

Belgrade Public Library
Policy Manual
2020

The Belgrade Public Library is committed to strengthening our community with excellent informational, educational, and recreational services. These services, reflecting the identified needs and values of the Town of Belgrade, shall be delivered in a spirit of community service.

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I. Library Services Policy

- a. Library services will be provided during hours that best meet the needs of the community, up to the limit of paid and volunteer staffing. The library will be closed on holidays observed by the Town Office.
- b. The library will carefully select, acquire, and maintain materials that fulfill our mission in order to best serve the needs of our community.
- c. The library staff will:
 - 1. Assist patrons in obtaining useful and accurate information.
 - 2. Provide patrons with the necessary materials in order to make well-informed decisions.
 - 3. Offer unbiased materials that include, but are not limited to, the realms of literature, art, science, government, and nature.
 - 4. Address the informational, educational, and recreational needs of patrons as they arise.
 - 5. Provide a safe and comfortable atmosphere at all times.
- d. The library will offer programs, exhibits, and materials that benefit patrons of all ages. All library programs will be free of charge but may require pre-registration.
- e. The library trustees and staff are dedicated to maintaining compliance with the Americans with Disabilities Act.
- f. The library will collaborate with other community agencies or organizations whenever possible and appropriate.
- g. Should the library lack the necessary information to adequately address a patron's needs, the librarian on duty will seek the information from another institution or source.
- h. Library services will be periodically reviewed as the needs and demands of patrons change.

II. Facilities Policy

- a. The Belgrade Public Library building, located at 124 Depot Road, is owned by the Friends of the Belgrade Public Library and leased to the Town of Belgrade on an annual basis. Copies of the current commercial lease agreement may be obtained from the Belgrade Town Office upon request.
- b. The Friends of the Belgrade Public Library are responsible for building construction, maintenance, septic, water, electricity, heat, plowing, landscaping, building insurance, and janitorial services.
- c. The Town of Belgrade is responsible for telephone service, security system, internal furnishings, library materials, operating supplies, staffing salaries, staffing benefits, and insurance on the contents of the building.

III. Collection Policy

- a. The Belgrade Public Library will establish, maintain, and cultivate a collection that serves the Belgrade community. The collection will include materials specifically designed to address the informational, educational, and recreational needs of the population.
- b. The Belgrade Public Library supports the Library Bill of Rights, Freedom to View, and Freedom to Read documents adopted by the American Library Association.
- c. The library will cooperate with, but cannot perform, the functions of school libraries.
- d. This policy will evolve as the collection and patronage grow. It will be reviewed by the Board of Trustees every five years to ensure it reflects the changing needs of Belgrade residents.
- e. Acquisitions
 1. It is the responsibility of the library director to acquire materials for the library collection. During the selection process, the director will evaluate the existing collection, consider community needs, and consult reputable selection aids.
 2. In selecting materials for purchase, the following criteria will be considered:
 - Quality of content, authority, format, or binding.
 - Cost relative to availability by other means.
 - Relation to existing collections.
 - Popular demand and prospective use.
 3. Members of the community are encouraged to make suggestions and requests.
- f. Weeding
 1. It is the responsibility of the library director to remove materials from the collection. During the weeding process, the director will evaluate items using the following considerations:
 - Age of the item.
 - Condition of the item.
 - Lost or missing status.
 - Outdated content.
 - Cost to replace.
 2. Materials that no longer effectively meet the informational, educational, or recreational needs of the community are systematically withdrawn according to accepted practices.

IV. Donation Policy

a. Item Donations

1. The library will accept item donations that are appropriate for library use and satisfy the current collection policy. Items must be in good condition and free of odor, mold, and infestation. The library will not accept items that are damaged, dirty, worn, or otherwise in poor condition.
2. Once an item has been donated to the library, it becomes the property of the library. Items may not be donated on a conditional basis.
3. The library reserves the right to determine the placement, housing, status, use, and disposal of donated materials.
4. The library will not accept the following items:
 - Textbooks
 - Encyclopedias
 - Notebooks
 - Personally annotated materials

b. Monetary Donations

1. Monetary donations will be recorded and deposited into an account designated for library use. Donated funds will be used to purchase items and materials based on the needs of the library. These items will be identified by special plates or labels whenever possible, and acknowledgement shall be made of their receipt.
2. Monetary donations may be devoted to specific collections or items at the request of the donor. The library will make every effort to fulfill the wishes of the donor.

c. Alternative Donations

1. Donations of properties or securities may be accepted following careful review by the Library Board of Trustees based on the following guidelines:
 - Suitability to the needs and purposes of the library.
 - The library's ability to provide proper care, insurance, and maintenance.
 - Current laws and regulations governing ownership of the donation.
2. Memorial donations will be carefully reviewed by the Library Board of Trustees. Donations made under this category will be subject to the donation policies listed above.

- d. The library cannot appraise donations. It is the donor's responsibility to have any appraisal made.

V. Borrowing Policy

a. Getting a Library Card

1. Any individual who lives in, owns property in, or is employed by the Town of Belgrade may apply for a free library card. Individuals who do not live in, own property in, or are not employed by the Town of Belgrade may apply for a library card for a \$15.00 annual fee.
2. Library cards may be issued to individuals applying on behalf of an educational, non-profit, or social service organization located in Belgrade. Applications filed under these circumstances will be reviewed by the Library Board of Trustees for approval.
3. All applicants over the age of 18 must provide a current form of identification and proof of residence before they can receive a library card. The library accepts the following documents for identification and proof of residence:

Identification:

Maine Driver's License

Non-Operator ID

Military ID

School ID

Passport or Passport Card.

Proof of Residence:

Automobile Registration

Tax Receipt

Lease Agreement

Official mail

Address Verification Card

4. Individuals under the age of 18 must have a parent or guardian present to sign their application and provide valid identification/proof of residence.

b. Using a Library Card

1. Library cards may be used to borrow library materials and utilize online library services. In the event that a library card is lost or stolen, the cardholder may request a new card. The first replacement is free, any additional replacements will require a fee of \$1.00.
2. If more than one person would like to use the same library card, the primary account holder must express verbal or written permission. The primary account holder will be responsible for all library items checked in and out of that account.
3. There is no limit on how many items a patron may borrow from the general collection. We only ask that patrons do not borrow an entire series or group of work at once.
4. Patrons may only borrow a maximum of 3 items from the "New Additions" collection at one time.
5. Patrons may not borrow materials labeled as "reference." In special circumstances, approval may be given at the discretion of the librarian.
6. It is the patron's responsibility to notify library staff as soon as possible following any incident that results in damage to any library item. It is in the best interest of everyone that any damage is promptly addressed as it may minimize repair costs. Do NOT attempt to repair, replace, or alter library items on your own.

c. Borrowing Periods

1. The standard borrowing period for library items is 14 days, and an additional 14 days upon request for a renewal, with the following exceptions:
 - iPads have a 7-day loan period, with the possibility of one renewal for an additional 7 days.
 - The telescope has a 7-day loan period, with the possibility of one renewal for an additional 7 days.
 - New materials have a 14-day loan period but may not be eligible for a renewal based on demand.
2. Library material will be considered overdue if they are not returned by the assigned due date. Overdue notices will be sent in accordance with the following schedule:
 - 14 days overdue – 1st Overdue Notice
 - 21 days overdue – 2nd Overdue Notice
 - 30 days overdue – Final Overdue Notice
 - 45 days overdue – Bill for unreturned items via mail

d. Confidentiality

1. The Belgrade Public Library abides by Maine Statute Title 27, Chapter 4A section 121 Confidentiality of Library Records, which states that the records of patron transactions and the identity of registered library patrons is confidential material. The Belgrade Public Library does not make available the records of patron transactions to any party except in compliance with the law. The Belgrade Public Library does not make available lists of registered patrons except in compliance with the law.
2. A patron must present either their barcode number or their patron ID number, either in person or on the telephone, before any information will be given concerning:
 - Items charged out
 - Items overdue
 - Fine information
 - Hold information (either items on hold or those awaiting collection)
3. When speaking to a family member and not to the patron, information about the material should be restricted to information that does not reveal the content.
4. If a person other than the patron requests information, staff will state that they are only permitted to discuss specific information with the patron.
5. Address, phone numbers, or any other personal information from a patron's record may not be given out without direct consent of the library director.

VI. Telescope Borrowing Policy

a. Rules & Regulations:

1. The telescope may only be checked out to a member of the Belgrade Public Library who is 18 years or older, and in good standing. If the patron is under 18 years of age, a parent or legal guardian must be present.
2. Patrons must sign a borrowing agreement before they can take possession of the telescope. If the patron is under the age of 18, a parent or legal guardian must sign for them.
3. Patrons under the age of 18 must be supervised by an adult while using the telescope.
4. The borrowing period is 7 days, with the possibility of 7 additional days upon request. Patrons may request a reservation for up to 3 days. Patrons who fail to return the telescope within two weeks after the established due date will be charged the full replacement cost. At the discretion of the librarian, the charge may be forgiven upon return and inspection.
5. It is the patron's responsibility to notify library staff as soon as possible following any incident that results in damage to the telescope or any accessories. It is in the best interest of everyone that any damage is promptly addressed, as it may minimize repair costs. Do NOT attempt to repair, replace, or alter the telescope on your own.
6. The telescope must be returned directly to a library staff member at the circulation desk for inspection. The telescope may not be left unattended at the circulation desk or outside of the building. Patrons will be responsible for any damages that occur should the telescope be returned in an unauthorized location.
7. Individuals who fail to abide by the rules and regulations, or who have been caught misusing the telescope, may be barred from further use.

VII. iPad Borrowing Policy

a. Rules & Regulations

1. The iPad may only be checked out to a member of the Belgrade Public Library who is 18 years or older, and in good standing. If the patron is under 18 years of age, a parent or legal guardian must be present.
2. Patrons must sign a borrowing agreement before they can take possession of the iPad. If the patron is under the age of 18, a parent or legal guardian must sign for them.
3. The borrowing period is 7 days, with the possibility of 7 additional days upon request. Patrons who fail to return the iPad within 2 weeks after the established due date will be charged for the full replacement cost. At the discretion of the librarian, the charge may be forgiven upon return and inspection.
4. The iPad may not, under any circumstance, be removed from its protective case. Doing so may result in unintended damages to the iPad

or the case. In the event that the case is removed, the patron will be responsible for any resulting damages.

5. It is the patron's responsibility to notify the library as soon as possible following any incident that results in damage to the iPad. It is in the best interest of everyone that any damage is promptly addressed, as it may minimize repair costs. Do NOT attempt to repair, replace, or alter the hardware/software of the iPad on your own.
6. The iPad must be returned directly to a staff member at the circulation desk for inspection. The iPad may not, under any circumstance, be left in the book drop outside or inserted into the book return slot at the desk. Patrons will be responsible for any damages that occur should the iPad be returned in an unauthorized location.
7. Patrons who fail to abide by the rules and regulations, or who have been caught misusing the iPad, may be barred from further use.

VIII. Computer Use Policy

a. General Rules & Regulations

1. Patrons who wish to utilize computer services must read the Computer Use Policy and register at the circulation desk prior to use.
2. Library staff may establish time limits for use during periods of high demand.
3. Computer equipment may not be removed from the library building.

b. Acceptable Use Guidelines

Computer use provides access to a vast resource of information through the internet. Such open access is a privilege and we ask that each user acts responsibly. Users are encouraged and permitted to:

1. Contact researchers, educators, and databases connected with research, instruction, or exploration of the internet's resources.
2. Communicate and exchange information in regard to professional, educational, or financial purposes.
3. Establish and maintain general communication for all purposes except those considered illegal or expressly unacceptable.
4. Access a variety of material relating to entertainment and personal interest generally acceptable under U.S. law.

Users are not permitted to:

1. Assume unauthorized access to the library network and computers or attempt to alter any hardware/software.
2. Interfere with, intercept, or disrupt network users, services, or equipment.
3. Disclose, use, or disseminate unauthorized personal identification information.
4. Use profanity, obscenity, or other language which may be offensive to another user.

5. Download and upload pirated or illegal software in violation of copyright law.
6. Download and install files onto the library's computer hard drive, including instant messenger software.
7. Upload or create computer viruses.
8. Destroy data, modify data, or commit any form of vandalism;
9. Develop programs that harass other users or infiltrate a computer/computing system, and/or damage the software components of a computer or computing device.
10. Send hateful, harassing, or discriminatory remarks.
11. Access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local network.
12. Transmit or access any material in violation of state or federal law.

c. Security

1. Library staff cannot verify the accuracy, legitimacy, or reliability of online resources. All patrons must evaluate the resources they access for themselves.
2. The library will not be responsible for any damages patrons may suffer resulting from the use of its computers and network. This includes the loss of data resulting from delays, non-deliveries, or service interruptions caused by patron negligence, errors, or omissions.
3. The use of any information obtained is at the patron's own risk. The library makes no warranties, either expressed or implied, with regard to software or information downloaded from its computers or network.
4. The library cannot guarantee the security of any transmissions made to or through the network.

d. Termination of Access

1. Patrons caught accessing inappropriate or unacceptable information will be subject to a disciplinary review of the library's Computer Use Policy. Any further violations will result in the termination of computer access, at the discretion of library staff. Patrons may appeal the decision with the Library Board of Trustees.

e. Children's Internet Protection Act (CIPA)

1. Children 12 years of age or younger must be accompanied by a parent or guardian at all times during their use of library computers. Children between the ages of 12 and 17 must have written permission from a parent or guardian before using the computers. The library will attempt to block websites that contain the visual depiction of materials containing obscenity, child pornography, and materials harmful to minors, as required by the Children's Internet Protection Act. Adults using the computers may request the staff to remove the block, without explaining the need for the request.

- f. By the action of using library computers, patrons indicate they have read, understood, and agreed to abide by all of the conditions listed within the Computer Use Policy.

IX. Printing, Copying, and Faxing Policy

- a. The Belgrade Public Library purchases, installs, and monitors, public printers, printing software, and faxing services for public use. Library staff also offers printing, copying, and faxing support. Printing, copying, and faxing prices will be publicly posted and located by the printer at all times.
- b. Paper and toner are provided by the library for public use. Individuals may bring their own plain paper, envelopes, specialty paper, or any other printing document, but will still be responsible for the associated printing costs. The library will not be responsible for any personal products lost or damaged as a result of incorrect printer settings or patron negligence.
- c. Patrons are encouraged to confirm printing, copying, and faxing settings/details beforehand. The library will not be responsible for any prints, copies, or faxes made as a result of incorrect settings, faulty information, or patron negligence.
- d. The Belgrade Public Library will issue refunds for prints, copies, and faxes in the event that there is a mechanical or service failure unrelated to patron use.
- e. Excessive use or monopolization of printing, copying, and faxing resources is discouraged. Patrons who need to print, copy, or fax a large volume of documents should consult the librarian on duty beforehand.
- f. Some items in the library cannot be copied due to copyright laws, fragile condition, or donor restrictions. Please consult the librarian on duty before scanning or copying library materials.
- g. Patrons who have been found engaging in unauthorized use of printing, copying, and faxing services, will be subject to disciplinary action including but not limited to:
 - 1. Disciplinary review of computer use policy.
 - 2. Temporary or permanent ban from printing, copying, and faxing.
 - 3. Civil or criminal prosecution under federal or state law.
- h. By the action of using printing, copying, and faxing services, patrons indicate they have read, understood, and agreed to abide by all of the conditions listed within the Printing, Copying, and Faxing Policy.

X. Child Safety Policy

The Belgrade Public Library welcomes all children to use its facility, collection, and services. We strive to maintain a safe, secure, and comfortable environment for children and their parents/caregivers with the goal of ensuring positive experiences for everyone.

- a. The safety of all children who use the library is a priority. It is never safe to leave children by themselves in a public space. Library staff cannot guarantee the safety or security of children left unattended. It is in the best interest of children in the library to be appropriately supervised by a parent or responsible caregiver.

- b. Staff members will use their best judgment to determine if children are being adequately supervised. If staff members are concerned about any children located on library premises, they will attempt to locate a parent or caregiver. If staff cannot locate a parent or caregiver within 30 minutes, library staff may call local law enforcement for assistance. Library staff will remain with them until a responsible individual arrives. If a parent or caregiver arrives before local law enforcement, staff will notify law enforcement.
- c. In the event that any children are left unattended upon closing, staff will call local law enforcement. If a parent or caregiver cannot be reached by the time law enforcement arrives, any children will be left with law enforcement to ensure safety.
- d. When law enforcement is contacted in reference to a child safety situation, staff will submit a Library Incident Report.
- e. Staff members will NOT transport children under any circumstance.

XI. Behavioral Policy

In order to maintain a safe and welcoming environment for all library patrons, the Belgrade Public Library requires all visitors to comply with the following behavioral guidelines:

- a. Individuals are not permitted to engage in conduct that disrupts or interferes with the usual operation of the library, disturbs staff, or interrupts other library users. Such conduct includes, but is not limited to:
 - 1. Harassing or threatening behavior.
 - 2. Using obscene or abusive language/gestures.
 - 3. Creating unreasonable noise.
 - 4. Engaging in sexual conduct or lewd activities.
 - 5. Smoking, drinking alcohol, or using illicit drugs.
 - 6. Damaging, defacing, or misusing any library materials or property.
 - 7. Engaging in any activity in violation of library policies, or federal, state, or local laws.
- b. Please also be aware of the following rules and regulations:
 - 1. Patrons may not use a bicycle, skates, skateboard, scooter, or any similar mode of transport within the library building.
 - 2. Patrons must wear clothing and shoes in the library, and body odor must not be so offensive that it disturbs others.
 - 3. Photography and recording are not permitted on library property without prior permission.

Patrons who do not comply with the Behavioral Policy may be asked to leave and may lose their library privileges.

XII. Solicitation Policy

The Belgrade Public Library has an obligation to protect our patrons' privacy and to ensure all patrons have free access to library services. Unimpeded access to the building, and the materials within, is a necessary precondition for meeting this obligation.

- a. Solicitation refers to any form of communication for the purpose of:
 1. Obtaining contributions or donations.
 2. Selling merchandise, coupons, or tickets.
 3. Collecting signatures.
 4. Distributing promotional materials.
 5. Recruiting members or clients.
 6. Seeking financial transactions.
- b. Solicitation within the library building, or on any library property, is not permitted unless it is an approved library function. Library property includes, but is not limited to:
 1. Parking lot
 2. Lawn
 3. Garage
 4. Staff Driveway
- c. The solicitation and collection of donations by community based, non-profit organizations may be permitted on a case by case basis, subject to the approval of the library director in advance.
- d. The library assumes no responsibility for items collected or donated.
- e. Nothing in this policy shall be construed as preventing the sale of publications, artwork, or recordings by authors, artists, or performers who have been engaged by the library for a presentation or performance.

XIII. Grievance Policy

This policy addresses patron complaints regarding library services, materials, procedures, policies, accessibility, or staff conduct.

It is the goal of the Belgrade Public Library to provide the best possible service to the community it serves. Library policies and procedures have been developed to provide fair and efficient service to every patron. Patrons who have experienced difficulties with service, or wish to question a library policy, are always welcome to discuss those concerns with the library director. The director will try to resolve any issue as quickly and fairly as possible. If an informal meeting with the director does not resolve the issue, the patron may then follow the formal grievance procedure:

- a. A patron who wishes to file a formal grievance in regard to library policies, procedures, services, library accessibility, or a staff member's conduct should submit a complaint in writing to the director. The written complaint should include the date of the complaint, the name, address, and telephone number of the individual making the complaint, and a detailed account of the issue. If the complaint concerns a specific incident, it should also include the date of the

incident and the time it occurred. The director will respond in writing within 14 working days of the complaint.

- b. If the complaint is not resolved to the individual's satisfaction, the individual may request that the issue be brought before the Library Board of Trustees. Request for board consideration will be in writing and be presented no longer than 90 days after the decision by the director. If the board chooses to review the issue, it will be placed on the agenda of the next meeting.
- c. The issue will be discussed at the open public meeting of the Library Board of Trustees. If the board finds that it has ample information to make a decision, the board will render a decision at the time. Summaries of all discussions at open meetings will be recorded in the minutes as part of the public record. Minutes are open to the public after they have been approved by the board.
- d. The Library Board of Trustees may determine that added information, testimony, or expert advice is needed to render a fair decision. In that case, the board may choose to postpone the decision until the following meeting.
- e. If the complaint is not resolved to the individual's satisfaction, the individual may request that the issue be brought before the town manager and the Town of Belgrade Board of Selectpersons. Request for select board consideration will be in writing and be presented no longer than 90 days after the decision by the Library Board of Trustees. If the select board chooses to review the issue, it will be placed on the agenda of the next meeting.
- f. The decision made by the Town of Belgrade Board of Selectpersons is final.
- g. The library and the town office will maintain an accurate record of the action taken at each level of the complaint process.

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, age, background, or views of those contributing to their creation.

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

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

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

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

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

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

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

Inclusion of "age" reaffirmed January 23, 1996

Freedom to View Statement

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed January 10, 1990, by the ALA Council

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.

**Belgrade Public Library
Patron Registration**

Welcome to the Belgrade Public Library!
Please provide the following information:

Name: _____ Date of Birth: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone #: _____ Secondary Phone #: _____

Email Address: _____

☐ Sign me up to receive the Belgrade Public Library digital newsletter!

Please read before signing:

- ☐ I verify that all information provided on this form is correct.
- ☐ I understand that I am responsible for all library materials in my possession and any associated fees resulting from lost or damaged items.
- ☐ I agree to comply with library policies, rules, and regulations.

Signature: _____

If under 18 years of age:

- ☐ I verify that I am the legal parent or guardian of the applicant.
- ☐ I understand that I am responsible for all library materials in the possession of the applicant, and any associated fees resulting from lost or damaged items.
- ☐ I agree to ensure the applicant complies with library policies, rules, and regulations.

Signature: _____

For Library Use Only:

Date: _____ Staff Initials: _____ Patron Barcode: _____

Proof of Residence: _____ Proof of ID: _____

Title 27: LIBRARIES, HISTORY, CULTURE AND ART
Chapter 4-A: LIBRARY RECORDS

§121. Confidentiality of library records

1. Confidentiality. A record maintained by any public library, as defined in section 110, subsection 10, the Maine State Library, the Law and Legislative Reference Library or a library of the University of Maine System, the Maine Community College System or the Maine Maritime Academy is confidential if the record contains:

- A. A library patron's personally identifying information, including but not limited to the library patron's name, address, phone number and e-mail address; or
- B. Information that identifies a library patron as having requested, obtained or used books or other materials in any medium at the library or provided by the library.

[PL 2015, c. 81, §1 (NEW).]

2. Permitted release. A record designated confidential by subsection 1 may be released only with the express written permission of the library patron involved; to officers, employees, volunteers and agents of the library to the extent necessary for library administrative purposes; or as the result of a court order.

[PL 2015, c. 81, §1 (NEW).]

3. Public record. A library may publish and release as a public record aggregated and statistical information pertaining to library patronage, circulation activities and use of any service or consultation the library provides as long as the release of the information does not jeopardize the confidentiality of a library patron's personally identifying information.

[PL 2015, c. 81, §1 (NEW).]

SECTION HISTORY

PL 1983, c. 208 (NEW). PL 1991, c. 67 (AMD). PL 1997, c. 146, §1 (AMD). PL 1997, c. 146, §2 (AFF). PL 2007, c. 67, §5 (AMD). PL 2013, c. 82, §12 (AMD). PL 2015, c. 81, §1 (RPR).

Telescope Borrowing Agreement

Name: _____ Date: _____

Library Card Number: _____

- ☐ I acknowledge that I have read and agree to the terms of use outlined within the Telescope Borrowing Policy.
- ☐ I accept responsibility for the telescope, any damages that may occur, and any resulting fees.

Signature: _____

If under the age of 18:

- ☐ I acknowledge that I have read and agree to the terms of use outlined within the Telescope Borrowing Policy.
- ☐ I understand that I am accepting responsibility of the telescope in lieu of the aforementioned patron.

Parent/Legal Guardian Signature: _____

Telescope Fees

Telescope: -----	\$255.00
Education Kit: -----	\$78.00
Repairs: -----	To be Determined

For Library Use Only

Telescope Barcode: _____ Due Date: _____

Outgoing Inspection: _____ Return Inspection: _____

iPad Borrowing Agreement

Name: _____ Date: _____

Library Card Number: _____

☐ I acknowledge that I have read and agree to the terms of use outlined within the iPad Borrowing Policy.

☐ I accept responsibility for the iPad, any damages that may occur, and any resulting fees.

Signature: _____

If under the age of 18:

☐ I acknowledge that I have read and agree to the terms of use outlined within the iPad Borrowing Policy.

☐ I understand that I am accepting responsibility of the iPad in lieu of the aforementioned patron.

Parent/Legal Guardian Signature: _____

iPad Fees

iPad Replacement Cost: -----	\$99.00
iPad Case Replacement Cost: -----	\$35.00
Charging Cord: -----	\$15.00
Charging Base: -----	\$14.00
iPad Repair: -----	To be Determined

For Library Use Only

iPad Barcode: _____ Due Date: _____

Outgoing Inspection: _____ Return Inspection: _____

Library Incident Report

Staff Member: _____ Date: _____ Time: _____

Individuals Involved: _____

Description of the Incident: _____

(If the space provided is not sufficient, continue the report on the back of the page.)

Actions Taken:

Verbal Reprimand

Loss of Privileges

Removal from Library

Banned from Library

Police Involvement

Other

If Other: _____

Witnesses: _____

Additional Comments: _____

Staff Member Signature: _____