**VALIER PUBLIC LIBRARY POLICY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Revised 2014

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**Mission Statement**

Our mission is to ensure the freedom of self-expression through free and convenient access to all forms of literature, technology, and continuing education for all.

**Vision Statement**

The library encompasses physical and virtual learning environments that invite study, discovery, and creation. We recognize that our community will continue to value the library as a place to gather and work.

**Objectives**

The Valier Public Library supports the basic policies as provided for in the Library Bill of Rights.

**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:

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended October 19, 1979, by the ALA Council

**Hours and Services**

The Library shall be open forty (40) hours each week.

Hours of service shall be:

Monday 9am-5pm

Tuesday 9am-5pm

Wednesday 10:30am-6:30pm

Thursday 9am-5pm

Friday 9am-5pm

The Library will be closed on holidays that are observed at the county level of government.

**Personnel**

The Library employs a head librarian whose wages and hours are set by the Library Board. The Library employs part time help when the head librarian is away.

The Library employs janitorial help regularly with a contract set by the Library Board.

**Materials**

Books and other materials are selected using the book and library material selection policy.

Books and other library materials may be reconsidered by following the review policy.

Books and other library materials are weeded periodically following the guidelines.

Borrowers are responsible for replacement of lost or damaged books according to the Lost or Damaged Materials Policy.

Patrons with overdue books will be notified by phone or by mail. Library privileges will be suspended if books are overdue more than a month. Privilege will be reinstated upon return of books.

**Book Selection Policy**

The Board of this library recognizing the pluralistic nature of this community and the varied backgrounds and needs of all citizens regardless of race, creed, or political persuasion, declares as a matter of book selection policy that:

1. Books and/or material selection and shall be vested in the librarian and, under his/her direction, such member of the professional staff who are qualified by reason of education and training. Any book and/or library material so selected shall be held to be selected by the Board.
2. Selection of books and/or other library material shall be made on the basis of their value of interest, information, and enlightenment of all people served by this library. No book and/or library material shall be excluded because of the race, nationality, or political or social views of the author.
3. This library believes that Censorship is a purely individual matter. While anyone is free to reject for himself books, which he/she does not approve of, he cannot exercise this right of censorship to restrict the freedom to read of others.
4. This library defends the principles of the freedom to read and declares that whenever censorship is involved no book and/or library material shall be removed from the library, save under the orders of a court of competent jurisdiction.
5. This library adheres to and supports:
6. The Library Bill of Rights, and
7. The Freedom to Read Statement adopted by the American Library Association, both of which are made a part hereof.

**Excerpts for the Freedom to Read**

The freedom to read is guaranteed by the Constitution. Those with faith in free men 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 which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
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.
5. It may not be in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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.
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, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

We state these propositions neither lightly nor as easy generalizations 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 deeply important; that idea 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.

Adopted by American Library Association, 1972

**Reconsideration of a Book or Other Library Material**

To the person requesting reconsideration:

Library policy requires that complaints be filed on this form so that the complaint can be discussed in detail. Copies of the library’s materials selection policy and other documents bearing on this complaint will be made available to you. Thank you for taking the time to provide needed information.

Author:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher or Product:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check one item:

Book\_\_\_\_

Paperback\_\_\_\_

Magazine\_\_\_\_

Pamphlet\_\_\_\_

Picture\_\_\_\_

Film\_\_\_\_

Other\_\_\_\_

1. Specifically to what do you object? (Cite pages, instances, etc.)
2. What do you feel might be the results of reading, hearing or seeing the material?
3. Is there anything good about this material?
4. Did you read the entire book or examine the entire item? What parts?
5. Are you aware of the judgment of this material by professional critics?
6. What so you believe is the theme of this book or material?
7. What would you like the library to do about this material?

Signature of Complainant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(For additional comments, use reverse side of this sheet.)

Accepted by Valier Library Board June 3, 1985

**Weeding the Collection**

Weeding, a task, which is often neglected by many librarians, is an important part of maintaining a good collection. Discarding is as important as the initial selection of material. Out of date and worn books often overshadow new acquisitions and useful volumes, leaving borrowers with the impression of a collection of poor content. What the library should aim for is a smaller collection of good quality, which is attractive and well used. Systematic weeding should be undertaken in order to make the best use of shelf space, to improve the appearance of the library, to create a collection of quality, not quantity, to provide accurate, current information by discarding out-dated books, and to establish a regular program of replacement buying and rebinding. Librarians avoid weeding for a number of reasons:

1. It takes a considerable amount of time
2. It takes time to withdraw catalogue cards
3. They may make an error
4. There are problems of disposal of discarded books
5. And, foremost for many librarians, the view that the book is ”scared” and should be kept regardless of content or condition.

Weeding is not irresponsible disposal of the library’s property, but rather a part of the public service to borrowers, that of maintaining the best possible collection for the community.

A policy on weeding and the disposition of discarded books should be incorporated into the library’s book selection policy.

Weeding requires a thorough knowledge of both the collection and the community’s needs. Therefore the librarian should be the person responsible for deciding which books should be discarded. Clerical assistance is necessary, of course, for marking discards off the shelf list, removing cards from the public catalogue, and other steps in the disposition from the weeded materials.

The librarian should remember that individual bias and interests should not influence the discarding process. Local individuals with special knowledge in certain subject areas can be asked for suggestions for replacement titles. Discarding can be thought of as the reverse process of book selection, and if a librarian can select wisely he/she should have no difficulty in discarding wisely.

Librarians wishing to start on a major discarding program should first get the approval of the Board, and avoid undo publicity. A weeding schedule, which shows the order of discarding and time allotted for each section, should be drawn up. The most crowded areas can be tackled first. One of the best ideas is to assign a specific block of time each week for weeding and let nothing interfere with this period. It should be remembered that one’s judgment diminishes after several hour of weeding and therefore two to three hours per day should be the maximum period. Small libraries should weed their entire collection every two to three years.

After a major weeding program has been completed books should be examined continuously for decisions on whether they should be discarded. This can be done as they are returned from circulation or just prior to shelving. Another method of continuous weeding is to withdraw older editions or titles in subject areas when new volumes are received. Larger collections are often weeded on a systematic schedule every year. There should be three main categories of books which should be discarded:

1. Those of poor content which are outdated or badly written
2. Those which are no longer useful in your collection—books which have not circulated in the past three to five years, duplicate, and “shelf-sitters”
3. Those in poor physical condition—dirty, worn, and badly bound or badly printed volumes.

With the volume in hand the librarian must make a separate decision about each book to be discarded. There are a number of factors, which will influence this decision. They are:

1. The relationship of the particular title to others in the subject field
2. The funds available for replacement buying
3. The degree to which the library wants to retain older works
4. The usefulness of a particular book to a special individual or group within the user community.

Checking against standard booklists is a common practice. The Fiction Catalog and the Public Library Catalog are two of the tools often used. A good rule to follow when weeding is “if in doubt, discard.” The occasional mistake in judgment is less serious than neglecting the weeding of the collection.

It is important to retain books written by local authors or with local settings. Always watch for classics being discarded and replace them with new attractive editions. (These may be borrowed through ILL if not greatly used.) After deciding to remove a volume from the collection the librarian must decide whether it is to be replaced with a new copy, mended, rebound or simply withdrawn. Only standard works should be replaced with either the same or a new edition. Quality paperbacks are an economical way of replacing discarded books if the budget is limited. Only books requiring minor mends (5-15 minutes) should be repaired, otherwise they should be withdrawn. Volumes to be rebound should have wide gutter margins and the paper should be in good condition. Most of the books weeded from the collection should fall into the category of those to be withdrawn. Approximately five percent of a library’s collection should be discarded every year. This figure, of course, will increase considerably if a library is doing major weeding after a number of years of neglect.

The book cards should be removed from all volumes to be discarded or replaced. Book pockets and date due slips should also be removed and the books stamped “discarded”. *Books must be removed from the online OCLC Catalog and from the computer catalog.*

Weeding will result in a more functional and attractive collection and should, therefore, be considered an essential part of the maintenance of the collection.

Mary Beth MacDonald

Library Development Com.

Victoria, BC Canada

Taken from the UNABASHED Librarian 3/75 and accepted “as guidelines” for policy Jan. 6, 1986

**Weeding Guidelines by Dewy Class**

Class When to discard

001.6 Computer Science 1-2 years

001.9 Controversial Knowledge use

020 Library Science 10 years

030 Encyclopedias 5 years

All other 000s 5-10 years

100 Philosophy use

133 Parapsychology use

150 Psychology 10 years

200 Religion and Mythology 10 years

300 Sociology 5-10 years/use

400 Languages 10 years

500 Mathematics 10 years

610 Medicine 5 years or less

700 Crafts, Photography, Art, Sports, Music use

800 Literature use

900 Travel, History, Biography 5 years/use

Adapted from the *Nonfiction Collection Guidelines for Smaller Libraries* and *Evaluating and Weeding Collections in Small and Medium-sized Libraries: The Crew Manual*

Bushing 4/91

Approved for policy 3/94

Friends of the Library

The Valier Friends of the Library are volunteers who help promote, improve and expand library services and work toward improved public relations.

The Friends of the Library are governed by their own bylaws.

**The Library Foundation**

The Library Foundation takes care and administers gifts, endowments and memorials. The funds are returned to the library as needed or requested by the Library Board of Trustees. The Library Foundation is governed by their set of bylaws.

**Rules for the Governance of the Board of Trustees**

**Of the Valier Public Library**

1. Regular meetings shall be held on the last Thursday of each calendar month at 5:15 PM in the Valier Library or such other time and place as the Board may determine.
2. The Board will develop procedures to allow for and encourage public participation in their meetings. They shall also develop procedures for proper notification of all meetings and hold meetings in compliance with open meeting laws of the state.
3. Special meetings may be held at any time at the call of the Chairperson or Secretary or at the call of any two members of the Board, provided that notice thereof is given to all trustees in advance of the meeting.
4. The officers of the Board shall be a Chairperson and a Vice-Chairperson. Their term of office shall be for one year coinciding with the fiscal year beginning July 1. They shall be elected at the first regular meeting in each fiscal year and shall remain in office until their successors are elected and qualified. The Head Librarian shall serve as Secretary of the Board.
5. The duties of all officers shall be such as by custom and law and the rules of this Board usually revolve upon such officers in accordance with their names.
6. The order of business at all regular meetings of the Board shall be as follows:
7. Disposition of minutes of previous meeting
8. Communications
9. Report of librarian
10. Financial report
11. Reports of committees
12. Unfinished business
13. New and miscellaneous business
14. Roberts Rules of Order shall govern in the Parliamentary procedure of the Board.
15. The Head Librarian shall be the executive director of the policies adopted by this Board. Among his/her duties and responsibilities shall be the direction and supervision of all staff members in the performance of their duties, the submission to this Board of monthly and annual reports and recommendation to the Board of such policies and procedures as in the opinion of said Head Librarian will promote the efficiency of the Library in its service to the people of the community.
16. Amendments to these rules may be proposed at any regular meeting but may become effective only after a favorable vote at a subsequent meeting. Any of the forgoing rules may be temporarily suspended by a unanimous vote of all the Trustees present at any meeting and the vote on such suspensions shall be taken by yeas and nays and entered in the official record.

**By Laws of Board of Trustees of Valier Public Library**

ARTICLE I. BOARD OF TRUSTEES

Section 1. Appointment

The Trustees suggest names for vacant positions.

Section 2. Number

The Board shall consist of five (5) years from the date of appointment or until their successors are appointed. Annually, before the first day of July each year, a trustee shall be appointed to take the place of the retiring trustee.

ARICLE II. OFFICERS

Section 1. Officers

The elected officers of the Board shall be a chairperson and a vice-chairperson.

Section 2. Election and Term of Office

The Board at its regular meeting held in the Month of July of each year or as soon after as convenient shall elect the elected officers of the Board annually. The term of office for all elected officers shall be one (1) year.

Section 3. Removal

The Board whenever in its judgment may remove any officers elected or appointed by the Board; the best interests of the Library would thus be served.

Section 4. Vacancies

The Board for the unexpired portion of the term may fill a vacancy in any elected office.

Section 5. Secretary

The Chief Librarian shall serve as Secretary of the Board.

Section 6. Duties of Chairperson

The Chairperson shall preside at all meetings, shall appoint all standing and special committees and shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board from time to time. The Chairperson shall be an ex-officio member of all committees.

Section 7. Duties of Vice-Chairperson

In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice-Chairperson, shall perform all duties of the Chairperson, and when so acting, shall have the powers of and be subject to all restrictions upon the chairperson. In the absence of both Chairperson and Vice-Chairperson a Board member designated by the Board shall exercise the Chairperson’s functions.

Section 8. Duties of the Secretary

The Secretary shall keep a true and accurate account of all proceedings of the board meetings: shall issue notices of all regular and special meetings and shall have custody of the minutes and other records of the Board.

ARTICLE III. MEETINGS

Section 1. Regular

The Board shall hold monthly meetings at a time and place convenient to the members.

Section 2. Special

Special meetings of the Board may be called by the Secretary upon the discretion of the Chairperson or upon written request of three (3) members of the Board.

Section 3. Quorum

The presence of a majority (3 members) of the Board shall constitute a quorum for the transaction of business.

Section 4. Manner of Acting

The vote of majority of the Trustees present shall be necessary for the adoption of any matter unless a greater proportion is required by law or by these By-Laws.

Section 5. Finances

The Board shall approve bills for Library expenses and shall prepare an annual budget for presentation to the City Council and the County Commissioners for the following fiscal year.

Section 6. Annual Report

The Board shall prepare an annual report of library conditions and operation to the City Council following the June meeting of the Library Board.

Section 7. Parliamentary Rules

The usual parliamentary rules shall govern the proceedings of the Board and upon the demand of any one member of the Board the vote on any proposition shall be taken by yeas and nays and the yeas and nays shall be recorded.

ARTICLE IV. LIBRARY POLICIES

Section 1. Establishment of Library Policies

In consultation with and from recommendations made by the Librarian, the Board shall establish policies for the acceptance of gifts, the acquisition of materials by local authors and artists, the restrictions of materials to the public and other policies as may be necessary for the effective use and management of the library.

ARTICLE V. CHIEF LIBRARIAN

Section 1. Appointment

The Board shall appoint and set the compensation of the chief librarian who shall serve at the pleasure of the Board.

Section 2. Duties of the Chief Librarian

The Chief Librarian shall:

Reports to: Board of Trustees

Position Responsibilities:

1. Responsible for daily operation (including reference services and circulation and technical services), and administration of the library. Implements board-approved policies and procedures and recommends new policies and procedures as needed. Ensures the integration and coordination of the activities of all staff, library programs, and services.
2. Supervises staff and volunteers as may be necessary to operate the library, prescribes their duties, and establishes their salary and compensation.
3. Prepares and monitors the budget, manages daily finances and record keeping, reconciles library records with external accounting record. Advises the board regarding the financial status of the library and spending decisions, establishes and maintains financially sound purchasing programs. Serves as the secretary to the board with responsibilities for posting Board of Trustees meeting notices and agendas, recording minutes of special meetings and acting as custodian of all records of the Board of Trustees. Presents monthly written budget reports. Keeps appropriate statistics.
4. Makes collection accessible to the public by developing, implementing, and maintaining collection management. The collection management program includes acquisitions, cataloging, materials repair, and weeding.
5. Serves as libraries Public Relations.
6. Prepares reports for government and grant agencies as requested by the board.
7. Is responsible for the neat, orderly appearance of the facility and grounds. Is aware of and takes appropriate action for potential facility problems. Maintains a safe environment conducive to reading, research and studying.
8. Performs other tasks as requested by the board.

Position Requirements:

1. A combination of experience and training sufficient to indicate ability to administer the position.
2. Experience in developing and managing budgets.
3. Strong communication skills.
4. Able to work effectively and congenially with diverse array of patrons, volunteers and staff.
5. Computer literate.
6. Able to work in an environment where multiple demands and interruptions are the norm and where physically demanding work is required, such as lifting book, standing for long periods of time.

ARTICLEV1. AMENDMENTS

Section 1. Procedure

The By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority of the Trustees present at any regular meeting or at any special meeting if at least thirty (30) days written notice is given to each trustee of the intention to alter, amend, or repeal or to adopt new By-Laws at such meeting.

Section 2. Duties of Representative

The representative to the Federation Advisory Board will attend all meetings of said board. If a conflict arises, the Board will designate a proxy from among themselves. The representative will present a written report of any Federation Advisory Board Meeting to the Board at its next regularly scheduled meeting. The report shall constitute an official part of the minutes and be attached to the minutes.