

# **Merrill Memorial Policies**

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**Merrill Memorial Library**  
**MISSION STATEMENT**

The Merrill Memorial Library is a public library that makes available to all members of the community a broad range of materials, services and information.

The mission of the library is to provide our patrons with educational, recreational and cultural enrichment and opportunities for independent learning and for personal and professional growth.

The library trustees and staff will support this mission by providing an environment that is welcoming, stimulating, respectful and supportive.

**Library Bill of Rights**

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 18, 1948.*  
*Amended February 2, 1961, and January 23, 1980,*  
*inclusion of "age" reaffirmed January 23, 1996,*  
*by the ALA Council.*

## **Code of Ethics of the American Library Association**

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

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

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

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

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

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

*The previous version of this file has long held the incorrect amendment date of June 28, 1997; the Office for Intellectual Freedom regrets and apologizes for the error.*

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

*2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

*3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

*4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

*5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

*6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic

society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

*A Joint Statement by:*

American Library Association  
Association of American Publishers

*Subsequently endorsed by:*

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

## **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, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films 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.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

*Adopted February, 1979*

*American Film and Video Association*

## **Code of Conduct Policy**

The library is open to the public for the purpose of reading, studying, learning, working, researching, and using library materials, facilities, and equipment.

### *Rules Related to Behavior in the Library Building*

The purpose of these rules is to provide for the comfort of persons working and using the library.

While in the library, all persons shall observe these rules.

No persons shall:

- (1) Engage in conduct that interferes with another's use or enjoyment of the library
- (2) Make video recordings or photography within the Library building without permission from the Librarian on duty. Video recording is not permitted in staff offices, kitchens or bathrooms. Video recording may be permitted in other public areas of the building as long as the video does not interfere with others using the library and library materials.
- (2) Damage, deface, or misuse library materials, property, or facilities
- (3) Remove library materials or equipment from the building without permission
- (4) Engage in physical intimacy, disruptive conduct, or loud conversations
- (5) Conduct cell phone conversations that distract other patrons
- (6) Bring animals into the library, except those required for personal assistance or those required for library programming
- (7) Be under the influence of alcohol or drugs or engage in any substance abuse while on library property
- (8) Engage in abusive language or abusive behavior toward other patrons or library staff
- (9) Solicit, sell, campaign, or petition for any reason except as permitted by the Library



## Unattended Child Policy

*It is the goal of the Merrill Memorial Library to provide a safe, enjoyable experience and environment for each child who visits the library. The Merrill Memorial Library welcomes and encourages children to use its facilities and services. Sharing this environment with other people requires that everyone follow the Patron Code of Conduct.*

For the safety of all children who visit the Merrill Memorial Library, children eight years of age and younger must be accompanied and directly supervised by a responsible caregiver who assumes full accountability for the children's safety and behavior in the library. "Directly supervised" means the child and the caregiver must be able to observe one another at all times. An exception to this may be the case of a library program where the child age 8 and under attends without a parent/caregiver in the room. However, the parent/caregiver is expected to remain in the library building and immediately join the child at the end of the program.

The library staff members do not serve *in loco parentis* for children in the library.

### General Procedure:

- If a child age eight years of age or younger appears to be left unsupervised, library staff will attempt to locate the caregiver and have him or her return to the area. The individual will be advised of library policy.
- If the situation occurs again and the caregiver is not the parent, the policy will be restated and the name and address of the child's parent or legal guardian will be obtained. A letter outlining the policy may be mailed to the child's parent or legal guardian, noting the safety concerns and possible consequences if not corrected.
- If there are additional instances of the same child being left unsupervised on library premises, the library will act in the interest of the child by reporting the situation to the police and may pursue legal action to enforce the policy.
- Children 9 and older may use the library on their own. However, parents are still responsible for the actions and the well-being of their children. Children using inappropriate behavior may be asked to leave the library. If a child in this age group is not permitted by a parent/caregiver to leave the library without an adult, he/she should not be in the library alone. This is a particular concern in inclement weather and after dark. All children should have the telephone number of someone who can assist them in an emergency.
- Teenagers are treated as adult users. However, they are still legally the responsibility of their parents and should have an emergency contact available.

### At closing time:

- Parents or guardians must pick up their children aged nine through twelve prior to library closing time.
- Children age twelve or under who are not picked up by closing time may be placed, for their protection, in the custody of the police.
- A staff member will stay with unattended children at the library for up to 15 minutes after the library closes. The library staff member will attempt to contact the child's parents during this time. After that time, the police will be contacted. In a situation where staff is unable to stay police will be called immediately.
- Staff members will never transport a child or children home.

## **Library Card Policy**

**Who May Get a Library Card:** Cards are available to Residents and Non-Residents of the Town of Yarmouth.

**Resident Library Card:** A Merrill Memorial Library card is available free to legal residents and/or property owners, and employees who work in Yarmouth. A legal resident is defined as someone who is registered to vote in Maine, has a valid Maine driver's license, or has registered one's motor vehicles in Maine.

Library cards are also available free of charge to Yarmouth Property owners who are not legal residents, Town of Yarmouth employees, Faculty of Yarmouth schools, students and faculty of North Yarmouth Academy and Yarmouth business employees.

**To Obtain a Resident Library Card:** Applicants must present proof of residence, property ownership, school attendance, or employment at the time of registration for a card as well as verification of mailing address.

One or more items from the following list are required:

- Valid driver's license or state I.D. card
- Property tax receipt from Town Hall
- Utility bill with current address
- Imprinted checks with current address
- Rent agreement with imprinted address
- Car registration
- Town of Yarmouth Employee I.D. or recent pay stub
- Current Yarmouth School District I.D. or recent pay stub
- Current I.D. or recent pay stub from an educational or community service agency located in Yarmouth

**Juvenile Cards:** Children ages 0-18 years are entitled to a Juvenile Library Card. To obtain a Juvenile Card:

- A parent or guardian must prove residency.
- A parent or guardian must complete and sign an application form .

**Non-Resident Library Card:** Individuals not included under the Resident borrower list may purchase a "Non-Resident" card for a non-refundable fee of \$40.00/year, to be renewed annually. To receive a non- resident card an applicant must present the following:

- Valid Driver's License or State I.D. card from the out of town address
- Utility bill with current address
- Imprinted checks with current address
- Rent agreement with imprinted address
- Car registration

**Library Card Renewals and Replacement of Lost Cards:** Resident library cards are renewed every 2 years and are renewable upon verification of current address, phone number, and other information. Non-Resident library cards are valid for one year and are renewable upon verification of current address, phone number, and other information. Non-residents will need to pay the \$40 annual fee as stated above.

If a library card is lost it may be replaced for a fee of \$2.00. In order to obtain a replacement card the individual must provide proof of identification.

**Confidentiality of Library Records:** The Merrill Memorial Library safeguards the confidentiality and privacy of all borrower records, including those of juveniles, as defined by State and Federal Laws.

Maine State Law, Title 27, Chapter 4-A, Section 121 states: “Records maintained by any public municipal library...that contain information relating to the identity of a library patron relative to the patron’s use of books or other materials at the library are confidential. Those records may only be released with the express written permission of the patron involved or as the result of a court order.”

This applies in all situations including the USA Patriot Act and the Freedom of Information Act.

A valid record in the patron database and the presentation of a current library card are required for checkout of all materials.

Possession of a library card is implied permission to use that card. If an individual presents another individual’s library card, whether from the same family or not, it is assumed that the person presenting the card has the permission of the card owner.

When a library staff member contacts an individual regarding library materials, the staff member will not leave specific information about the titles of the materials with a third party or on an answering machine. Specific information will only be shared with the individual whose library card corresponds to the material.

*Revised March 30, 2022*

## **Borrowing Policy**

In order to borrow materials from the Merrill Memorial Library it is necessary to present a valid Merrill Memorial Library card or photo I.D.

### **Circulation Periods:**

The following items may be checked out for 3 weeks:

Books  
Audio Books (books on CD)  
Magazines (back issues only)

The following may be checked out for 1 week:

DVD

**Note:** The circulation period for materials obtained from other libraries (Interlibrary Loan) is determined by the owning library. These libraries may choose to limit the circulation period for specific items, or types of materials.

**Renewing Materials:** Materials owned by the Merrill Memorial Library may be renewed 1 time unless there is a hold on that item. The renewal period is the same amount of time as the original circulation period, 3 weeks. Materials may be renewed in person, by calling the library at 846-4763, or online at <https://minerva.maine.edu/>.

**Circulation Limits:** Due to demand the library has placed a limit on the amount of DVDs, only 6 per card holder.

**Requesting Materials:** Materials may be requested either by coming into the Library and filling out a yellow Request Form, calling the Library at 846-4763, or online at <https://minerva.maine.edu>

**Fines and Fees:** The primary purpose of fines is to have the overdue item(s) returned to the library in an acceptable condition and thus continue to be available to other borrowers. Merrill Memorial no longer collects fines for materials returned after their due date. But, if an item has been out 20 days past it's due date then that item will go into the status of Billed. All fines accumulate to a maximum of \$5.00/item. When a borrower's fines accumulate in excess of \$5.00, a block will be placed on the patron's record that will restrict the patron from all library privileges until the fine has been resolved.

**Billed items:** When an item has not been returned in 1 month, the patron is notified that the item has been declared Billed. Patrons who have items that have been declared Billed will be charged the retail value of the item. If a patron has paid for the item after being notified, and within 1 month finds and returns it, and if the item is in acceptable condition as determined by the director or his/her designee, the Library will take back the item and refund the money paid for the item. The decision to accept the replacement item is determined by the librarian.

**Damaged Items:** If an item is returned in such condition that the library deems a replacement copy be purchased, the cardholder will be charged the current replacement cost of the item. All unpaid fees and/or fines may result in a permanent ban from all borrowing privileges or all library privileges.

**Access of Library Materials:** Because parents and legal guardians are responsible for deciding what library materials are appropriate for their minor children, the library will not restrict the use of library collections, and therefore does not assume liability in a child's choice of reading or viewing material.

**Denial of Borrowing or Library Privileges:** Use of the library or its materials may be denied for inappropriate conduct as defined in the Library's Behavior Policy, loss of materials, destruction or tampering with library property, or any illegal activities.

## **Collection Development**

### **Responsibility for selection:**

Although the ultimate responsibility for the collection, programs and displays at Merrill Memorial Library rests with the Library Director and the MML Board of Trustees, responsibility for selecting and retaining materials is delegated to qualified and knowledgeable staff with input from the director.

(Collection development decisions are made on the basis of professional staff expertise.)

### **Objectives of the collection:**

- To promote literacy and offer lifelong learning for members of the Merrill Memorial Library Community
- To provide access to a variety of opinions on matters of current interest and encourage freedom of expression
- To support educational, civic, and cultural activities within the Yarmouth community
- To encourage continuous learning; to support career and job-related skills
- To provide materials that entertain and enhance the individual's enjoyment of life
- To provide access to virtual resources accessible 24 hours a day

The Library staff will also strive to:

- Assess the condition, accuracy, currency and physical condition of the collection
- Cooperate with other libraries to provide a greater wealth of materials for MML members
- Stay up-to-date on technological changes that will enhance the service provided by MML

### **Reconsideration of materials**

If a Yarmouth resident or MML cardholder should raise a question about the appropriateness of a particular item in the collection, library staff will refer the issue to the Library Director. If the individual is not satisfied with a verbal objection, he or she may complete a written statement requesting the removal of the item from the collection.

All requests for reconsideration of materials will be met with serious consideration and a timely response.

### **Requests for Reconsideration of Library Materials**

1. The Merrill Memorial Library recognizes that some materials, programs and displays are controversial and that any given item may offend some patrons. Selection of materials, programs and displays will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy.
2. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from injury or theft.
3. Responsibility for reading and the use of the library by children rests with their parents or legal guardians. At no time will library staff act in loco parentis. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.
4. Patrons requesting that an item be withdrawn from the collection may complete a "Request for Reconsideration of Materials" form. Once the form has been fully completed and returned to the Library Director, the inquiry will be placed on the agenda of the next regular meeting of the Library Board of Trustees. Their decision will be final.



## **Public Access Computers and Wireless Internet**

Merrill Memorial Library's Public Access Computers provide access to software, subscription resources, the library catalog, and the Internet in order to offer educational, recreational, and cultural enrichment beyond the confines of its own collection, in accordance with our mission. MML also provides free, unsecured, wireless Internet access for public use. MML aspires to make all constitutionally protected electronic resources readily and equitably accessible and free to all who use our computers, in compliance with the American Library Association's *Library Bill of Rights*.

Some information accessed through the Internet may not be consistent with the library's collection development policy, and the library cannot guarantee that information you find will be accurate, complete, or current. The provision of access does not imply sponsorship or endorsement. Librarians are available to help you locate good information and evaluate the validity and usefulness of the information available.

MML staff will help patrons utilize our computers and the network as time and ability permits, but cannot always provide Internet training, or help patrons set up, configure, or troubleshoot their own wireless hardware or software. We are happy to direct you to local resources where you can learn more about technology.

Patrons are prohibited from using Merrill Memorial Library's computers or network for illegal activity, including but not limited to accessing, viewing, or displaying illegal or obscene materials, fraudulent activity, harassment and defamation, hateful speech, and infringement upon the rights and privacy of others. Merrill Memorial Library does not block or filter our network activity and it is the responsibility of the computer user to respect those around them and follow the state and federal laws. Parents and legal guardians should provide guidance to their own children in the use of electronic resources within the library. Librarians cannot act in the place of the parent or guardian (*in loco parentis*), but we are happy to help direct both adults and children to appropriate research sites.

Computers will be lent to anyone regardless of their cardholder status. No identification is required, and all computer use is confidential and private. While we do make use of software-based settings to limit retention of information between sessions, MML cannot guarantee the privacy or security of data on our public computers or over our open network. It is the responsibility of the patron to proactively safeguard their own information including by logging out of sites, using discretion while conducting transactions, and using antivirus software on personal devices accessing the wireless. Please be aware that data accessed and sent over the wireless network is not encrypted.

Patrons should check in at the circulation or reference desk in order to use a computer. Each computer user is granted an hour of uninterrupted time, and may be allowed to continue for longer under special circumstances or if there are no other patrons waiting to use a computer.



## **Service Animal Policy**

In accordance with the Americans with Disabilities Act (ADA), service animals are welcomed and permitted at the Merrill Memorial Library. Per ADA, service animals are dogs or miniature horses individually trained to do work or perform tasks for an individual with a disability. No other animals are permitted.

In order to help maintain a pleasant, productive, and safe environment for all Library users and staff, the following behavioral guidelines for service animals are to be observed:

- Service animals must be in physical proximity with their handler and under handler control at all times.
- Service animals may not be left unattended by their handler at any time.
- Service animals must be on a leash or harness at all times unless the use of a leash or harness interferes with the animal's effective performance of its designated task(s). If the animal cannot be leashed or harnessed, it must be under the handler's control via voice, signals, or other effective means at all times.
- Service animals must not display disruptive behavior such as barking and growling and must conform to the Library Code of Conduct.
- Service animals must be housebroken and their handler is responsible for any upkeep or clean-up of the animal.

**NOTE:** If a service animal's behaviors or actions pose an unreasonable or direct threat to the health or safety of others, or do not conform to these guidelines, it may not remain in the Library. In accordance with ADA guidelines, non-compliance of guidelines can be grounds for a request to remove a service animal from the Library. If the service animal is excluded from the Library, the individual with the disability is welcomed to stay and will be reasonably accommodated by Library staff.

## **Public Bulletin Board Policy**

Merrill Memorial Library provides a public bulletin board for the posting of community activities and events, as well as, public service notices of education, cultural or community interest for non-profit organizations.

Only items meeting the following guidelines will be posted. All items for the bulletin board are to be left with library staff at the Circulation Desk. Any unauthorized items found on the bulletin board will be removed and discarded.

1. Items will be displayed for one month or until the date of the event whichever occurs first.
2. Priority for bulletin board space is given to notices of specific upcoming events. Notices are to be no larger than 11"x17". Larger items will be posted only if space is readily available.
3. Information about services and events that are available on a continuing basis may be posted if space permits. These notices will be posted and removed after a maximum of 3 weeks.
4. Advertisements, newspapers or commercial notices by a for-profit organization will not be posted.
5. Notices promoting political parties or candidates or those advocating the election of any candidate or a stand on any issue on the election ballot will not be displayed.
6. The use of the Library's bulletin board does not constitute an endorsement of any organization's policies or beliefs.

## **Inclement Weather/Emergency**

In order to fulfill its mission of public service the Merrill Memorial Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and the staff.

However, inclement weather can cause transportation problems or locally hazardous conditions and possible power outages. At times when the weather becomes hazardous to the health and/or safety of the public and/or library staff, the library will close, delay opening or close ahead of schedule.

There are times prior to opening, especially in winter, when the weather could threaten the safety of the public and library staff and would make reasonably safe travel to the library impossible. At such times, it may be necessary not to open the library as scheduled. Furthermore, there may be occasions when these same conditions will arise during operating hours and it may be necessary to close the library early. The decision to close or postpone the opening of the library due to inclement weather is reached after consultation with Library Director and/or Town Manager.

If the Town Offices chooses not to open for the day, the Merrill Memorial Library will not be open. If conditions are improved and roads are accessible the library may open later in the day.

National or State weather service advisories concerning travel during storm conditions, or during the clean-up afterwards, will always be followed.

If the building is to close early, library patrons already in the facility will be notified immediately.

If the Library remains closed for an entire day because of an emergency situation, all staff scheduled to work that day will be paid for the number of hours they were scheduled to work. If an emergency closing occurs during hours the library is open, employees will be paid for any remaining hours scheduled. If the Library opens late due to an emergency situation, scheduled staff who report to work will receive credit for regular scheduled hours for that day.

When the Library has decided to open, but extreme weather conditions make it impossible for an employee to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, he/she can utilize vacation or personal leave equal to their regular work schedule for that day, per the Town of Yarmouth Human Resources Policy Book.

## **Merrill Memorial Library Volunteer Policy**

Volunteers are an essential part of the Merrill Memorial Library, performing a wide variety of tasks that are important to the library's success. This generally includes providing support services to staff and/or working on special projects. Volunteers bring energy, enthusiasm, special skills, and a new perspective to the Library. They enhance rather than replace regular library staffing and the Library will do its utmost to ensure that the volunteer experience is meaningful, engaging, and enjoyable.

### **Selection of Volunteers**

A volunteer application and interview must be completed before anyone can serve as a volunteer at the Library. After filling out an application, prospective volunteers will be interviewed by a Librarian. Volunteer applicants are held to the same standards as regular job applicants and will be selected based upon their qualifications and the needs of the Library at any given time.

While the Library appreciates every person who wishes to volunteer at the library, opportunities for voluntary work are limited. Applicants will be asked to volunteer if a project is identified which matches their interest or qualifications. Volunteer service must be sufficient in scope and duration to justify the investment of staff time in training and managing the volunteers.

The minimum age requirement for Library volunteers is 12. Volunteers under the age of 16 must have signed written permission from parent or guardian

### **Roles and Responsibilities**

The Library Volunteer agrees to:

1. Attend on-the-job training and follow library rules and procedures
2. Provide advance notice to the library if he/she is unable to work
3. Provide advance notice if the volunteer work is to be terminated or interrupted
4. Protect confidential information and exercise good judgment when acting on the library's behalf
5. Accept supervision with a willingness to learn and a willingness to ask about things not understood

The Merrill Memorial Library agrees to:

1. Provide necessary orientation, training, and supervision for the volunteer position, including providing a tour of the library, introduction to library staff, and a copy of the Volunteer Policy.
2. Change the volunteer assignment or add new duties only through mutual agreement between the volunteer and his/her supervisor
3. Keep records of length of service and provide the volunteer with a letter of reference if requested

Volunteers work with the status of "at will" employees. The Merrill Memorial Library does not compensate volunteers for time spent or expenses incurred.

A volunteer selected for work on a special project will discontinue service with that project when it is completed or terminated, unless other arrangements have been made. In the event that a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be released from service.



# Merrill Memorial Library

## Requests for Reconsideration of Library Materials Form

Title of item \_\_\_\_\_

Type of Material: Book\_\_ Magazine\_\_ DVD\_\_ Audio Book\_\_

Author of item \_\_\_\_\_

Request initiated by \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Do you represent

\_\_\_\_ Yourself

\_\_\_\_ An organization (name) \_\_\_\_\_

\_\_\_\_ Other group(name) \_\_\_\_\_

\*\*\*\*\*

1. Did you read or view the entire work?

2. What parts did you read or view?

3. To what in the work do you object? (Be specific; cite pages, sections etc.)

4. What do you believe is the theme of this work?

5. In your opinion, is there anything good about this work?

6. What do you feel might be the result of reading or viewing this work?

7. What would you like the library to do about this material?

Do not allow my child to check the material(s) out

Take it to the Library Board for reconsideration

Withdraw it from the collection

8. Which title would you suggest as a substitute? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

MERRILL MEMORIAL LIBRARY  
215 MAIN ST.  
YARMOUTH, MAINE 04096  
GIFT FORM

DATE:

DONOR NAME:

ADDRESS:

PHONE:

AMOUNT OF DONATION:

PLEASE SPECIFY WHAT TYPE OF MATERIAL YOU WOULD LIKE ADDED TO THE LIBRARY  
COLLECTION WITH YOUR GIFT:

SUBJECT:

ADULT OR JUVENILE:

PERSON TO WHOM BOOK IS DEDICATED:

Circle one: IN MEMORY OF IN HONOR OF

**A personal note will be sent to whomever you wish with the name of the donor and the name of the material(s) being donated.**

NAME & ADDRESS OF PERSON TO WHOM ACKNOWLEDGEMENT SHOULD BE SENT: