

MEXICO PUBLIC LIBRARY
GENERAL OPERATING POLICY
2006

Revised and adopted: April 11, 2017

Director's Guide Mexico Public Library

This manual will serve as a guide to the Director of the Mexico Public Library. It is not intended to be a strict set of rules and procedures. When necessary, these Policies and Procedures may be partially or completely altered to fit the present circumstances.

Questions regarding interpretation and/or clarification of the Policies and Procedures should be addressed to the Town Manager, Board of Selectmen, and/or the Library Advisory Committee.

Library Mission Statement

The goal of the Mexico Public Library is to provide the public with diverse materials, a learning environment, and to provide assistance to anyone wishing to attain information through the following:

Books: The Library provides a variety of fiction, nonfiction, reference materials, periodicals, CDs, audio books, videos, and DVDs for both adults and children.

Access to Technology: The Library (in 2006) has 6 computers for public use. All computers have internet access. We also offer wireless computer access for patrons who wish to access the internet from their laptop computers. We offer up-to-date electronic encyclopedias, atlases, map programs, as well as educational games. Library computers may be used for research, e-mailing, and educational games. The Library has its' own website (www.mexico.lib.me.us.)

Programming: It is the Library's goal to engage the public in cultural and educational events. We offer a Tuesday morning Preschool Story & Craft Hour, a summer reading program, a book discussion group for adults, a book discussion group for local 4th graders, and occasional guest speakers, puppeteers, etc.

Hours: The Library is open the following hours each week: Monday thru Thursday: 11 A.M. – 5 P.M., and Friday: 9 A.M. – 3 P.M.

Outreach Service: The Library offers a home delivery service to patrons who are physically unable to come to the library to select books.

Budget Policy

Mexico Public Library

All monies for the Library are raised through taxes, memorial gifts, grants, out-of-town patron fees, and through fundraising.

At the annual Town of Mexico budget meetings in March, the Library Director makes a budget recommendation to the Budget Committee and Selectmen, and this recommendation and any new recommendations made to the Budget Committee are presented to the citizens at the annual Town Meeting in June.

Money collected as fines or from book replacement is put into the library's petty cash. Petty cash is used for postage and emergency supplies.

Any money gained through donations, grants, or memorial gifts is deposited with the town office and credited to one of the library's non-appropriated accounts. In this way, monies such as this may be carried over into the next budget year.

Personnel Policy Mexico Public Library

The Mexico Public Library is governed by the Town of Mexico. All Library personnel fall under the "Equal Opportunity Employer" standards set by the town. See Town Personnel Policy for further reference.

Staffing and Duties Mexico Public Library

The Town of Mexico employs one full-time Library Director. Wages are set by the Town Manager and Selectmen and are included in the operating budget. (see budget policy for details) The Library Director is entitled to the same paid holidays that other non-union employees receive. He or she is also entitled to receive sick pay and vacation pay with benefits as agreed upon by the Town Manager and Selectmen.

Any additional part-time employees are supervised by the Library Director.

Duties of the Library Director are as follows:

1. Meet the needs of the Library patron.
2. Plan and manage day to day operations.
3. Manage and maintain a balanced library budget.
4. Handle all correspondence.
5. Process all new materials and keep an automated catalog and inventory.
6. Purchase and discard library materials as needed.
7. Accept gifts of money, books, equipment, and other acquisitions for the Library.
8. Oversee Children's program activities.
9. Program and publicize events.
10. Keep the library clean and orderly.
11. Report all safety hazards to the Town Manager.
12. Report all personnel problems to the Town Manager.
13. Report any serious complaints or conflicts with patrons to the Town Manager.
14. Keep a record of how many patrons visit the library, and the number of materials in circulation.
15. Notify patrons of all overdue materials, assign and collect fines as needed.
16. Maintain computer systems with the help of the Library's computer technician.
17. Submit a monthly report to the Town Manager and Selectmen of all Library activities.
18. Keep the Library current with all State Library Standards as applicable.
19. Supervise and coordinate any library staff and/or volunteers.
20. Oversee all Library programming.

Library Materials Policy Mexico Public Library

All patrons must have a library card in order to sign out library materials.

Patrons may check out up to four items at one time. Library staff may reset this limit as needed.

Reference materials may not be checked out of the Library.

All circulating books may be checked out for a two week borrowing period.

All circulating videos and DVDs may be checked out for a one week borrowing period.

Library materials may be renewed for an additional borrowing period, if there are no pending reserves on the item.

Patrons may receive materials that this library does not own through the State's Inter Library Loan system.

Patrons are responsible for all items taken out on their Library card.

Patrons are charged \$.10 per day for each book that becomes overdue.

Patrons are charged \$.25 per day for each video or DVD that becomes overdue.

All damage to library materials beyond reasonable wear and/or loss of items shall be reimbursed to the Library to the satisfaction of the Library Director.

Patrons will be made aware of overdue items approximately two weeks after they become due. This will be done via a written notice. If the materials continue to be overdue, a written notice will be sent each month. If the materials have not been returned after 5 months, a letter of collection and a bill for the materials will be sent. If the materials have been overdue for 6 months, the patron will be deleted as a patron and the materials will be edited to a "lost" status. Once this happens, a patron, in order to be reinstated as a library patron, must either return the library materials, or pay for their replacement and must also pay any fines that accrued over the six month overdue period.

The Mexico Public Library shall not discriminate against any citizen, concerning age, race, color, gender, religion, social class, or sexual preference. All materials, material content, and information sought by a patron shall remain confidential by all library staff.

MEXICO FREE PUBLIC LIBRARY COMPUTER & INTERNET USE POLICY

Policy

The Mexico Free Public Library offers all patrons free access to the Internet via a World Wide Web browser on several computer terminals located in the Library. Patrons under the age of 17 must have written permission by a parent or guardian in order to access the Internet. By accessing the Internet at the Mexico Free Public Library, all users acknowledge that they understand and agree to abide by the Computer & Internet Use Policy and Guidelines.

Guidelines:

1. Computers connected to the network are available on a walk-in basis during hours of library operations.
2. Users are limited to one-hour per day on all computers.
3. Users may not install any programs or download any files to the computers without prior consent of the Library Director.
4. Users may not alter any computer settings or preferences in any way.
5. Users may print pages to the printer at the cost of \$.10 per sheet of paper. Payment for printed pages must be made at the Circulation Desk before the User leaves the Library. Students of SAD 43 may print up to 6 pages of school-related work per day at no charge.
6. Inappropriate use of the Library's computers is strictly prohibited. A user who engages in inappropriate use contrary to this Policy will first be warned by the Library staff about the specific behavior that is prohibited. If the violation continues after warning, the user may be banned from using the computers at the Mexico Free Public Library. Any illegal use of the Internet or Library resources will be reported to the proper authorities.

Inappropriate use includes:

- o Using the computer to engage in or promote illegal activity, or to access illegal materials. Individual Users are responsible to know what does and does not constitute illegal activity or material under all applicable Federal and State laws and regulations.
- o Using the computer for commercial solicitation or to conduct a commercial business.
- o Using the computer to access material, which by local community standards would be obscene.

Approved & implemented: November 2002

- c Failing to respect copyright laws and licensing agreements.
- c Engaging in any attempt to gain unauthorized access to restricted files, websites or networks, or to damage or modify computer equipment or software, or to create or knowingly circulate a computer "virus".
- c Using the computer to spam or send harassing material of any kind.

Additional Guidelines for Users under age 17:

The Mexico Free Public Library currently does not utilize filtering software on any of its computer terminals. Library staff cannot supervise a minor's use of the Internet at all times. Therefore, parents are encouraged to closely supervise their minor children's use of the Internet at all times and to encourage their children to self-police their own use of the Internet. To that end, minors must adhere to the following guidelines in addition to the rest of the Computer & Internet Use Policy and Guidelines:

- 1 All users under the age of 17 must have parent or guardian permission to access the Internet.
 - 2 Users under the age of 17 may not access websites that are inappropriate or harmful to minors, including websites that sell drugs or alcohol, or contain pornographic material. Any User under the age of 17 who accesses Internet sites that are inappropriate will immediately be banned from computer use at the Library and a parent or guardian will be notified.
 - 3 Users under the age of 17 should never disclose personal information (name, address, password, telephone number, date of birth, credit card number) on line. Users should also never agree to personally meet, call, or have any contact with any person they meet on line without direct consent and supervision of their own parent or guardian.
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I have read this document and understand all that is contained here. By my signature on the line below, I agree to follow all Computer and Internet policies of the Mexico Free Public Library.

Signed: _____

Date: _____

Approved and adopted on _____

Town Manager:

John Madigan _____

Selectmen:

Barbara Laramee _____

George Byam _____

Reginald Arsenault _____

Richard Philbrick _____

Peter Merrill _____

Library Advisory Committee:

William Welch _____

Norbert Rose _____

Beverly Melanson _____

Cindy Welch _____

Carol Lavoie _____

Frances Defilipp _____

Helen Jordan _____

Susan Marshall _____

Suzanne Waterhouse _____

Arthur Bordeau _____

Ex-Officio Members: Library Director _____


Library Assistant _____

Mexico Public Library

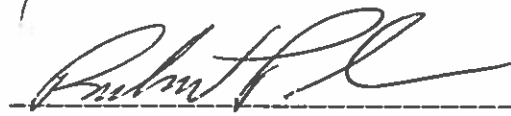
Facilities Policy, Materials Policy, Patron Conduct Policy, and the Internet Safety and Acceptable Use Policy.

The above named polices were revised, then approved and adopted on

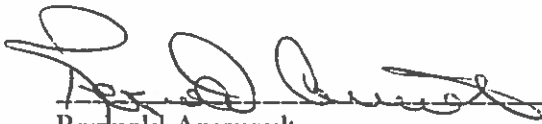
11 April, 2017:



Jack Gaudet
TOWM MANAGER



Richard Phillbrick
SELECTMAN



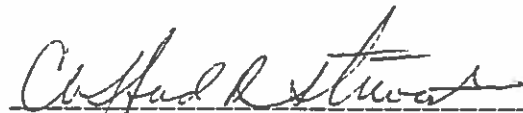
Reginald Aresnault
SELECTMAN



Byron Ouellette
SELECTMAN



Andrew Dupuis
SELECTMAN



Clifford Stewart
SELECTMAN



Heather Rogers
LIBRARY DIRECTOR

MEXICO PUBLIC LIBRARY MISSION STATEMENT

The mission of the Mexico Public Library is to inform, improve, and engage the lives of our patrons and guests by providing the public with up-to-date and diverse collections and services, a comfortable, safe, and clean environment, friendly professional service, and access to current technologies, cultural events and recreational opportunities in order to connect, enrich, educate, and entertain the people of our community.

LIBRARY VISION STATEMENT

The Mexico Public Library is a vibrant institution that enriches life in the community by providing books and other materials for recreation and self-education, free access to technology, as well as cultural and informational programming that enables people to come together, share ideas and information, and pursue lifelong learning.

The Library Board of Trustees and staff will work together to:

- Maintain a knowledgeable, friendly, and professionally trained staff
- Deliver library services for all ages in a welcoming and responsive manner
- Promote, support, and encourage a lifelong love of reading and learning
- Provide circulating collections of current high-demand, high-interest materials in a variety of formats
- Develop collections representing a broad spectrum of knowledge on a variety of subjects and in a variety of formats, with a focus on the needs of the community for current, accessible, accurate and relevant information
- Preserve, and make available, the unique history of the community of Mexico
- Maintain an attractive, clean, environmentally sustainable and comfortable facility
- Provide free access to information technology for members of our community
- Partner with community organizations, educational institutions and the business community to reach out to every member of the community regardless of age, religion, economic status, race, educational achievement or native language
- Celebrate the diversity of our community and promote understanding
- Promote literacy development and a love of reading through programs, materials and services
- Stay up-to-date with evolving community needs and interests by continuously adapting and evaluating our services, programs and collection

LIBRARY VALUES STATEMENT

The Trustees, Staff and volunteers of the Mexico Public Library recognize the following shared values: Intellectual freedom, equal and free access, diversity, respect, and lifelong learning.

- We recognize that people are important, celebrate their diversity, and treat our patrons, guests, co-workers and volunteers with dignity and respect
- We will protect each customer's right to privacy with respect to information sought and materials consulted or borrowed
- We will respond to our customers in a timely and accurate manner
- We will resist censorship
- We will act in a professional manner, always mindful of the impression we make on our patrons and co-workers
- We will act with integrity, honesty and fairness
- We will encourage staff innovation and creativity, recognize team work and superior performance and support continuing education
- We will educate and inform our community of the services, roles and responsibilities of the library
- We will conduct our business affairs economically, accurately and with integrity
- We will be aware of changing trends in library services and technology and in our community, and be willing to experiment and adopt change as necessary to meet the evolving needs of our community

Facilities Policy

Hours of Operation

The library maintains posted hours of service during which all the services of the Mexico Public Library are available to patrons. The library has summer, fall, and winter/spring hours which are posted on the library entrances, the library's Facebook page, and in the local newspapers.

There is a book drop located to the right of the door facing Main Street that is available for the return of materials during the times the library is closed.

Meeting Room

The Mexico Public Library has a medium-sized room with seating for up to 30 in an auditorium style arrangement which can be curtained off from the rest of the library space. The primary purpose of this room is to hold library collections and support library functions, meetings, and programs. The meeting room is open to the public and regularly contains worktables.

Organizations or groups not affiliated with the library may use the meeting room only when the following conditions are met:

- The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency
- The meeting takes place during regular library hours
- The meeting will not disrupt the ability of the library or its patrons and visitors from conducting business in an acceptable and orderly manner
- A request for a reservation for the meeting room is made at least one week in advance
- The meeting room deposit is made at the time of the reservation with the understanding that it is forfeited in full unless the meeting room is left in the same clean, orderly fashion in which the organization or group found it at the beginning of the meeting
- The organization or group assumes all responsibility for setting up and cleaning up the room

Please refer to Meeting Room Procedures for a fee schedule.

Display Space

To meet the objectives of the library as a community resource center, the library offers display space to organizations engaged in educational, cultural, intellectual or charitable activities as space permits. The following general guidelines apply:

- Approval for posting of materials must be obtained from the Library Director
- First preference is given to the promotion and display of library events
- Posters and / or other printed materials promoting programs/ projects of a commercial or political nature will not be displayed or distributed
- Items left without approval will be discarded without notification
- Posting of notices does not imply endorsement by the Mexico Public Library

- The Mexico Public Library Director reserves the right to make the final decision as to whether or not a given piece is to be displayed

Children

The Library and its staff do not act in place of parents or guardians and are not responsible for monitoring their children's material selection, nor is the Library responsible for their safety or security during programming, events, or their use of the internet.

Children younger than ten (10) years of age must be accompanied by an adult or a responsible chaperone at all times. Children less than seven (7) years old shall be supervised at all times. Unattended children are not permitted. An effort will be made to contact the parents of unattended children. It is the parent's responsibility to supervise their child(ren) and ensure that they are behaving safely and in accordance with library expectations. Children who are causing a disturbance may be asked to leave.

Library Materials Policy

New patrons with the Mexico Public Library must be able to provide a valid photo ID, proof of current address, and a valid phone number in order to have borrowing privileges.

In order to sign out library materials, the borrower must be a patron with a valid library card and in good standing, as determined by the Library Director.

Patrons five (5) years and older are eligible for their own library card.

Out-of-town patrons will be charged a yearly fee determined by the Mexico Board of Selectman. Please refer to Patron Procedures for amounts.

Borrowers may check out up to ten (10) items at one time, with a limit of four (4) DVDs. No single household is permitted to have more than two (2) seasons of a multi-season show or series out at the same time. Library staff may extend the total limit at their discretion, including but not limited to, when a patron is borrowing on behalf of a minor under the age of five.

All circulating books, read-along kits, audiobooks, and periodicals may be checked out for a two (2) week borrowing period.

All circulating DVDs and musical CDs may be checked out for a one (1) week borrowing period.

Reference and Library Use Only materials may not be checked out or removed from the library.

New patrons are required to have a deposit for each DVD they wish to check out until such time that they have established a positive borrowing history, as determined by the Library Director. The amount of the deposit can be found in Patron Procedures.

Library materials may be renewed for an additional borrowing period up to four (4) times, provided there are no reserves on the item and the borrower has no unpaid fines/fees.

Borrowers may receive materials this library does not own through the State's Interlibrary Loan system (ILL). Overdue ILLs are subject to higher late fees than regular materials, in accordance with Materials Procedures. Requests should be made directly to the library staff.

Borrowers have access to Ebook and audiobooks through MainInfonet's system.

All borrowed material not returned on time shall be subject to a late fee. Please refer to Materials Procedures for a guide to late fees.

All damage to library materials beyond reasonable wear, as determined by the Library Director, and/or loss of items, shall be reimbursed to the Library to the satisfaction of the Library Director.

Patrons will be made aware of overdue items either with a phone call, email, or written notification sent through the mail. Overdue reports shall be run at least once a month. If materials continue to be overdue after a period of four (4) months, a letter of collection shall be sent. After six (6) months, the patron will be deleted as a borrower.

Patrons who have invalid contact information will be deleted as a patron. It is the patron's responsibility to keep their contact information, including mailing address and phone number, current.

In order to be reinstated after a patron has been deleted; the patron must either return the overdue materials in good condition, or pay the cost of their replacement as determined by the Library Director, and at the discretion of the Director, **in addition** to any accrued late fees.

The Mexico Public Library shall not discriminate against any citizen on the basis of age, gender, sexual preference, race, social class, veteran status, or economic class.

The library assumes no liability for, or responsibility for, personal property, including lost or stolen items.

All materials, material requests, content and information sought by a patron shall remain confidential by all library staff pursuant to the law.

Replacement library cards are available for a small fee.

Patron Conduct Policy

All library patrons and visitors are expected to conform to the rules listed below. Persons violating these rules may be subject to suspension of privileges, and/or instructed by a person in authority to leave the building. Failure to leave as instructed constitutes trespassing. The following behaviors are prohibited:

- Engaging in any activity prohibited by law
- Sleeping in the library
- Having offensive bodily hygiene
- Wearing inappropriate clothing (e.g. absence of shirt or shoes, extremely sheer or oversized clothing which does not effectively cover private areas)
- Disorderly conduct, including “roughhousing” where there is unnecessary bodily contact between people
- Physical abuse, assault on another person, or the use of abusive, insulting or threatening language, or the use of intimidation against a person in the building, on library property or at a library sponsored event shall be cause for removal of the offending party or parties
- Persons intoxicated from alcohol or under the influence of illegal drugs will be advised to leave the premises. The library is a drug-free zone
- Smoking of any kind is not permitted in the library or within 25 feet of library entrances or exits

The following guidelines apply:

- Bicycles and other forms of transportation, as well as large bags, wagons, and carriages must be left outside the library building and in such a way that does not inhibit entrances or exits. Strollers may be kept off to the side inside the main entrance, or in the juvenile’s room when downstairs
- Service animals are permitted inside the building under direct supervision of their owner and remain the responsibility of their owner, but other animals or pets are to remain outside the building
- Library materials and property are to be used only as intended or directed
- Children younger than ten (10) years of age must be accompanied by an adult or responsible chaperone at all times. Children less than seven (7) years old shall be supervised at all times. Unattended children are not permitted. An effort will be made to contact the parents of unattended children. It is the parent’s responsibility to supervise their child(ren) and ensure that they are behaving safely and in accordance with library expectations. Children who are causing a disturbance may be asked to leave

The Mexico Public Library reserves the right to prohibit persons who do not abide by the library's Patron Conduct Policy from using its facilities and premises. Library personnel may ask persons who are exhibiting inappropriate behavior to modify their behavior. Noncompliance may result in the individual being banned from the library premises or in arrest and prosecution. Anyone known to have violated the above rules or anyone known to have habitually violated the law may be excluded from the library as a matter of administrative policy. The Mexico Police Department will be contacted in severe instances.

Internet Safety and Acceptable Use Policy

Introduction

The Library provides computer access, including free access to the internet, in accord with its goal to enrich the community by connecting people to the world of ideas, information, and imagination to support their work, education, personal growth, and enjoyment. However, use of a Mexico Public Library computer is a privilege, not a right. Users who violate this policy may have their computer privileges suspended or revoked. Computer users must possess a library card or a Computer Guest membership to access library computers.

Limitation of Liability

Mexico Public Library assumes no liability for any loss or damage to users' data or devices, nor for any personal damages or injury incurred as a result of using its computers, including damage or injury sustained from invasions of the user's privacy.

Access to Inappropriate Materials

The Library shall use internet filters, also referred to as technology protection measures, on staff and public internet access computers. These filters, with settings as applied by MPL staff, are deemed by MPL to appropriately meet CIPA requirements. Filters shall be used to protect users against access to visual depictions that: 1) are obscene, 2) contain child pornography, and 3) are harmful to minors.

In compliance with CIPA, filters shall be conveniently and easily disabled without question for users at any computer who are **18 years and older** and wish to access constitutionally protected information.

The Library shall select filtering software based on vendor statements along with recommendations and reports that are issued by authoritative sources such as the Maine State Library and the National Telecommunications and Information Administration. Despite this good faith effort to provide CIPA-compliant filtering, it is universally understood that no filter is one hundred percent effective in preventing access to material deemed objectionable and/or materials considered constitutionally protected.

Because of this unreliability, individuals should be aware that it may still be possible to access personally objectionable material from the internet. The Library and its staff do not act in place of parents or guardians and are not responsible for monitoring their children's safety and security using the internet, including electronic mail, chat rooms, and other forms of direct communication.

Disabling of Blocking Software

One of the criteria for selecting appropriate blocking software is the Library's ability to efficiently and effectively manage this software on a day-to-day basis. This includes the ability of library staff to easily and quickly disable filters upon request. Regarding internet filters, it is the Library's policy that:

- Information in the form of signs and fliers, etc. informing patrons of the process to get filters disabled will be made readily available to users
- Authorized library personnel will be trained and able to quickly disable filters upon request so as not to inconvenience users
- Individuals 18 years and older can request filters to be disabled without question

For individuals 17 years and younger:

- Parents/guardians assume responsibility for their child's use of the library computers
- The filter may be lowered by library staff to allow access to constitutionally protected information
- Staff may refuse to disable a filter if it is judged that doing so may place the Library at risk of legal action

Staff shall have unfettered internet access. Because staff members need open access to accomplish their work, they will have the explicit right to disable the technology protection measure on their machines as they deem appropriate.

In accordance with the Library's Privacy and Confidentiality Policy, no active records are kept of patron internet sessions. However, internet use is monitored electronically to measure usage and ensure effective filtering.

Inappropriate Use of Resources and Equipment

Users shall not misuse library computer resources and equipment, including equipment associated with wireless internet access. Misuse may lead to suspension of computer privileges. Misuse includes, but is not limited to, using library computers for:

- Conducting illegal activities, including retrieving and viewing of obscene materials
- Disclosing, using, and disseminating personal identification information
- Gaining unauthorized access to or "hacking" into the Mexico Public Library or any other computer system
- Damaging or attempting to damage computer equipment or software
- Interfering with the Library's computer systems operations, integrity or security
- Gaining unauthorized access to another person's files
- Sending harassing, threatening, or intimidating messages to other computer users
- Altering or attempting to alter the Library's computer settings
- Violating copyright laws and software licensing agreements, and
- Transmitting inappropriate materials via the internet, electronic mail, or other forms of direct electronic communication

Users are required to sign out of all personal accounts before ending their computer session. This includes personal email, social media, and purchasing accounts (like Amazon).