

Lanpher Memorial Library Policy Statement

Adopted: May 12, 2015
Revised: November 14, 2017

Mission Statement: The mission of the Lanpher Memorial Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike. It also serves as a center for sharing skills and ideas and for fostering community spirit.

I. Services of the Library

The Library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The Library should endeavor to:

- A. Select, organize, and make available necessary books and materials.
- B. Provide guidance and assistance to patrons.
- C. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- D. Cooperate with other community agencies and organizations.
- E. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- F. Lend to other libraries upon request.
- G. Develop and provide services to patrons with special needs.
- H. Maintain a balance in its services to various age groups.
- I. Cooperate with, but not perform the functions of, school or other institutional libraries.
- J. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
 - 1. The Library will be open to the public at least 17 hours each week, including at least 5 hours after 5 PM or on weekends.
 - 2. The Library will be closed the following days: New Year's Day, Town Meeting Day, Memorial Day, Independence Day (July 4th), Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.
- K. Regularly review Library services being offered.
- L. Use media and other public relations mechanisms to promote the full range of available Library services.

II. Patron Responsibilities and Conduct

- A. All persons, regardless of age, life style, ability, income level, etc., are welcome in the library.
- B. If a person's behavior is perceived to threaten the safety of others or to disturb other patrons, s/he may be asked to leave the library premises or police may be called.
- C. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of Library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on Library premises.
- D. The Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.
 - 1. It is Library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library.
 - 2. If the young child is attending a Library program, we require the parent/responsible person to remain in the library throughout the program.

III. Responsibilities and Authorities of the Board of Trustees

- A. The responsibilities and authorities of the Board of Trustees are outlined in the Bylaws of the Lanpher Memorial Library.

IV. Personnel Policy

A. Name of Administrative Rules and Authority

1. These rules shall be known as the Lanpher Memorial Library Personnel Policy (referred to herein as the "Policy"). The Board of Trustees of Lanpher Memorial Library hereby adopts this Policy, to be effective upon adoption, pursuant to the provisions of Title 22, Vermont Statutes Annotated, Section 105 (Trustees: General Powers). This policy replaces prior Library personnel policies.
2. Employment with the Lanpher Memorial Library is not for any definite period or succession of periods, and may be terminated either by the employee or by the library trustees at any time without notices, except as provided by this Policy. Wages or salary and any accrued and unused leave time allowable under this Policy to be paid, shall be due to the employee only to the day and hour of termination.
3. The Library Director Employment Agreement shall be stated in writing and reviewed and signed annually.
4. Neither this Policy nor the Library Director Employment Agreement constitutes a contract of employment.
5. This Policy shall be administered by the Board of Trustees. Amendments to this Policy shall be by majority vote of the Board of Trustees occurring at a public meeting of the Board warned for that purpose.

B. Persons Covered

1. This Policy shall be applicable to Library Employees, with the exception of Library Trustees and Volunteers.
2. All members of the Board of Trustees and Committees and all Volunteers are expected to adhere to the same conduct rules as for employees under Section J, Conduct of Employees.

C. Administrative Policy

1. The person appointed as Director shall be charged with the sole administration of the Library. (Refer to "Lanpher Memorial Library, Library Director Job Description")
2. The Director is responsible for the direction and supervision of the Library and any volunteers and for the preparation of reports.
3. Volunteers are encouraged and shall be trained in Library policies and procedures.
4. The Board of Trustees retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization or reclassification of positions resulting in the elimination of a position or for other related reasons.

D. Recruitment

1. Equal Employment Opportunity-- The policy of the Lanpher Memorial Library is to provide equal opportunity to all employees and applicants without regard to race, color, religion, sex, sexual orientation, age, nationality, origin, marital status, disability, veteran's status or any other category under local, state or federal law.
2. Applications for paid positions will be posted internally for at least 5 business days before the Board of Trustees solicits external candidates to provide current employees and volunteers an opportunity to request promotion or transfer before external candidates are interviewed.
3. As part of the pre-employment procedure, former supervisors, employers, and references provided by the applicants shall be checked as a precaution against obtaining undesirable employees. Reference checks made by personal or telephone contact shall be documented. These reference checks shall be completed prior to an offer of employment and the information shall be made part of the application file.
4. When an emergency appointment situation is declared by the Board of Trustees, any or all of the application process requirements may be waived to ensure provision of continuous Library services.

E. Selection & Appointment

1. All appointments made to positions at Lanpher Memorial Library, paid and volunteer, shall be based on merit and suitability.
2. Library Director
 - a. A selection committee may be created by the Board of Trustees to interview and recommend candidates for the Library Director. The Board of Trustees will make the final appointment.
 - b. A Trustee may not serve as Library Director.
3. All Other Employees
 - a. The Board of Trustees shall establish all other positions and all wage and benefit levels for all Library staff.
 - b. The Library Director will select and hire all other paid positions with approval by the Board of Trustees.
4. Proof of Citizenship--Library employees must provide the Board of Trustees or its authorized representative, at the time of hire or when requested, with proof of citizenship or legal immigration status in conformance with federal law on or prior to the first day of work. Failure to provide such proof shall result in non-hiring or immediate dismissal.

F. Scheduling

1. The Library Director Employment Agreement shall include work hours, vacations, snow closures, and rules for taking time off. The Library Director may request permission from the Board of Trustees to close the Library for training purposes.
2. All other employees will be scheduled by the Library Director.

G. Orientation and Probationary Period

1. The Board of Trustees shall provide an effective orientation for new Directors to assure that the Director understands:
 - a. The policies and processes related to the daily operation of the Library.
 - b. Reporting and budgetary requirements that assure accountability and compliance with the law.
 - c. The expectations of the Board of Trustees in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient Board meeting.
 - d. Rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
2. All appointments for greater than ninety (90) days shall be made with a probationary period of ninety (90) days.
 - a. The Board of Trustees may extend, with cause, the probationary period of the Library Director. The Library Director may extend, with cause, the probationary period of any other employee with the written approval of the Board of Trustees. The total probationary period shall not exceed twelve (12) months.
 - b. One month prior to the end of the probationary period, the Library Director shall submit a written or oral report to the Board of Trustees, carefully reviewing the work of the new employee.
 - c. The Board of Trustees will conduct a review of the Library Director's performance one month prior to the end of the probationary period.
3. During the probationary period, the Library Director may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily, or whose performance and dependability do not merit continuance with the Library. Similarly, the Board of Trustees can remove the Library Director during the probationary period.

H. Evaluations

1. All regular employees of Lanpher Memorial Library will be evaluated a minimum of once a year, generally in March.
 - a. The Board of Trustees will evaluate the Library Director.
 - b. The Library Director will evaluate all other employees.
 - c. Annual reviews will be documented by filing a written report in the employee's personnel file.
 - d. Personal and management goals can be discussed and negotiated at the time of the review.
2. Any annual evaluation with a rating of less than satisfactory may result in a sixty (60) to ninety (90) day probationary period. Improved performance and subsequent evaluation can result in the probationary status concluding. Failure to improve during the probationary period may result in termination. During the probationary period there will be no reduction in pay or loss of fringe benefits.

I. Benefits

1. Library employees eligible for health and retirement benefits will be covered under the Town benefit plans.
 - a. Eligibility will be the same as for Town employees as set forth in the Town's Personnel Policy.
 - b. Enrollment in the Vermont Municipal Employees Retirement System is mandatory for all qualified employees hired on or after July 1, 2005.
 - c. Application to enroll in these plans must be made through the Town Clerk's Office.
2. HIPAA Policy --The Library does not receive or create any protected health information (PHI) under federal law 45 CFR Section 164.530(k). All enrollment materials are handled by the Town of Hyde Park and are covered by Town Policy.
3. Leaves of Absence
 - a. The following types of leaves of absences are officially established: holiday, vacation and sick leave, and leaves of absence without pay.
 - b. Rules for leave for the Library Director are as described in the Library Directors Employment Agreement.
 - c. The Town Clerk's Office shall maintain permanent records of any absence from duty of their employees and these shall be given to the Town Treasurer who is the official timekeeper.
 - d. Leave benefits shall be given annually at the beginning of the fiscal year, July 1st. Any carry-forward from year to year shall be as specifically allowed in this Policy.
 - e. Leave of Absence Without Pay (Benefits)
 - 1) All requests for leaves of absence without pay shall be submitted in writing to the Board of Trustees and shall set forth the purpose for which the leave is requested.
 - 2) The Library Director will recommend approval or disapproval of the request by any other employee to the Board for their final decision.
 - 3) The Board will decide whether to allow unpaid leave when an employee has no more paid leave benefit hours and whether Library-paid benefits will be at the cost of the employee or of the Library.
4. Holidays
 - a. The Library shall be closed for the following holidays. Only the Library Director will be compensated for these "paid" holidays. Compensation will be limited to the dollar amount the Library Director would have earned on that day had it been a regular work day.
 - b. Official Library Holidays:
 - New Year's Day (January 1)
 - Town Meeting Day (1st Tuesday in March)
 - Memorial Day (last Monday in May)
 - Independence Day (July 4th)
 - Labor Day (1st Monday in September)
 - Thanksgiving Day (4th Thursday in November) and the following

Friday
Christmas Eve Day (December 24th)
Christmas Day (December 25th)
New Year's Eve Day (December 31st)

5. Pay Plan--Employees will be paid for hours worked, including short breaks of 10 minutes or less.
6. State and Federal laws may require the library to offer certain benefits to full and part-time employees not covered in this Policy.

J. Conduct Of Employees

1. Resignation

- a. An employee who resigns his or her employment with the Library shall be deemed to be terminated in good standing if he or she gives reasonable notice to the Board of Trustees of the employee's intention to resign and if other circumstances of the termination are such as to justify good standing.
- b. Reasonable notice shall be defined as at least two weeks.

2. Outside Employment

- a. Employees are allowed to work for themselves or others, as long as their job duties and responsibilities with the Library are not negatively impacted. The primary occupation of all full-time employees shall be to the Library.
- b. Employees may not engage in any outside business activities during their normal working hours,
- c. Employees are prohibited from undertaking outside employment that interferes with their job performance or constitutes a conflict of interest.

3. Conflicts of Interest

- a. A conflict of interest for the purposes of outside employment means a direct or indirect personal or financial interest of an employee, his or her close relative, household member, business associate, employer or employee.
- b. The Library, in recognition of the potential for a conflict of interest to occur in the workplace where a close relative is responsible for supervising or evaluating the work performance of another close relative, prohibits the hiring or transferring of relatives, when doing so will result in a close relative supervising or evaluating another close relative, or a close relative supervising or evaluating the immediate supervisor of another close relative.
- c. A close relative includes a spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt or uncle, niece or nephew, parent-in-law and sibling-in-law.

4. Political Activity

- a. An employee shall not use his or her official authority for the purpose of interfering with or affecting the nominations or election of any candidate for public office. This rule is not to be construed to prevent a town employee from becoming or continuing to be a member of any political party or from attending political meetings or signing petitions for a candidate for public office.

5. Dress Code

- a. Employees are to dress and be groomed in a manner that is appropriate for the job being performed and not distracting to other employees or visitors.

6. Use of Library Equipment and Computer System

- a. The staff computers are to be used by employees for the purpose of conducting Library business. Occasional, brief, and appropriate personnel use of staff computers is permitted, provided it is consistent with this Policy and does not interfere with an employee's job duties or responsibilities.
- b. Employees should have no expectation of privacy regarding anything created, sent or received on the staff computers. The Board of Trustees may monitor any and all computer transactions, communications and transmissions to ensure compliance with this Policy and to evaluate the use of its computers. All files, documents, data and other electronic messages created, received or stored on the staff computers are open to review and regulation by the Library and may be subject to the provisions of Vermont's Public Records Law.
- c. Transmission of electronic messages on the staff computer system shall be treated with the same degree of propriety, professionalism, and confidentiality as written correspondence.
- d. Email messages that are intended to be temporary, non-substantive communications may be routinely discarded. However employees must recognize that emails sent, received, or stored on the staff computers are subject to Vermont's Public Records Law and may be covered by the State of Vermont's retention schedule for municipal records.

7. Sexual Harassment

- a. It is against the policies of the Lanpher Memorial Library, and illegal under state and federal law, for any employee, male or female, to sexually harass another employee. The Board of Trustees is committed to providing a workplace free from this unlawful conduct. It is a violation of this Policy for an employee to engage in sexual harassment.
- b. A copy of this sexual harassment policy will be provided to every employee, and extra copies will be available at the Library.
- c. Reasonable accommodations will be provided for persons with disabilities who need assistance in filing or pursuing a complaint of harassment, upon advance request.

d. Definitions

- 1) Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:
 - i. Submission to that conduct is made either explicitly or implicitly a term or condition of employment.
 - ii. Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual.
 - iii. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 2) Examples of sexual harassment include, but are not limited to, the following, when such acts or behavior come within one of the above definitions:
 - i. Either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors.
 - ii. Touching or grabbing a sexual part of an employee's body.
 - iii. Touching or grabbing any part of an employee's body after that person has indicated, or it is known, that such physical contact was unwelcome.
 - iv. Continuing to ask an employee to socialize on or off-duty when that person has indicated s/he is not interested.
 - v. Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome.
 - vi. Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior.
 - vii. Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior.
 - viii. Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior.
 - ix. Retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint,

adversely altering that person's duties or work environment, etc.).

- x. Derogatory or provoking remarks about or relating to an employee's sex or sexual orientation.
- xi. Harassing acts or behavior directed against a person on the basis of his or her sex or sexual orientation.
- xii. Off-duty conduct which falls within the above definition and affects the work environment.

e. Reporting

- 1) Any employee who believes that she or he has been the target of sexual harassment, or who believes she or he has been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.
- 2) If the employee does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to the or to the Chair of the Board of Trustees.
- 3) It is helpful to an investigation if the employee keeps a diary of events and the names of people who witnessed or were told of the harassment, if possible.
- 4) Complaints of sexual harassment or retaliation may also be filed with the following agencies:
 - i. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel. (802) 828-3171 (voice/TDD). Complaints should be filed within 300 days of the adverse action.
 - ii. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, tel. (617) 565-3200 (voice), (617) 565-3204 (TDD). Complaints must be filed within 300 days of the adverse action.
 - iii. Each of these agencies can conduct impartial investigations, facilitate conciliation, and if it finds that there is probable cause or reasonable grounds to believe sexual harassment occurred, it may take the case to court.
 - iv. Although employees are encouraged to file their complaint of sexual harassment through this employer's complaint procedure, an employee is not required to do so before filing a charge with these agencies.
 - v. The use of this procedure does not preclude any victim of sexual harassment from pursuing any other legal remedy.

f. Investigation

- 1) In the event the Board of Trustees receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed.
- 2) The Board of Trustees is committed, and required by law, to take action if it learns of potential sexual harassment, even if the aggrieved employee does not wish to formally file a complaint.
- 3) The Library Director is responsible for promptly responding to and reporting any complaint or suspected acts of sexual harassment to the Board of Trustees.
- 4) Failure by a supervisor to appropriately report or address such sexual harassment complaints or suspected acts shall be considered to be in violation of this Policy.
- 5) It is unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.
- 6) If the allegation of sexual harassment is found to be credible, the Board of Trustees will take appropriate corrective action.
 - i. The Board of Trustees will inform the complaining person and the accused person of the results of the investigation and what actions will be taken to ensure that the harassment will cease and that no retaliation will occur.
 - ii. Any employee or trustee who has been found by the Board of Trustees to have harassed another employee will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal.
- 7) If the allegation is not found to be credible, the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this Policy notice.

8. Vermont Occupational Safety Hazards Act (VOSHA)

- a. In the interest of the safety and well being of library workers, all employees shall be trained on the applicable rules and regulations of the Vermont Occupational Safety Hazards Act (VOSHA). The Library Director shall be

responsible for enforcing safety rules as required by VOSHA and/or adopted by the Library.

- b. All employees shall conduct themselves in a safe manner at all times in accordance with these regulations and shall not violate VOSHA regulations. Any defective or unsafe equipment or practice or any known medical or psychological condition which creates a danger to the worker, a co-employee or the public shall immediately be brought to the attention of the Library Director or Board of Trustees, and use of such unsafe equipment or practice shall cease immediately.

9. Smoking Policy

- a. In accordance with Vermont Statutes Annotated Title 18, Section 1421, et seq., and 1742, the Town of Hyde Park is committed to providing a smoke free workplace.
- b. Smoking in any form is prohibited in the Library.
- c. Upon request of an employee, and with the agreement of other employees, a smoking area may be designated in an unenclosed, outdoor place of the publicly owned building.
- d. An employee's failure to comply with the smoking policy shall constitute cause for disciplinary action, and the failure of the town to implement or enforce the policy shall be grounds for a grievance procedure by an aggrieved employee, and any violations shall be promptly remedied.

10. Drug Testing and Alcohol and Other Drug Use

- a. Reporting to work or working under the influence of alcohol or drugs is strictly prohibited, unless the drug is prescribed and used in the manner prescribed by a duly licensed physician or dentist.
- b. Any employee found to be distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job will be subject to immediate dismissal.
- c. An employee may be given a drug test if the employer has probable cause that the employee is using or is under the influence of a drug on the job.
- d. An employee will not be terminated after a positive test if he or she successfully completes an employee drug assistance program provided by the Town, however an employee may be terminated if, after completion of an employee drug assistance program, a subsequent drug test produces a positive result.
- e. The Drug Free Workplace Act of 1988 requires any federal grant recipient to certify that it will provide a drug-free workplace or lose the grant. Certification requirements adopted by the library are:
 - 1) Publishing and providing each employee with a statement notifying them that drug use, possession, or sale is prohibited, and specifying actions to be taken against those who do so.
 - 2) Establishing an ongoing drug-free awareness program for employees.

- 3) Requiring employees to abide by the statement above and notify the employer of any drug conviction occurring in the workplace within five days
- 4) Notifying the granting agency of such convictions, taking appropriate personnel action, up to and including termination, or requiring the convicted employee to participate satisfactorily in a drug abuse assistance program.
- 5) For more information on the Drug Free Workplace Act, visit the United States Department of Labor's website at: HYPERLINK "<http://www.dol.gov/elaws/drugfree.htm>"
<http://www.dol.gov/elaws/drugfree.htm>.

K. Grievance Policy

1. It is the intent of the Lanpher Memorial Library to address grievances informally and supervisors as well as employees are encouraged to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances which will be resolved only after a formal appeal and review. When this is the case the procedure listed hereunder will be followed.
2. A grievance is any matter considered by the employee as ground for complaint, except in the case of personnel action arising out of discipline, dismissal, demotion or suspension.
3. Grievance Procedure
 - a. It is the intent of the Lanpher Memorial Library that every employee have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific positions, relationships with fellow workers or supervisors, and Library rules as they apply to staff.
 - b. A concern or grievance should follow the procedure below:
 - 1) If possible, discuss the problem with the Director.
 - 2) In the case of the Director having a concern, this should be discussed with the Board Chairperson.
 - 3) A grievance concerning inequitable treatment must be presented within five (5) business days of the occurrence which prompts the grievance.
 - 4) If the Director is part of the problem, or if the Board Chairperson is part of the Director's problem, the concern / grievance should be submitted in writing for the Board of Trustees and be delivered to the Director, who will deliver the statement to the Board Chairperson.
 - 5) The Board Chairperson will, in turn, present the concern, during executive session, to the full Board at the next or a special Board meeting.
 - 6) The Board's representative will respond to the employee within five (5) days of the Board meeting at which the issue is discussed, either providing a determination solution or a strategy for how the Board will address the issue over time.

L. Discipline and Dismissal

1. Lanpher Memorial Library exists to provide services to the community and therefore Library employees have a responsibility to provide these services in the most effective manner possible. Discipline and/or discharge will result from any action or inaction resulting in anything less than satisfactory performance. All employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case.
2. Employee Actions or Inactions Resulting in Disciplinary Action and/or Dismissal
 - a. Under the Library's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance
 - 1) The Board of Trustees and / or Library Director may take prior disciplinary action into consideration when disciplining or terminating an employee.
 - 2) Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.
 - 3) The Library also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Library.
 - b. The following list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee conduct. This list is not exhaustive.
 - 1) Refusing to do assigned work or failing to carry out the reasonable assignments.
 - 2) Falsifying a time sheet or other record or giving false information to anyone whose duty is to make such record.
 - 3) Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization
 - 4) Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
 - 5) Engaging in any form of harassment including sexual harassment.

- 6) Misusing, misappropriating, stealing, or willfully neglecting or damaging Library property, funds, materials, equipment or supplies.
 - 7) Acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
 - 8) Willful violation of Library rules or policies.
 - 9) Inappropriate dress
3. Probationary employees are not subject to the Library's progressive discipline process. Notwithstanding any other provision of this policy, an employee terminated during the probationary period will have no right to appeal such termination.
 4. The Library will normally adhere to the following progressive disciplinary process, but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted: (1) oral reprimand; (2) written reprimand; (3) suspension; and (4) dismissal.

- a. Oral Reprimand

- 1) The Library Director or Board of Trustees may issue a oral reprimand to an employee for the first violation, or for any violation after six months without disciplinary actions, of any rule, inaction or prohibited action as defined above that is not, in the opinion of the Library Director or Board of Trustees, serious enough for dismissal.
- 2) The Library Director or Board of Trustees may put a written record of the oral reprimand in the employee's personnel folder.

- b. Written Reprimand

- 1) The Library Director or Board of Trustees may issue a written reprimand for a violation of any rule, inaction or prohibited action within six (6) months of an oral reprimand or where more severe initial action is warranted.
- 2) The reprimand will be issued to the employee in conference with the Library Director or Board of Trustees with a witness present and shall detail the incident necessitating the action and the rule or rules violated.
- 3) The written reprimand, signed by the Library Director or Board of Trustees and the conference witness, shall be entered in the employee's personnel file.
- 4) The employee may make a written response that will be placed in the employee's file.

- c. Suspension

- 1) The Library Director or Board of Trustees may suspend an employee for a violation of any rule, inaction, prohibited act, or other behavior warranting disciplinary action within six months of an oral reprimand or where more severe initial action is warranted.

- 2) The Library Director or Board of Trustees will determine the term of the suspension.
- 3) The Board of Trustees will determine whether the suspended employee will receive pay during the suspension.
- 4) Such suspended employee shall be immediately notified of such action in writing during a conference with the Library Director or Board of Trustees and with a witness present.
- 5) The written notification will include a description of the incident necessitating the action and/or the rule or rules violated.
- 6) A copy of the written notification signed by the Library Director or Board of Trustees and the conference witness shall be entered in the employee's personnel folder.
- 7) The employee may make a written response that will be placed in the employee's file.

d. Dismissal

- 1) The Library Director or Board of Trustees may immediately dismiss (1) any employee whose action or inaction violates the Policy or (2) any employee whose action or inaction violates the Policy within a six-month period following disciplinary suspension.
- 2) An employee being considered for dismissal will be provided with a written notice.
- 3) The notice will contain a brief statement of the reasons dismissal is being considered and the date, time, and place of a pre-dismissal meeting with the Library Director.
- 4) If the Library Director is being considered for dismissal, the pre-dismissal meeting will be with members of the Board of Trustees.
- 5) At the pre-dismissal meeting, the employee will be afforded an opportunity to respond to the reasons for dismissal.
- 6) If the employee declines to attend the pre-dismissal meeting, the employee may submit written response to the pre-dismissal notice not later than the scheduled date of the meeting.
- 7) Within seven days of the date of the meeting, the Library Director or Board of Trustees will provide the employee with a written notice informing the employee whether he/she has been dismissed.
- 8) If the employee has been dismissed, the notice will provide the general reasons for the dismissal and will also inform the employee of the opportunity to request a post-dismissal hearing before the Board of Trustees by giving written notice of such request to the Library Director or Chair of the Board of Trustees within seven days.
- 9) The employee will be informed that the employee's failure to make a timely request for a post-dismissal hearing will result in such hearing being waived.

- 10) If a request for a post-dismissal hearing is made, the Board of Trustees will provide the employee with a notice informing the employee of the date, time, and place of the post-dismissal hearing.
- 11) The notice will inform the employee of his or her right to be represented by counsel, to present and cross-examine witnesses and to offer supporting documents and evidence.
- 12) The notice will also inform the employee of his or her right to have the hearing conducted in executive session in accordance with 1 V.S.A. § 313.
- 13) At the post-dismissal hearing, the employee will be afforded the opportunity to address the basis for dismissal by hearing and examining the evidence presented against the employee, cross-examining witnesses and presenting evidence on his/her behalf.
- 14) The Board of Trustees will make such determinations as may be necessary in the event of evidentiary objections or disputes.
- 15) When the hearing is adjourned, the Board of Trustees, under the authority granted by 1 V.S.A. § 313(e), will consider the evidence presented in the hearing in deliberative session.
- 16) The Board of Trustees will render a written decision within fourteen days after close of the post-dismissal hearing, unless otherwise agreed upon by the parties

V. Materials Selection/Collection Development Policy

A. Objectives

1. The purpose of the Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.
2. Because of the volume of publishing, as well as the limitations of budget and space, the Library must have a selection policy with which to meet the community interests and needs.
3. The materials/collection development policy is used by the Library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.
4. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Lanpher Memorial Library Board of Trustees and are integral parts of the policy.
5. The materials selection/collection development policy, like all other policies, will be reviewed and /or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of Library materials rests with the Director who operates within the framework of the policies determined by the Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Director must be available to answer to the Board of Trustees and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the clientele
 - d. existing Library holdings
 - e. budget
2. Review is a major source of information about new materials. The primary source of review is Booklist.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from Library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

1. Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection.
2. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Lanpher Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Gifts and Donations

1. The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.
2. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the Library on request of a patron if the request meets the criteria established by the Board of Trustees. It is desirable for gifts of or for specific titles to be offered after consultation with the Director. Book selection will be made by the Director if no specific book is requested. The Lanpher Memorial Library encourages and appreciates gifts and donations.
3. By law, the Library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Weeding

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.
2. This ongoing process of weeding is the responsibility of the Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

1. The Lanpher Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

2. Parents, guardians, and caregivers of children should assume responsibility for the borrowing and reading of their own children. The Library cannot restrict anyone's borrowing. Selection of Library materials will not be inhibited by the possibility that materials may come into the possession of children.
3. Library materials will not be marked or identified to show approval or disapproval of their contents, and no Library material will be sequestered except where the preservation or security of a particular item is vulnerable.
4. The Library welcomes public comments and questions about the collection development process. The procedure for requesting reconsideration of any material is as follows:
 - a. The Director will discuss the policy, material questioned, and reconsideration with anyone upon request and will offer them a copy of the selected policy.
 - b. Persons wishing to may submit a written "Statement of Concern" to be reviewed by the Director and Trustees. (Refer to "Statement of Concern About Library Resources" form)
 - c. Challenged materials will remain in circulation during the reconsideration process.
 - d. A committee including Trustees, the Director, and two objective community members will review the material and the written statement of concern. The committee shall:
 - 1) Read, view, or listen to the material in its entirety.
 - 2) Check general acceptance of the material by reading reviews and consulting recommended lists.
 - 3) Determine the extent to which the material fits the selection policy.
 - 4) File a written report.
 - 5) Present recommendations of review to the Director and the full Board of Trustees at a regular meeting of the Board for decision, which will be provided in writing to the concerned citizen or group.

VI. Circulation Policy

A. Registration

1. All borrowers must be registered and must have a valid Library card to borrow Library materials.
2. Patrons must fill out an application form to register for a new Library card.
3. Identification is required. A driver's license or student ID is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable.
4. Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued.

B. Loan Periods

1. 3 weeks for books, audio, CDs and periodicals.
2. 1 week for videos and DVDs.
3. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
4. Interlibrary loans are due the date indicated by the lending Library.
5. Books may be renewed if there is not a waiting list for the title.
6. The Director may establish the loan period for materials added to the collection which are in a new format.
7. There is no limit on the number of items a patron can borrow at one time.

C. Reserves may be placed by patrons either in person or over the phone. Patrons will be notified when the materials are available.

D. Fines and Charges

1. There are no fines for overdue materials except DVDs, Videos, and Audiocassettes, which carry a \$1 per day fine.
2. If the material is not returned within 4 weeks, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing.
3. If materials are damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the replacement cost.
4. There is no charge for placing a reserve or for interlibrary loan services.

E. Confidentiality of Library Records

1. It is the policy of the Lanpher Memorial Library, in accordance with Vermont Statutes, that all records relating to the identity of Library patrons or the identity of Library patrons in regard to the circulation of materials are to be kept confidential. All borrowers are entitled to privacy in their use of the Library and its services, therefore Library usage records containing personally identifiable information are maintained for the sole purpose of effectively managing Library resources such as, but not limited to, registration for a Library card, sign-in for computer use, or collection of overdue materials.
2. Such registration and circulation records may be released pursuant to a court order, which includes a search warrant, served upon the Library by a sworn law enforcement officer.
3. Library patrons should be aware that Section 21.5 of the U.S.A. Patriot Act gives federal law enforcement officers the ability to obtain a search warrant to gain access to certain Library records on the basis that officer(s) believe that the records sought may be related to an ongoing investigation related to terrorism or intelligence activities. Furthermore, the Patriot Act prohibits libraries or librarians served with a search warrant issued under Foreign Intelligence Surveillance Act rules from disclosing the existence of the warrant or the fact that records were produced as a result of the warrant, under penalty of law. A patron cannot be informed his/her records were given to a federal agent or that the patron is the subject of any federal investigation.

VII. FACILITY USE POLICY

This policy applies to the Lanpher Memorial Library facility at 141 Main Street, Hyde Park, VT.

I. Purpose Statement

The Lanpher Memorial Library has one meeting space available for public use. Capacity of this space is limited to 24 people. The space is available to the library community at large and use of the space should reflect the educational, cultural, social and recreational role of the library. The Lanpher Library is available to any community group, regardless of that group's political, religious, or social views, subject to the following:

II. Availability and Application for Use

- A. The Lanpher Memorial Library reserves the right to host library sponsored events in the library facility. All other groups and organizations will be booked on a first come first served basis according to the date the application was received.
- B. Except for library-sponsored programs, groups shall be limited to no more than 12 regular meetings per year. Special exceptions can be made with permission from the Library Director.
- C. Use of the space by any group, organization, or individual does not in any way constitute an endorsement of the group's policies or beliefs by the Library or Town.
- D. Written application for each date must be signed and returned to the library for approval at least two weeks prior to the requested date. Application may be obtained through mail, email, or at the library during library hours.
- E. Use of the library space that takes place when the library is closed will require the use of a key to the building. The key is checked out just like any other library material, and applicants are encouraged to have a library account for this purpose. The key must be checked out during library hours and returned on the circulation desk at the end of the meeting. If a group is using the meeting room when the Library is closed, the person signing this agreement will be held responsible for ensuring the Library doors and windows are locked before leaving the Library.
- F. Use of Library equipment, such as projector, screen, laptop, television and DVD player, is allowed only with prior permission and training for proper use.
- G. If the organization requesting use of the Meeting Space is a non-town sponsored group, a certificate of insurance is required; if one cannot be provided, a Liability Hold Harmless Agreement must be signed by the organization representative in front of a witness.

III. General Rules and Limitations

- A. Use of the meeting space is limited to the designated upstairs area, with the exception of the restroom and the elevator if it is needed. When the library is not open, entrance and exit to the space will be limited to the back door at the bottom of the second set of stairs. It is the responsibility of the organization using the meeting space to make sure those attending meetings are aware of the designated areas.
- B. Organizations are responsible for leaving the room as it was upon arrival and should turn off lights, place chairs and tables in original positions, close windows, turn heat to 60 degrees, turn off fans and air conditioner, replace all equipment, etc. If the kitchen area was used, it should be cleaned and the utensils put away. There will be a minimum charge of \$25 if the room is not left in its original condition or if the keys are not returned immediately following use.
- C. Any trash generated during the use of the meeting space must be removed.
- D. Each organization is responsible for any costs arising from damages or loss during the use of the meeting space or library facility.
- E. The library assumes no responsibility for personal belongings of persons attending meetings, or individuals, groups and organizations using the meeting room.
- F. Groups may not store materials at the library.
- G. Materials shall not be affixed to the walls.
- H. No person or group may charge an attendance fee for meetings or workshops held in the meeting space. Charges to cover costs of materials may be charged with advance permission from the Library Director.
- I. Alcohol may not be served as part of a non-Library sponsored program unless permission is given in writing by the Lanpher Memorial Library Trustees and that applicable State of Vermont Department of Liquor Control Laws are followed. When requesting use of the Library Facility when alcohol is to be consumed on-site, the request must be made 3 months or more in advance so that the proper procedures for approval may be followed. In this case, Alcohol may only be served by a licensed caterer or certified server trained under Vermont DLC rules. If alcohol will be furnished, served or consumed at the Event, Applicant agrees to the following additional terms:
 - 1) An additional security deposit of \$200.00 is due at the signing of this Agreement.
 - 2) Applicant shall contract with a caterer or other third party to furnish or serve alcohol at the event, such caterer or third party shall procure and maintain at its sole cost and expense comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence, and \$1,000,000 in the aggregate, and liquor liability coverage insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. The Town of Hyde Park shall be named as additional insureds. Applicant will furnish the Lanpher Memorial Library Board of

Trustees with a certificate of such insurance prior to the Event which will be given to the Town of Hyde Park to be kept on file.

- 3) Host liquor liability coverage may be substituted when alcohol is consumed and not sold at the Facility with the prior written approval of the Board of Trustees of the Lanpher Memorial Library. The Town of Hyde Park shall be named as an additional insured on the host liquor liability insurance.
 - 4) Applicant and/or Applicant's guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated. Applicant and/or Applicant's guests shall require proof of age of all persons prior to serving them with alcohol.
 - 5) Applicant acknowledges that the Lanpher Memorial Library does not condone the irresponsible use of alcoholic beverages by Applicant's guests.
- J. Smoking and open flames are not permitted anywhere inside the library facility.
- K. Refreshments may be served. Each group must provide its own supplies such as: coffee, sugar, napkins, cups, paper towels, etc.
- L. Groups using the meeting room are responsible for proper supervision and for assuring that the event does not disrupt library services.
- M. No private parties will be considered for use of the meeting room.
- N. Failure to comply with this policy may result in revocation, or restrictions of use of the space.

Lanpher Memorial Library
141 Main Street
P.O. Box 196
Hyde Park, VT 05655
(802) 888-4628
hydeparklibrary@yahoo.com
lanpherlibrary.org

Lanpher Memorial Library
Facility Use Application and Agreement

Name of Organization _____

Title of your meeting, or program with brief description _____

Date and Time Requested (Please include set up and clean up time) _____

Number of people expected _____

Equipment Needed _____

Other special requirements _____

Is your group not for profit? (Please circle one) YES NO

Will this meeting be open to the general public? YES NO

Will refreshments be served? YES NO

Do you plan to serve/sell alcohol? YES NO

*Library Use, If YES: _____ Applicant has provided Certificate of Insurance
_____ \$200.00 Security Deposit*

Name of authorized representative for the program _____

Address/City/State/Zip _____

Telephone _____ email _____

The person signing this form is to be in attendance at the event(s) and is responsible for the observance of the Lanpher Memorial Library Facility Use Policy. Signing this form is an agreement that the applicant has read and will comply with all the rules and regulations of said policy and have been instructed on elevator use, key/lock up procedures, and of equipment use, if applicable.

Signature of Authorized Representative

Library Approval Signature

Printed Name

Printed Name

Date

Date

LIBRARY USE:

_____ Liability Hold Harmless Agreement

VIII. Equipment Use Policy

A. Computers & Internet Access

1. Computers are available to patrons on a first-come, first-served basis.
2. All computer users must sign the log-in sheet prior to beginning their session.
3. Access to the internet via Library computers or wireless internet access is provided as a means to enhance the information and learning opportunities for patrons.
 - a. Access to the internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines.
 - b. Parents of minor children must assume responsibility for their children's use of the Library's internet service.
 - c. The inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the internet.
 - d. The Library has no control over the content found on the internet. The Library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the internet.
 - 1) The use of the internet is not guaranteed to be private. There exists a possibility of inadvertent viewing by others.
 - 2) Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. The Library reserves the right to ask users to move to a less visible area.
 - 3) Access, use or dissemination of information via the Internet in the Library is the responsibility of the patron. It is illegal to use the Library's computers to access, view, print, distribute, display, send or receive images or graphics of material that violates state or federal laws, including those relating to child pornography.
 - e. The Library cannot assure that data or files downloaded by users are virus- or worm-free. The Library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the Library's internet service.
 - f. The use of the internet is not guaranteed to be private. Messages related to or in support of illegal activities will be reported to the proper authorities.

g. Use Guidelines

- 1) Users may use the internet for research and acquisition of information to address their educational, vocational, cultural, and recreational needs.
 - 2) Users may use the internet for the receipt and transmission of e-mail as long as they use an internet-based e-mail service. The Library is unable to manage e-mail accounts for any organizations or individuals.
 - 3) Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use the internet for illegal purposes.
 - 4) Users will respect the rights and privacy of others by not accessing private files.
 - 5) Users agree not to incur any costs for the Library through their use of the Internet.
 - 6) Users will not create and/or distribute computer viruses or worms over the internet.
 - 7) Users will not send spam or phishing e-mails, hack into computers, or initiate denial of service attacks.
 - 8) Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.
4. There is no charge for the use of a computer or for wireless internet access.
 5. In order to make the service available to as many patrons as possible, a time limit of 30 minutes has been imposed for use of the Library's computers. Use is offered on a first-come, first-served basis. If there is no patron waiting for the service, the user can continue to use the computer until another patron requests use of the computer.
 6. Library staff is available for general assistance in using the computer. However, staff members are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

B. Printer & Copier

1. A printer / photocopier is available.
2. Copies / printed pages cost 15 cents per sheet and must be paid for at the end of the session.
3. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

IX. Displays and Exhibits Policy

- A. The exhibitor must complete, sign, and return the Exhibitor and Displays Policy and Contract, outlining the dates of the exhibition and reception, if held, and agreeing to the policies.
- B. If a reception is held, it must be open to the public. Refreshments may be provided by the exhibitor, but alcohol is not permitted. A Library liaison must be in attendance during the reception.
- C. Method of Display—the way works are displayed must be approved in advance by the Library Director. Picture molding and molding hooks will be provided by the Lanpher Library. Any additional materials must be provided by the artist. Nails are not permitted in the walls. Labels affixed to the walls must be placed and removed so as to prevent damaging the paint.
- D. Publicity
 - 1. The exhibitor shall provide the Library Director with a brief statement concerning your personal and artistic history and details about the work to be displayed. Photographs are also welcome.
 - 2. At a minimum, the exhibit will be featured in the Library's column in the "News & Citizen." Every effort will be made to publicize the exhibit in newspapers and on radio and TV.
 - 3. Invitations to the exhibit are the responsibility of the exhibitor.
 - 4. Flyers or posters can be prepared by the exhibitor, subject to the approval of the Library Director. The Library photocopier may be used to duplicate a reasonable number of flyers.
- E. Sale of Art—The Library will not be responsible for the sale of any art displayed at the Library. A price-list and additional artist's information may be duplicated and placed in the Library. Prospective purchasers must contact the artist directly. Items sold may be marked as such, but should remain on display throughout the exhibit. The Library requires no commission, but donations are welcome.
- F. Security—
 - 1. The Library hours are as posted. During this time, Library staff are on duty in the building. However, the Library is a public building and the staff and/or Board of Trustees cannot be held responsible in the event of damage or loss.
 - 2. The exhibitor is responsible for providing the Library with an inventory of displayed pieces.

X. Cell Phone Use Policy

- A. The Library allows the use of cell phones in compliance with the following policy:
1. When you enter the Library, we ask that you turn your phone to vibrate, or off.
 2. Please keep your conversations short and your voice lowered when using your cell phone.
 3. If you are using a computer and must leave the building for an extended phone call, your turn at the computer may be forfeited if another patron is waiting to use it.

XI. Food and Drink Policy

A. Permitted Food & Beverages

1. Beverages are allowed in the Lanpher Memorial Library if they are in a container with a secure lid or a plastic bottle with a screw top.
2. No alcoholic beverages are allowed in the Library.
3. Consumption of food is limited to dry foods that are consumed by the individual and will not leave stains on Library furniture.

B. Restrictions

1. Food and drinks are not permitted while using Library computers, printers or other electrical equipment.
2. Other areas of the Library are designated as “no food or drink zones” such as: when in use of, or near archival newspapers, the Vermont Collection, the reference collection and displays.

C. Special Events

1. Food and drink are permissible for special functions in the Library meeting room, or Library sponsored programs as authorized by the Library. Rules for food and beverages are detailed in the Library meeting room policy.

D. Waste & Spills

1. Any waste generated from food and beverages must be disposed of in the trash or recycling receptacles located throughout the Library.
2. Any spills must be reported to Library staff.

XII. Used Book Donation Policy

A. The Library accepts used paperbacks and hardback books at the discretion of the Library Director or Library Assistant.

1. Patrons need to make an appointment with the Library Director for donations of more than ten books.
2. Books approved by the Library will be placed in a designated area of the library for sale.

XIII. Severability

- A. If any provision of this Policy or the application hereof to any person or circumstance is held invalid, this invalidity does not affect the other provisions or applications of the policy which can be given effect without the invalid provision or application. For this purpose, this Policy is severable.

XIV. Revision of Library Policies

- A. The Library Policies will be reviewed by the Board of Trustees for updates and revisions at least every five years.
- B. Individual policies will be reviewed and added as needed.

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT
OF LANPHER MEMORIAL LIBRARY'S POLICIES**

I, the undersigned, hereby acknowledge receipt of a copy of the Lanpher Memorial Library's Policies.

The contents were reviewed with me by _____,
(Name and Position)

on the _____ day of _____, 20_____.

I have been given an opportunity to ask questions about the Policies and I have been provided with satisfactory information in response to my questions.

I understand that the language used in these Policies is not intended to create, nor should it be construed to create a contract of employment between myself and the Lanpher Memorial Library or the Town of Hyde Park, VT.

I acknowledge that Board of Trustees of the Lanpher Memorial Library reserves the right to add, amend, or discontinue any of the provisions of these Policies for any reason, in whole or in part, at any time, with or without notice.

I acknowledge that I understand the Lanpher Memorial Policies and that it applies to me as a Library employee and I agree that I will comply with all of their provisions.

Employee Signature _____

Printed Name _____

Date Signed _____

Supervisor:

Please sign, date and provide employee with copy of this certification when submitted by the employee.

Signature

Date