **Parent or Legal Guardian:** An individual with legal parental rights or guardianship of a minor child.
- **Current Borrowing Records:** A list of printed library materials and audio-visual materials (DVDs, CDs) currently checked out on a minor's library card.
- **Library Records:** Any information maintained by the library that identifies a patron and their use of library resources.

Procedure for Parental Access to Minor Children's Library Records:

1. **Verification of Identity and Guardianship:**
    - Upon a parent or legal guardian's request for their minor child's current borrowing records, staff must verify the requester's identity by requesting a valid government-issued photo ID.
    - Staff must also verify that the requester's address matches the address on the minor child's library account. If the addresses do not match, additional documentation proving legal guardianship may be required.
    - The requester must attest and affirm they are the parent or legal guardian by signing the form provided by BML staff.
2. **Provision of Current Borrowing Records:**
    - Once identity and guardianship are verified and the attestation form is signed, staff will provide the parent or legal guardian with a list of the minor child's currently checked-out printed library materials and audio-visual materials (DVDs, CDs).
    - Staff will not provide access to past borrowing history, digital resource usage, or other library records beyond the scope of HB273.
3. **Documentation:**
    - Staff will document the request, verification process, and information provided in the [minor] patron's account notes. This documentation will be kept confidential and in accordance with the library’s record retention policy.
4. **Confidentiality:**

- Staff will maintain the confidentiality of all patron information and will only release information as required by law.

5. **Patron Education:**
    - Staff will inform all card holders that they have the ability to turn off saved history within their online account. However, currently borrowed items will always be available to the parent or legal guardian as per HB273.
    - Staff will also provide information to all patrons regarding the library's commitment to patron privacy and the legal requirements that govern the release of patron information.

Patron Privacy:
Blaisdell Memorial Library is committed to protecting the privacy of all patrons, including minors. While complying with HB273, staff will strive to minimize the disclosure of information and will only provide the information explicitly required by law.

Staff Training:
All library staff will receive training on this policy and the relevant provisions of HB273.

Policy Review:
This policy will be reviewed periodically to ensure compliance with applicable laws and regulations.

Blaisdell Memorial Library
Parental Access to Minor Children's Library Records Request Form

Date of Request: _____

Staff Member Completing Form: _____

Section 1

Parent/Legal Guardian Information

Full Name: _____
Address: _____
Relationship to Minor: _____
Minor's Name: _____
Minor's Library Card Number: _____

Section 2

Verification Documentation

Note: *Documentation must confirm both status as parent or legal guardian, AND provide an address match to the minor child. If a single document does not satisfy **both** conditions, you must provide documentation that allows both conditions to be verified*.

✓	Document Type	Last 4 Digits/Part of ID verified
	Library Card	
	Birth certificate (requester's name listed as parent)	
	Court order granting guardianship	
	Driver's License	
	State ID	
	US Passport	
	Other (must be government-issued)	

Section 3

Attestation

"I hereby swear or affirm that I am the parent or legal guardian of the above-named minor, and that such rights have not been terminated by any court order or other legal proceeding."

Name (Print): _____
Signature: _____
Date: _____

Blaisdell Memorial Library
Pod Policy
(Adopted 11.12.2026)

- Use of the pod is scheduled in 1-hour blocks, which may be extended in half-hour increments if no one is waiting.
- Usage exceeding twice per week is subject to library staff discretion.
- Reservations may be made up to 1 month in advance.
- Walk-ins are welcome. If the pod has not been reserved, it is available on a first-come, first-served basis.
- Reservations are held for only 15 minutes past the start time before being subject to cancellation.
- Check-In: Users must sign in at the circulation desk prior to using the pod.
- No more than two people may use the pod at one time.
- The pod offers sound dampening rather than complete soundproofing; please keep noise to a minimum.
- No food or beverages are allowed, except water in a covered container.
- The pod exit may not be obstructed, and the pod lights must remain on when in use.
- The pod must be vacated 10 minutes before the library closes.
- The library assumes no responsibility for items left in the pod.
- Users are responsible for leaving the pod in the condition in which it was found. Compensation for any required repair is expected, and failure to comply will result in the loss of pod privileges.

- Failure to comply with these and other library policies may lead to the immediate termination of pod use, exclusion of individuals from library premises pursuant to the Behavior Policy, and/or the loss of future pod privileges.