Mission Statement of the Nahant Public Library

The Nahant Public Library, an essential public institution, strives to serve as an accessible and responsive information and literary center for all residents of the Nahant community and beyond. In a welcoming environment, with diverse materials, programs and services, the library’s mission is to stimulate the imagination, nurture literacy, and promote cultural enrichment. The Nahant Public Library also provides access to the tools, technological and traditional, which empower people to find and use information and encourage lifelong learning.

SUMMARY

This manual contains the policies of the Nahant Public Library. Policies are written, amended and approved by the Library Trustees in collaboration with the Library Director no less than annually. The policies are the rules and guidelines under which the library operates. Policies are general statements that form the basis for the Library’s procedures. Procedures are written by the Library Director and are in keeping with the Library Policies and the Town Policies.
ACCEPTABLE BEHAVIOR POLICY

The Nahant Public Library (NPL) strives to meet the informational, educational, cultural, and recreational needs of all members of the Nahant community, in a courteous and professional manner. In keeping with this goal, the NPL is committed to promoting an enjoyable and safe environment where patrons and staff can fully benefit from and utilize the Library’s resources and services. To insure this effort, we expect community members to respect other Library users, our staff, materials, and the building itself.

The Children’s Department is reserved for use by children, their parents or guardians, and adults interested in children’s literature. The Young Adults* Room is reserved for young adults* and those who accompany them.

Enforcement of these rules will be conducted in a fair and reasonable manner. A judgment of unacceptable behavior is made by the librarian-in-charge who may take reasonable and appropriate action to resolve the issue. This may range from limiting of library privileges, expulsion for a period of time to be determined by the Library Director, or the summoning of law enforcement. Individuals who feel they have been treated unfairly and have had privileges revoked for a period of one week or more have the right to appeal to the Library Director in writing.

For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property.

- Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy.
- Carrying firearms and dangerous weapons of any type (except by law enforcement officers).
- Being under the influence of alcohol/illegal drugs and selling, using, or possessing alcohol/illegal drugs.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and obscene acts such as sex acts and indecent exposure.
- Soliciting or conducting surveys not authorized by the Library.
- Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers, copiers, phones, and other equipment.
- Trespassing in nonpublic areas.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- Creating disruptive noises such as loud talking, screaming, or banging on computer keyboards.
- Gambling and group activities which are disruptive to the Library environment.
• Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cell phones, pagers, and other communication devices in a manner that disturbs others. Cell phone and pager audible ringers must be turned off.
• Littering.
• Smoking, chewing, and other tobacco use in Library facilities.
• Entering the Library barefooted, without a shirt, with offensive body odor or personal hygiene, or being otherwise attired so as to be disruptive to the Library environment.
• Neglecting to provide proper supervision of children.
• Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except for programs authorized by the Library Director.
• Using the library to conduct private business for pay such as tutoring for hire.

The safety and well-being of Library users, employees and volunteers comes first and actions to correct inappropriate behavior will reflect these concerns.

User behavior that interferes with, limits or disrupts normal Library operations, or use of the facility, or Library property in ways clearly not intended by policy, procedure or precedence is considered unacceptable user behavior and is subject to remedy by the library.

Unacceptable behavior may range from boisterous actions, profanity, infringing on the rights or comfort of others, intoxication, drug use or other illegal behaviors, theft, solicitations, vandalism, viewing of pornography or the intended interference with Library staff, volunteers and other users that is clearly uncomfortable, disruptive and/or unsafe.

A judgment of unacceptable behavior is made by the librarian-in-charge who may take reasonable and appropriate action to resolve the issue. This may range from limiting of library privileges, expulsion or the summoning of law enforcement. Individuals who feel they have been treated unfairly have the right to appeal to the Library Director in writing within ten days of the incident.

The safety and well-being of Library users, employees and volunteers comes first and actions to correct inappropriate behavior will reflect these concerns.
Bulletin Board Policies

In its goal to meet the informational, educational, cultural and recreational needs of all members of the Nahant community, the Nahant Public Library provides a community bulletin board.

The bulletin board is available for public notices of community interest, as determined by the Library Director. Prior to posting, the notices are to be approved and initialed by the Library Director or his/her designee. Once posted, notices become the property of the library and will be disposed of after two weeks or when the information is no longer current or at the discretion of the Library Director.

Only items regarding local, non-partisan issues and notices, local cultural, recreational, and educational events and event posting for non-profits organizations will be accepted for approval. Information and/or solicitation from for profit businesses and organizations will not be accepted nor approved for posting by the library.

The following regulations apply for posting:

- Items must be delivered to the circulation desk for approval
- The size limit for notices is 8 ½ x 11 (larger notices of overriding community importance may be posted with the permission of the Library Director and as space permits)
- The notice must include the name of the sponsoring organization and a contact person and contact information
- Items posted in violation of this policy will be removed and discarded
- Inclusion on the bulletin board does not imply endorsement by the Library

The outside bulletin/notice board is reserved for library events and information only. Community organization notices/events will not be posted on this board.
CELL PHONE POLICY

Cell phone use is not permitted in the Library for talking. We ask that all patrons switch their cell phones to “silent” or “vibrate” before entering the library.

Patrons wishing to converse on their cell phones will need to do so outside the Library and will be asked to leave should they be found talking on a cell phone while in the Library.
SAFE CHILD POLICY

The Nahant Public Library provides a wide variety of children’s material including picture books, easy readers, chapter books, non-fiction, folktales, educational toys and games, DVDs, story sets, adventure packs, traveling buddies and a public access computer.

The children’s room is reserved for children, their parents, guardians, teachers and caregivers and people interested in researching children’s literature.

The library encourages frequent visits by children and families, however, library staff cannot provide child care or assume responsibility for children’s safety. Parents, guardians, teachers and caregivers, not library staff, are responsible for the behavior and safety of children visiting the library. Staff cannot be placed in the position of supervising unattended children.

Teens and children over the age of 10 may be in the library without a parent or guardian provided the Library Director has provided approval. However, teens and children must know how to reach an adult caregiver in case of emergency and must be picked up from the library before the library closes.

Children are expected to behave in a manner conducive to maintaining an appropriate atmosphere in the building for all patrons. User behavior that interferes with, limits or disrupts normal Library operations, or use of the facility, or Library property in ways clearly not intended by policy, procedure or precedence is considered unacceptable user behavior and is subject to remedy by the library.

Unacceptable behavior may range from boisterous actions, profanity, infringing on the rights or comfort of others, misuse of furniture, toys or other items in the library or any other items addressed in the Appropriate Library Use Policy.

Enforcement of these rules will be conducted in a fair and reasonable manner. A judgment of unacceptable behavior is made by the librarian-in-charge who may take reasonable and appropriate action to resolve the issue. This may range from limiting of library privileges, expulsion for a period of time to be determined by the Library Director, or the summoning of law enforcement. Individuals who feel they have been treated unfairly and have had privileges revoked for a period of one week or more have the right to appeal to the Library Director in writing.

UNATTENDED CHILDREN

An unattended child is a child of any age who is apparently unaccompanied by a responsible adult. Parent, guardians, teachers and caregivers may not leave children
alone or in the care of other children who are unable or unwilling to provide adequate care. Supervising adults must be close at hand.

If the library is closing, at a regular time or in an emergency situation, and a parent or guardian of a child cannot be located, the Nahant Police Department will be called to take the child. The library is not responsible for any actions taken by the Police Department.

Children’s Programs/Events

For those programs where space is limited, preference is given to Nahant residents. Non-residents are welcome if space allows.

When attending children’s programs at the Library:
- A child ten (10) years or younger must be accompanied by an adult. The parent is required to stay in the library, not necessarily in the room, and must pick up their child promptly when the program ends.
- Many programs are age specific. For this reason, children who are outside of the age limits for the program will not be allowed to attend.
- Unless otherwise advertised, all programs require registration, which includes contact information for the parent/caregiver. Children will not be allowed to participate if proper registration has not been completed.
- Library staff are not responsible for the safety of unattended children once a program has ended.
- If a child is left unattended, library staff will contact the parent/caregiver. If unable to reach, library will allow fifteen minutes and will then contact the local police department.

Children’s Computer

While there is a computer terminal in the Juvenile/Children’s area, computers in the library are not intended for children under the age of six (6). It is the responsibility of the parent/caregiver to ensure appropriate use of computers by children. ALL children, regardless of age, are to be supervised by a parent while on a computer.

Children are to dress appropriately while in the library. Footwear must be worn at all times.

The parent/caregiver is responsible for the child’s behavior in the library, at library programs and on the library grounds. To ensure the safety and enjoyment of all, running, shouting, pushing or other disruptive behavior will not be tolerated. If the Librarian determines that a child’s behavior is inappropriate, he/she will speak to the parent/caregiver. If no parent/caregiver is present, the child will be asked to cease the disruptive behavior. If the disruptive behavior continues, staff will attempt to contact the parent/caregiver. If unable to reach parent/caregiver the child will be asked to leave the library or the library program or staff will contact the police department for assistance.
LIBRARY CLOSING POLICY

When weather conditions are severe, the library will not open or may close early or delay opening. The decision to close the library will be made by the Library Director in concert with Town Hall.

When weather is adverse, it is the responsibility of patrons to contact the library to find out if programs have been cancelled.

In the case of an epidemic illness or other such condition that prevents a critical number of employees to be present, the Library Director has the discretion to close the library. Employees who are sick will be charged sick time and benefitted employees who are not sick may be required to work in the closed library and will be paid for hours worked or may be required to make up those hours at a later date.

The Library also has the discretion to close the library in the event of a structural issue or other issues that would make the library hazardous to patrons and/or employees.
Internet Policy and Guidelines
Policies & Procedures

The Nahant Public Library (NPL) continues its mission of meeting the needs of the people we serve within the means of the library and the limitations of policy and law. Because patrons demand access to information using technology, the library offers free Internet access equally to all library users. Internet access is intended for research, educational, and recreational purposes. Parents or guardians are solely responsible for the content selected or accessed by their children below the age of 18. The Board of Library Trustees gives NPL staff authority and responsibility to ensure the equitable, responsible and efficient use of the Internet resources. Users who knowingly violate this policy will lose their computer privileges for a length of time to be determined by the Library Director.

The Internet is a global electronic network. The Nahant Public Library does not monitor Internet use, has no control over the information accessed through the Internet, and cannot be held responsible for its content. The Internet may contain material of a controversial nature.

The Nahant Public Library complies with the federal Children’s Internet Protection Act (CIPA) which requires the use of filtering software for adults, teens, and children. Adults, defined by the law as over the age of 17, may when available choose to use unfiltered computers for Internet access. Filtering software may not block all material users might find offensive. Parents are encouraged to supervise their children’s Internet sessions. The Internet is a continually evolving resource and the information and links on the Internet change rapidly and unpredictably. The library cannot guarantee the accuracy or completeness of information on the Internet. Users should carefully evaluate the information they find when using this resource. The Nahant Public Library does not encrypt data sent or received through our Internet services. Restriction of a minor’s access to the Internet beyond what is required by this policy is the sole responsibility of the parent or legal guardian.

To achieve an atmosphere conducive to the best use of its resources, the library has developed the following rules regarding the use of public computers.

• By using a public Internet workstation at the Nahant Public Library you agree to the following guidelines:

Signing up for computer use:
• Users of the NPL’s internet connection will be required to hold a valid NPL card
• Patrons must sign up with the librarian at the circulation desk and leave his/her driver’s license.
Time limits:
- There are time limits on computer use; the limit may vary according to level of demand. NPL limits computer time to 30 minutes if there are others waiting.

Downloading:
- You may download to a pre-formatted disk, writable CD/DVD, or storage device.
- You must provide your own storage device.
- The library is not responsible for any loss or damage to personal disks or storage devices when downloading.
- Despite taking reasonable precautions, NPL does not guarantee its hard drives to be virus free, and assumes no liability for virus infections of files that users save to their own storage devices.

E-Mail:
- The library does not offer electronic mail accounts.
- You may download your e-mail if you know the Internet address of your private account, or if you are using a web-based email account such as Yahoo or Google mail.
- Users wishing to use email must have their own account or establish their own account only with a provider of free email; the library will not pay the cost of users’ email accounts.

You may not:
- Use the library’s workstations as a staging ground to gain unauthorized access to the library’s networks or computer systems or to any other network or computer system.
- Obstruct the work of others by consuming gratuitously large amounts of system resources or by deliberately crashing any library computer system.
- Display images, sounds, or messages in a way that will negatively affect those who find them objectionable or offensive.
- Make any attempt to damage computer equipment or software.
- Make any attempt to alter software configurations in a malicious manner.
- Make any attempt to cause degradation of system performance.
- Download any programs to the computers.
- Use any library workstation for illegal or criminal purpose.
- Engage in any activity which is deliberately and maliciously offensive, libelous or slanderous.
- Represent yourself as another person for purposes of fraud or other illegal activity.
- Users may not enter chat room or use chat, electronic mail and/or other forms of non-chat electronic communications for purposes inappropriate in a library setting.
- NPL computers may not be used to access, transmit, upload, download, or distribute material that is pornographic, defamatory, sexually explicit, obscene, or harmful to a minor.

ILLEGAL ACTS INVOLVING LIBRARY RESOURCES MAY BE SUBJECT TO PROSECUTION BY LOCAL, STATE OR FEDERAL OFFICIALS.

The Library reserves the right to terminate an Internet session at any time.
LIBRARY DONATION POLICY

The Nahant Public Library is thankful for any gifts made to the Library. Donations are accepted based on the following guidelines.

- Because of limited space and staff, the library can only accept small numbers of books or other materials for the collection. These items must be in good condition and must be either of high demand or of literary value. Staff reserves the right to reject items that do not fit this guideline.

- The library does not accept donations of magazines, VHS tapes, cassette tapes, encyclopedias, textbooks, reference materials or any items that are musty, damaged or discolored.

- Any donation of books or other materials that are left without the approval of staff will be discarded or recycled immediately.

- The library cannot guarantee that any gift will be added to the collection or remain in the collection permanently. Items not added to the collection will be discarded, sold through the Friends of the Library, or otherwise discarded. The library reserves the right to use the gift to best meet the needs of the library.

- The library reserves the right to reject other (non-circulating) donations that do not fit the library’s collection or meet the goals of the most current Long-Range Plan. If the library accepts a donation of this sort (artwork, memorabilia, etc.) the library may use or dispose of the item at its discretion.

- The library reserves the right to accept, sell, exchange, or discard, at its discretion, any unsolicited materials sent to the library.

- Once accepted, donations are the exclusive property of the library and are, therefore, subject to all library rules, policies and procedures. Except in specific circumstances, the donor may not place parameters or make restrictions on an item’s use.

- Cash gifts will be added to the Library Gift Fund (or other appropriate fund) and will be used at the discretion of the Director under the supervision of the Library Board of Trustees. Bequests with specific restrictions should be discussed with either the Director or the Trustees in advance, whenever possible.

- The Library cannot place a monetary value on gifts, but will provide a blank receipt for tax purposes if requested.
LIBRARY PRIVACY POLICY

The policy of the Nahant Public Library is not to reveal the borrowing records, reserve, or fine records to any person other than the owner of the library card to which they are assigned. The library recognizes that all circulation records, records identifying names of users with specific materials and all library registration materials with identifying names, addresses, and telephones with a library-assigned registration number, are confidential.

Any email addresses acquired for purposes of library card issue and use will not be used to circulate library newsletters or other correspondence unrelated to library card use unless a patron expressly signs up for said service.

All staff members must support this policy of confidentiality. Confidentiality extends to information sought or received, materials consulted or borrowed, and includes database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services.

No records can be made available to any inquiries, governmental or otherwise, unless a subpoena has been served by a court of competent jurisdiction and the library administration has consulted with legal counsel to determine if it is proper to release the requested information.

This prohibition applies to the release of information to the parents or guardians of minors who have their own cards. However, the Nahant Public Library recognizes that instances may occur which make it necessary for a parent or legal guardian to be provided with information about his/her child’s library record. An example of this may be when the child’s library card materials have incurred fines, or when the materials have been misplaced. Since parents or legal guardians are financially responsible for their minor (under 18) child’s library card materials, they may obtain the relevant information upon request. Exceptions may also be made for spouses or family members who wish to pick up items on hold or pay fines for another person in the family. This permission needs to be made in writing by the owner of the card.

In addition, staff will uphold a patron’s right to privacy in that a staff member will not divulge that a particular patron was in the library. Staff will not accept calls made to the library with the express purpose of locating a patron or determining if a patron had visited the library. Should a call be made to the library, staff will advise caller that the library cannot divulge such information.

This policy is based on recommendations of the American Library Association and Massachusetts General Laws Chapter 78, section 7, which states: That part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record as defined by clause Twenty-sixth of section seven of chapter four.
INTER-LIBRARY LOAN

The Nahant Public Library shares its resources with other libraries through the inter-library loan service. This service allows NPL cardholders in good standing to borrow items that are not available at the NPL from other libraries in the state and beyond. The NPL reserves the right to limit the number of items requested by an individual. Patrons who have requested items through inter-library loan must pick up the held item within 7 days of its arrival at NPL. Items will be returned to the originating library if not picked up during this time period.

Patrons who have requested items through inter-library loan or have placed NPL items for hold and failed to pick up the requested item three or more times will be denied the use of this service.

The Nahant Public Library will not loan to another library one of its holdings that is in great demand by local patrons or items with multiple local requests. NPL will also not loan items from the Nahant Room and anything designated as Local History.
CIRCULATION POLICIES

Patrons are eligible for a library card if they are:
- a resident of the Commonwealth of Massachusetts
- a Massachusetts property owner
- residing in Massachusetts while attending school

Children 12 and under need a parent’s signature to get a library card.

Library card holders may borrow circulating library materials from the Nahant Public Library. All non-circulating materials may only be used in the Library.

A library card may only be used by the person to whom it is issued. Card holders are held responsible for material obtained with their library cards. Card holders should report immediately to the Library:
- the loss of a card
- a change in name
- a change in address

Initial library cards are free. However, a fee of $1.00 will be assessed to replace a card that has been lost.

Books and audio books are loaned for two weeks with two renewals. However, renewals are restricted if the item has been requested by another patron.

Single movie DVDs may be borrowed for three days with one renewal. Series DVDs are borrowed for two weeks with no renewals. Different loan periods may apply for other items.

A receipt with the due date(s) listed is provided to the patron and the due date is stamped on the attached due date slip. Due dates are also available online.

Overdue fines accrue at the rate of 10 cents per day per book and per audio book and $1.00 per day per DVD.

A patron’s account is restricted from use when an overdue fine exceeds $5.00 and will be removed once the fine has been paid.

The library reserves the right to limit items checked out to patrons who have a history of overdue items.

Patrons are limited to 10 items per library card. Only 2 DVDs may be borrowed at one time.
Patrons are responsible for returning library books and other material in good condition. When a book is damaged or lost, it is the responsibility of the patron to pay replacement cost of the item in addition to a $15.00 processing fee.
MATERIALS SELECTION AND REVIEW

The Nahant Public Library endeavors to maintain a balance in its materials and services for the community. The Library is responsible for providing equal access to library materials and services to all library users. All materials are selected with the diverse needs of the community in mind. Selections are based on need, current content of the collection, recommendations, and professional review sources.

In accordance with Massachusetts General Laws Chapter 78 Section 33 and the standards adopted by the American Library Association, the Nahant Public Library has adopted the following statements regarding materials selection.

Philosophy and Scope of the Collection
The Nahant Public Library collects materials, in a variety of popular formats, which support its function as an information source. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

Customer use is the most powerful influence on the Library’s collection. Circulation, customer purchase requests and holds levels are all closely monitored, triggering the purchase of new items. Inherent in the collection development philosophy is an appreciation for each customer of the Nahant Public Library. The Library provides materials to support each individual’s journey, and does not place a value on one customer’s needs or preferences over another’s. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children’s development. The Nahant Public Library does not intrude on that relationship.

Selection Criteria
The Library Director uses his/her training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection’s strengths and weaknesses
• Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
• Suitability of format to Library circulation and use
• Date of publication
• Price, availability and Library materials budget

Customer Recommendations
Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. The Library Director determines the best method for delivery of materials using the selection criteria.

Requests for Reconsideration
The Nahant Public Library selects material using established criteria and full consideration of the varying age groups and backgrounds of customers. Requests for removal of items from the collection may be made using a formal procedure outlined in Appendix 1.

Philosophy of Collection Management
The Library’s collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management
The final authority for the Library collection rests with the Library Director. Implementation of collection development policy and management of the collection is assigned to Library staff. The Nahant Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below.

Criteria for Weeding and Deselection
Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate and appealing collection and to facilitate ease of use.

Item use is a primary determinant of member interest and value. Past recent use tends to be the best indicator of foreseeable future use. Therefore, item use, both by individual title or individual collection, can, on appropriate occasions, be used as criteria in determining whether library holdings are retained or otherwise returned to the community, sold, donated or removed.

Items removed from the collection are not necessarily devoid of merit; rather in circumstances of a reasonable amount of shelf time have failed to engage local interest.
Selection and the removal of titles is the responsibility of the Library Director or delegated Library staff members. The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature
PROCEDURE FOR REQUEST FOR RECONSIDERATION

Library patrons requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form, which is available on the following page.

The Library Director reviews the request in relation to the Library’s mission and selection criteria and replies within thirty days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process.

Should a patron not be satisfied with the decision of the Library Director, the patron will have ten days to appeal in writing to the Library Director and request a review by the Library Board of Trustees.
Request for Review of Library Materials Nahant Public Library

Name ____________________________________ Date _____________________

Address __________________________________________________________________________

City ____________________________ State _________ Zip _________________

Phone (daytime) _____________________ (evening)______________________

I represent: _____ myself _____ an organization or other group (please identify) ________________

I request evaluation of:

Title: ______________________________________________________________________________

Author: ______________________________________________________________________________

I have examined ___ all ____ part ____ or none of the above material.

I object specifically to (use additional pages if necessary):

What sources do you suggest to provide additional information on this topic (optional)?

Signature ________________________________

Please complete this form, sign it, and return to the Library Director for review. 
We suggest you keep a photocopy.
LIBRARY DONATION POLICY

The Nahant Public Library is thankful for any gifts made to the Library. Donations are accepted based on the following guidelines:

• Because of limited space and staff, the library can only accept small numbers of books or other materials for the collection. These items must be in good condition and must be either of high demand or of literary value. Staff reserves the right to reject items that do not fit this guideline.

• The Library does not accept donations of magazines, VHS tapes, cassette tapes, encyclopedias, textbooks, reference materials of any items that are musty, damaged or discolored.

• Any donation of books or other materials that are left without the approval of staff will be discarded or recycled immediately.

• The Library cannot guarantee that any gift will be added to the collection or remain in the collection permanently. Items not added to the collection will be discarded, sold, or otherwise discarded. The Library reserves the right to use the gift to best meet the needs of the Library.

• The Library reserves the right to reject other (non-circulating) donations that do not fit the Library’s collection or meet the goals of the most current Long-Range Plan. If the Library accepts a donation of this sort (artwork, memorabilia, etc.) the Library may use or dispose of the item at its discretion.

• The Library reserves the right to accept, sell, exchange, or discard, at its discretion any unsolicited materials sent to the Library.

• Once accepted, donations are the exclusive property of the Library and are, therefore, subject to all library rules, policies, and procedures. Except in specific circumstances, the donor may not place parameters or make restrictions on an item’s use.

• Cash gifts will be added to the Library Gift Fund (or appropriate fund) and will be used at the discretion of the Director under the supervision of the Library Board of Trustees. Bequests with specific restrictions should be discussed with either the Director or the Trustees in advance, whenever possible.

• The Library cannot place a monetary value on gifts, but will provide a blank receipt for tax purposes if requested.
The Nahant Public Library offers programs in keeping with the Library’s mission. Library programs focus on making connections with the collections and services of the Library and are designed to meet the current and emerging interests of library users while offering a balance of topics.

When programs are planned and publicized, the age level of interest and ability is determined and indicated. Many programs are designed for specific age groups to ensure enjoyment and participation by all attending. The Nahant Public Library defers to the program presenters and/or staff person planning the program to determine the age limits for these programs and supports and adheres to these age-appropriate guidelines for the convenience of all.

All programs, unless otherwise noted in the publicity, require registration in order to participate. This policy is designed to assist staff in program planning and resource allocation so that each participant has access to the materials required for the program.

The time-frame for registration is determined by the Library Director, program planner, or designated staff member. Patrons who have not registered for an event that requires registration will not be permitted to attend the program or event.
SOCIAL MEDIA POLICY

Nahant Public Library (NPL) recognizes the popularity and utility of social networking sites as a means of publicity, information dissemination, and recreation, and as such, participates in social media to extend the reach of the Library outside the Library walls. Social media is defined as any website or application which allows users to share information as a “friend” or “follower,” or otherwise associate his/her own “profiles” or with the Library’s profiles on these sites. Examples of such sites include Twitter, Facebook, Pinterest, YouTube, and Wordpress.

Comments, posts, and messages are welcome on NPL’s profiles on any social networking sites in use. While NPL recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy. All posting which contain any of the following will be removed and the poster barred from posting subsequent messages to the Library’s presence on social networking sites:

- Obscene, racist, or otherwise inflammatory content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private or personal information published without consent
- Comments totally unrelated to the content of the forum
- Links to material that is not directly related
- Commercial promotions or spam
- Organized political activity
- Photos or other images that fall in any of the above categories

In addition, NPL reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. The Library shall also be granted the right to reproduce comments, posts, and messages in other public venues. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users. Users may remove themselves at any time from the Library’s profile, and should be aware that third party websites have their own privacy policies and proceed accordingly. The role and utility of social networking sites will be evaluated periodically by Library staff, and may be changed or terminated at any time without notice to subscribers.

NPL assumes no liability regarding any event or interaction that takes place on any social networking service, and does not endorse or review content outside the pages created by NPL staff. As with more traditional resources, the Library does not act in
place of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.
LIBRARY POLICY ON FOOD AND DRINK

For the comfort of our patrons, small snacks and non-alcoholic beverages in covered containers can be consumed in the Library. Full meals are not allowed unless provided by the Library for programming or other events.

The Library provides courtesy water and coffee for all patrons. Patrons are asked to clean up after themselves and dispose of trash appropriately.

Patrons using Library computers or other technology devices will not be allowed to eat or drink while using them and may not have food or beverage near such devices in order to avoid spills or leaks that may damage computers or tools.

Patrons who violate this policy resulting in damage to a computer or other technology device will be required to compensate the Library for the replacement or repair of said devices.
VOLUNTEER POLICY

The Nahant Public Library appreciates and welcomes volunteer service. Volunteers generally provide support services to paid staff or work on special projects. Volunteers are expected to act in accordance with Library policies and procedures and to reflect positive customer service attitudes to all Library patrons.

Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Selection of volunteers is the responsibility of the Library Director.

Prospective volunteers are requested to fill out a volunteer application available at the Library and will be interviewed by the Library Director. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be contacted if a project is identified which matches their interests or qualifications.

While the Library appreciates all community members who choose to donate their time and talent to the Library, the Library does not always have opportunities for volunteer service; therefore, the Library reserves the right to refuse volunteer service.
Nahant Public Library Volunteer Application

<table>
<thead>
<tr>
<th>Volunteer Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Cell Phone</td>
</tr>
<tr>
<td>E-Mail address</td>
</tr>
<tr>
<td>Best way to contact you</td>
</tr>
<tr>
<td>Age</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person to Notify in Case of Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Home Phone</td>
</tr>
<tr>
<td>Work Phone</td>
</tr>
</tbody>
</table>

Continued on Next Page
Availability

During which hours are you available for volunteer assignment?

_____ Monday  Time:
_____ Tuesday  Time:
_____ Wednesday Time:
_____ Thursday Time:
_____ Friday  Time:
_____ Saturday Time:

Commitment of Hours

___ I would like to volunteer on an ongoing basis at _____ hours per week.
___ I would like to volunteer until ______________(date) at _____ hours per week.
___ I would like to volunteer for _____ hours total to fulfill my community service.
(If you need community service hours by a specific date, please be aware that a separate CORI form has to be filled out and that it can take several weeks to process)

Sample Volunteer Tasks

Tell us in which areas you are interested in volunteering. We will try to match volunteers with their interests if volunteer projects are available in that area at the time.

| _____ Cleaning  | • Dusting book stacks  
|               | • Cleaning DVDs  
|               | • Cleaning computers/work areas  
| _____ Shelving | • Putting books and other collections away on the shelves  
| _____ Shelf-Reading | • Putting books in order  
|               | • Straightening shelves  
|               | • Alphabetizing collections  
| _____ Programs | • Assisting with children’s programs  
|               | • Assisting with adult programs  
|               | • Assisting with summer reading program  

Continued on Next Page
Special Skills or Qualifications

Summarize special skills and qualification you have acquired from employment, previous volunteer work, or through other activities including hobbies or sports.

Previous Volunteer Experience

Summarize your previous volunteer experience

Other Information

Is there any other information you would like us to know about you?

Continued on Next Page
The Nahant Public Library is requesting all the available criminal offender record information (CORI) on the following individual from the Department of Criminal Justice Information Services pursuant to Chapter 6, 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. The signature below constitutes consent for the Nahant Public Library to conduct a CORI check.

<table>
<thead>
<tr>
<th>Name (printed)</th>
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<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Please fill out the attached CORI form and include a photocopy of your driver's license or passport.

**Please Return This Form To:**

Library Director  
Nahant Public Library  
15 Pleasant Street  
Nahant, MA 01908

**When Do I Start?**

Thank you for completing the application and for your interest in volunteering with us. Once we verify your application, we will contact you regarding current volunteer opportunities. Please understand that the CORI will take several weeks to complete after which the library will schedule an interview.
Criminal Offender Records Information (CORI) Policy

In order to promote security for Library patrons, especially children, the elderly and the disabled, all volunteers aged 18 and over will undergo a Criminal Offender Records Information (CORI) check. Authority for this check is given to the Nahant Public Library under M.G.L. Chapter 6, §172H. This is a final check in the volunteer screening process.

Volunteers must complete the request form acknowledging that a CORI check will be conducted by the Department of Criminal Justice Information Services (DCJIS), an agency of the Commonwealth of Massachusetts. Access to CORI is limited to the Library Director. Upon request, CORI information will be shared with the volunteer to whom it pertains.

A volunteer’s CORI record will not be disseminated to any other person or agency. CORI records are not part of the public record, and will be kept in a secure location separate from other files, and may be retained for not more than three years. Only one copy of an individual’s CORI will be kept in the file at any time. Superseded copies will be shredded.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. If a criminal record is received from DCJIS, the authorized individual will ensure that the record relates to the applicant. If the Nahant Public Library is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the Nahant Public Library CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record. Applicants challenging the accuracy of the policy shall be provided a copy of DCJIS’s Information Concerning the Process in Correcting a Criminal Record.

If the Nahant Public Library reasonably believes the record belongs to the applicant and is accurate, the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
(a) Relevance of the crime to the position sought;
(b) The nature of the work to be performed;
(c) Time since the conviction;
(d) Age of the candidate at the time of the offense;
(e) Seriousness and specific circumstances of the offense;
(f) The number of offenses;
(g) Whether the applicant has pending charges;
(h) Any relevant evidence of rehabilitation or lack thereof;
(i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority. The Nahant Public Library will notify the applicant of the decision and the basis of the decision in a timely manner. Modeled after the Department of Criminal Justice Information Services “Model CORI Policy”.

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**CHAPTER 6, § 172H CORI REQUEST FORM**

Nahant Public Library is requesting all the available criminal offender record information (CORI) on the following individual from the Department of Criminal Justice Information Services (DCJIS) pursuant to Chapter 6, § 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding volunteers prior to accepting any person as a volunteer.

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**VOLUNTEER INFORMATION (PLEASE PRINT)**

* (An asterisk * denotes required information)

<table>
<thead>
<tr>
<th>*LAST NAME</th>
<th>*FIRST NAME</th>
<th>*MIDDLE NAME</th>
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<table>
<thead>
<tr>
<th>*MAIDEN NAME or other names by which you have been known</th>
<th>*PLACE OF BIRTH</th>
</tr>
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<tbody>
<tr>
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<td></td>
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<table>
<thead>
<tr>
<th>*DATE OF BIRTH</th>
<th>Last 6 digits of SOCIAL SECURITY NUMBER (Required by the State of MA)</th>
<th>*ID Theft Index PIN (if applicable)</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>*MOTHER’S FULL MAIDEN NAME</th>
<th>*FATHER’S FULL NAME</th>
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**CURRENT AND FORMER ADDRESSES:**

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| *SEX:* ___  *HEIGHT:* ___ ft. ___ in. *WEIGHT:* _____  *EYE COLOR:* ______ |
|----------------|----------------|----------------|
|                 |                 |                 |

**STATE DRIVER’S LICENSE NUMBER:**

| ____________________________ | | ____________________________ |
| (INCLUDE STATE OF ISSUE)     | |                             |

| _______________________________ | _______________________________ |
| (NAME OF VERIFYING EMPLOYEE) | (SIGNATURE OF VERIFYING EMPLOYEE) |

| _______________________________ |
| (NAME OF VERIFYING EMPLOYEE) |

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*The CHSB Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include the information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax at 617-660-4614.*