

Book Donations to the Friends of MPL

Frequently Asked Questions (FAQs)

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Q: What do you do with the items I donate to you?

When you donate books, you are actually donating books to the Friends of Millbury Public Library. Our Friends run our book sales. The money they earn at the book sales is used to help the library. However, before the books or other items are turned over to the Friends, the library looks at the books and selects those items that fill gaps in our collection, and we add those items to our collection. So when you donate books, you are helping the library, whether we add the books to the collection or the Friends sell the books. [Back to Top](#)

Q: Why don't you add everything you are given to your collection?

Any books that we choose to add to the collection must meet our regular selection criteria as outlined in our Collection Development Policy. Sometimes the donated item doesn't meet these criteria -- it may contain dated information, it may be in poor condition, or it may not meet the information needs of our community. Sometimes we have enough copies of the donated title, or enough information on the subject. If we can't use the item, we turn it over to the Friends who try to sell the item in the book sale, or donate it to others who have use for the item (prisons, schools, doctor's offices, other libraries, other countries). [Back to Top](#)

Q: Can I get a receipt for the items I donate?

We are not able to quote a value for the items you give us, but upon request the Circulation Desks will give you a receipt on library stationery for the number of items donated and the date of donation. [Back to Top](#)

Q: What kinds of items do you like to receive?

Most importantly, we like to receive current titles in excellent condition. Titles in poor condition do not hold up to library processing and circulation (think of the book drops!) These are the things we love to get:

- Current and former bestsellers in excellent condition, both fiction and nonfiction
- Hardback classics in excellent condition
- Fiction paperbacks in like-new condition
- Children's titles in good condition (sell well!)
- Really, really new unmarked textbooks (published in the last 3 years)

- Historical material related to Andover and the Merrimack Valley
- Unabridged audio recordings, both fiction and nonfiction
- Business and language audiotapes
- Feature films from the last year -- purchased, not copied, with covers in good condition
- CDs - popular works [Back to Top](#)

Q: What kinds of items can't you use?

- Items in poor condition -- yellow pages, highlighted text, mildew odor
- Textbooks more than three years old
- Encyclopedias of any age
- Back issues or runs of magazines
- Condensed books
- Dated nonfiction

We can't add these items to our collection, and from experience we know that people won't buy them at the book sales. This means that if you are bringing them to us because you don't have the heart to discard them, we just discard them for you, and you've wasted all that energy lugging the stuff to the library. It's OK to discard books that have lived the good life, given you pleasure, but are no longer in demand or useful! Really. [Back to Top](#)

Q: What do you do with items that are left over after the Friends Book Sale?

Whatever items the Friends can't sell at the book sale, they donate to other agencies that have use for the item -- prisons, schools, doctor's offices, other libraries, other countries. [Back to Top](#)

Q. Where do I bring the items I want to donate?

If you come in the back (Parking Lot) entrance, just leave them on the cart to your left as you enter the building. If you come in the front (Main Street) entrance, just give the items to the staff at the Circulation Desk. If you need a receipt, bring the items to the Circulation Desk or the desk in the Children's Room. [Back to Top](#)

Last updated: December 22, 2006

MILLBURY PUBLIC LIBRARY
CELL PHONE
USE
POLICY

In order to provide an optimum environment for all our patrons, please conduct all cell phone conversations in either the front (Elm Street) lobby or back (Parking Lot) lobby. Also, please turn off ringers while in the Millbury Public Library.

Last updated: October 19, 2007

Millbury Public Library Collection Development Policy

Mission

The Millbury Public Library is a social meeting place where the community gathers to gain access to educational and recreational information free of charge to all members of the community. The Library serves a diverse community and offers free equitable access and empowerment to them from our friendly, professional staff. We welcome and support the community in their enjoyment of reading, foster intellectual freedom, protecting privacy, and pursuit of lifelong learning. We strive to continue to stay up to date with new trends and the ever changing needs of the community in technology, programming, and feedback from the community.

Goals

The Millbury Public Library's Collection Development Policy supports the guidelines stated in our Strategic Plan including:

- Provide information resources to the community
- Assist the community in developing skills to independently find and evaluate information and resources
- Expand knowledge to meet lifelong learning goals

Selection Process

Selection of materials is based on the needs of the community as well as evaluation of material and knowledge of the collection itself. Materials are selected with an ever-changing culture. Selection of materials is defined as the determination to retain material and to add to its collection. Multiple copies of a material are added to assist the demands of the community. Our selection criteria is as follows: support library mission, suitable to the community needs, popular demand, attentive to professional journals and reviewers, remote access capabilities, and cost with other types of formats. Selections are purchased by library staff with prior approval from the Library Director.

De-selection Process

De-selection of materials is based on the relevance of material, reliability and current information, identifies material that is in poor condition, replaces popular demands, how often it has circulated, the last circulation date, age, and appearance of a material.

The Millbury Public Library's de-selection criteria follows a step by step approach in deciding to weed materials from its collection. The method practice is called the CREW method. The CREW method stands for Continuous Review, Evaluation, and Weeding uses an acronym, MUSTIE, to identify when a material should be removed from its collection. MUSTIE stands for:

- Misleading and/or factually inaccurate
- Ugly - worn out beyond mending or rebinding
- Superseded by a new edition or a better source
- Trivial - materials of short-lived interest (past shelf life) or of no library/scientific merit
- Irrelevant to the needs and interests of the community
- Elsewhere - materials easily borrowed from another source

Young Adult Material

The Millbury Public Library's young adult community has access to the library's entire collection. Limitations to be placed upon the reading materials of the young adult are left to the discretion of the parents or guardians.

Our Young Adult Collection has been developed for the purpose of meeting the recreational reading and information needs of the middle and high school age population. Materials are chosen in the same fashion as the rest of the Library's collection.

Children's Material

Materials selected for the Children's Collection meet similar criteria as all other materials for the Library's collection. Priority for purchase is given to material and value to parents/guardians, teachers, and other community members working with children. The Library strives to provide children with library materials necessary to aid their educational and personal development.

Elementary school libraries serve the curriculum needs of the students. While not duplicating these resources or attempting to follow all the changes in curriculum, Millbury Public Library recognizes the need to provide a wide variety of cultural and recreational reading material for students and to provide basic related materials for students seeking to complete their assignments outside of school hours.

Library of Things

The Millbury Public Library's collection of "Library of Things" is a collection of games, puzzles, and other items that are not book resources. These items can be checked out if you have a valid CWMars library card. Our "Library of Things" items must be checked out and returned to our library.

Gifts, Memorials, and Monetary Donations

Millbury Public Library is able to accept a limited number of donated materials only due to space constraints. These materials must meet the same criteria as purchased materials. Donated materials that are added to the collection are based on the condition of an item, duplication, popular demand, summer reading material, and available space. Due to the high volume of donations received, Millbury Public Library is unable to inform each individual donor the status of the donation. Unused gifts may be given to the Friends of the Millbury Public Library for public sale, offered for free, or recycled.

Millbury Public Library welcomes monetary gifts to purchase materials or programs. Materials will be purchased toward the donor's wishes if the request follows the library's guidelines.

Reconsideration of Materials

The community has a right to question any material in its collection. A patron will fill out a "Statement of Concern about Library Materials" form. After the form is completed, it will be brought to the attention of the Library Director who will evaluate the reasons for purchase of the material. During the process of reconsideration, the item in question will remain in its collection until a decision is determined by the Library Director. "Statement of Concern about Library Materials" forms are kept at the circulation desk for the community and available on our website at www.millburylibrary.org.

Procedures for Patron Requests for "Statement of Concern about Library Materials"

1. Library staff will listen to the patron's concerns and will inform the patron of our selection procedure and policy
2. If the patron requests to complete a review on a material in our collection, the library staff member will give the patron a "Statement of Concern about Library Materials" form
3. The patron will be asked to complete the form and return it to us by mail, in person, or via email to the Library Director.
4. The Library Director will review the "Statement of Concern about Library Materials" form and will make a decision of how to proceed with assistance with Assistant Director.
5. The Library Director will follow up with patrons on the determination about the material in question.

Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Millbury Public Library

Gifts

Donations are made to the Friends of Millbury Public Library. Donated material is accepted with the understanding that the items are donated to the Friends, and may or may not be added to the collection. We strongly discourage the donation of old textbooks, magazines, or items in poor condition. We will receipt donations (number and format of items donated, date, donor, etc), but will not place a value on the items. Items not added to the collection remain with the Friends for inclusion in their book sales.

Gifts must meet the same standards for inclusion in the collection as items that we select and purchase.

Books

The Library Staff checks the database for current holdings of donated books, and determines whether the item should be added to the collection. The following items are prime candidates for inclusion:

- Popular titles, usually fiction, still on reserve or otherwise in demand
- Newer editions of titles already in the collection
- Replacements for lost, missing, long overdue, or ragged items
- Paperbacks in excellent condition, both as first copies and as added copies
- Out-of-print titles still in demand
- Nonfiction titles to add to popular subject areas or subject areas that need strengthening
- Items suitable for the Reference Collection

Nonprint

The library staff is responsible for evaluating items for inclusion.

Children's and Young Adult Materials

The Library Director evaluates these materials for inclusion.

Gifts from Local Authors and Local Organizations

These titles are evaluated for inclusion in the collection by the Director. Gifts from local authors of their own titles which fall outside of our collection development criteria are generally added to the Millbury collection.

TOWN OF MILLBURY

HARASSMENT OF INDIVIDUALS IN PROTECTED CLASSES:^{*} POLICY AND PROCEDURES

Adopted by the Board of Selectmen – June 6, 2006

Policy

Introduction

The Town of Millbury (the “Town”) depends upon a work environment of tolerance and respect for the achievement of its goals. The Town is committed to providing a working environment that is free of all forms of abuse or harassment. The Town recognizes the right of all employees to be treated with respect and dignity.

Harassment on the basis of race, creed, color, national origin, gender, age, physical or mental disability, sexual orientation or genetic information (hereafter referred to as “protected class harassment”) is a form of behavior that adversely affects the employment relationship. It is prohibited by Federal and/or State law. Protected class harassment of individuals occurring in the workplace or in other settings in which individuals of the Town may find themselves in connection with their employment is unlawful and will not be tolerated by the Town. The Town also condemns and prohibits protected class harassment by any applicant, client, vendor or visitor.

Because the Town takes allegations of protected class harassment seriously, we will respond promptly to complaints of protected class harassment and where it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate, including discharge.

It is important to note that while this policy sets forth our goals of promoting a workplace that is free of protected class harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of protected class harassment.

Definition of Protected Class Harassment

Protected class harassment refers to behavior that is not welcomed by the employee, which is personally offensive to him or her, and which undermines morale and/or interferes with the ability of the employee to work effectively. While it is not possible to list all of the circumstances that may constitute protected class harassment, depending upon the totality of the facts, including the severity of the conduct and its pervasiveness, following is a list of situations that could constitute protected class harassment.

- verbal abuse on the basis of any protected status;

^{*} Sexual harassment is covered by a separate policy, which has been issued to all employees.

MILLBURY PUBLIC LIBRARY MEETING ROOM USE POLICY

Permission to use the meeting rooms will only be given to adults.

Eligibility

The Meeting rooms of the library are available:

- For programs sponsored by the Millbury Public Library, with such use in agreement with the mission of the library.
- For use of town agencies, if not conflicting with library sponsored programs.
- For nonprofit, regional organizations (with representation of Millbury residents) for public meetings of an educational, cultural or civic nature. The director shall determine if town representation is adequate to justify the use of the room.
- For use by private, commercial or “for profit” entity with a minimum donation of \$50.00 to the Friends of the Millbury Public Library. They may not be used for events requiring an admission fee. No solicitation for funds at any meeting or solicitation of library patrons is permissible.

Reservations and Fees

- Requests for use of the rooms must be made in writing on the form at the library as early as possible. Town related boards, committees and groups will receive priority scheduling.
- All checks must be payable to the Friends of the Millbury Public Library and must be paid prior to the time of use. If not, the event may be cancelled.
- Any meeting held after library operation hours will be required to pay a minimum donation of \$50.00 to the Friends of the Millbury Public Library.

Rules

- Final approval of all reservations rests with the library director.
- Evening meetings must end 15 minutes prior to closing unless the library director has granted special permission.
- Smoking is not permitted.
- Special services such as use of the library telephone or fax machine shall not be granted.
- Cancellation of a meeting room should be reported promptly.
- Any expenses incurred (damage, police presence, etc.) will be paid by the user.

Approved by Library Board of Trustees: December 12, 2006

MILLBURY PUBLIC LIBRARY NONRESIDENT USE

As a participant in the library Incentive/Municipal Equalization Grant (LIG/MEG) program administered by the Massachusetts Board of Library Commissioners (MBLC), the Millbury Public Library must comply with requirements regarding use of its collection that are specified in Massachusetts General Laws, Chapter 78, Section 19A & B and further defined in the Code of Massachusetts Regulations (605 CMR 4.00)

The Millbury Public Library extends reciprocal borrowing privileges to residents of Massachusetts who reside in communities that offer state certified library services. Such reciprocity is no longer possible when a library ceases to provide services or reduces its hours below a reasonable level for the size of the community it serves as determined by the MBLC.

The Millbury Public Library may discontinue borrowing privileges to residents of communities that terminate library services or reduce hours of opening below the state requirement for the size of that community except when such action is taken for a cause beyond the community's control such as fire or natural disaster.

The Millbury Public Library continues to provide access to its materials for use in the library by all Massachusetts residents as required by 605 CMR 4.01 (1) which states that "all residents of the Commonwealth shall have access to its reading and reference rooms under the same conditions as residents of the community."

The Millbury Public Library will restore borrowing privileges to affected borrowers once a library is recertified.

Adopted November 1994
Reviewed and/or amended
December 12, 2006

MILLBURY LIBRARY PATRON CONDUCT POLICY

The public library service provided at the Millbury Public Library is based on the First Amendment right of free expression guaranteed in the Constitution of the United States of America. The public library is recognized as a limited public forum for access to information. The library has a responsibility to ensure that all patrons are able to use its services without being impeded by the actions of other library patrons. The library upholds the American Library Association *Library Bill of Rights* (Appendix A), *Freedom to Read* statement (Appendix B), and *Freedom to View* statement (Appendix C). In order to protect all library user's right of access to library facilities, and to ensure the safety of users and staff, and to protect library resources and facilities from damage, the Library Board of Trustees imposes the following reasonable restrictions on the manner of library access.

1. The theft, vandalism, or mutilation of library property is a violation of Chapter 266, Sections 99A and 100 of the Massachusetts General Laws Annotated and is punishable by fine or imprisonment.
2. Library facilities are smoke-free environments. This includes all library grounds.
3. Patron use of library facilities is limited to public areas only.
4. Eating is allowed in library facilities only for sponsored functions and within prescribed space constraints. Eating and drinking is not allowed when using the new technologies or near other computers in the library.
5. To ensure everyone's comfort, safety, and access to library resources and facilities, the following behaviors are not considered acceptable in the library.
 - a. Noise or talking which disturbs others
 - b. Running and noisy play
 - c. Dropping things from the second floor to the first floor in the library
 - d. Repetitive breaking of library rules for use of library spaces, material, resources, services, facilities, or equipment.
 - e. Harassing or threatening the safety or rights of another person by violent, riotous or disorderly behavior or by abusive, obscene or profane language.
 - f. Intoxication resulting from the use of alcohol or drugs
 - g. Use of wrong restrooms
 - h. Use of restrooms for bathing.
 - i. Blocking public entrances.
 - j. Soliciting, peddling or vending, whether in the library or on library grounds and parking areas.
 - k. Use of any personal audio equipment without headphones.
 - l. Possession on library grounds of a weapon, an electric weapon or device, a firearm, a destructive device or explosive as defined in Massachusetts Law. Exceptions are made for law enforcement officers and library security personnel.
 - m. These activities represent some prohibited activities but are not limited only to the above actions.
 - n. Any other behavior deemed unacceptable by the library Director and/or library staff members.

Patrons who exhibit any of the above unacceptable behaviors will be asked to stop and may be asked to leave the library. Failure to leave the library when asked will subject the person to possible arrest, (Massachusetts General Laws Annotated, Chapter 266, section 120). Library

MILLBURY PUBLIC LIBRARY PHOTOCOPYING MACHINE AND COPYRIGHT

Millbury Public Library provides a self-service photocopying machine for the convenience of its patrons. There is a charge per copy. Patrons using the photocopying machine, as well as library staff, are required to abide by the copyright restrictions covered in the U.S. copyright law.

Copyright Restrictions

Coin copies are **0.15¢ ea**

Notice: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies and other reproductions of copyrighted material. The person using this equipment is liable for any infringement.

Please Be Aware:

As of November 1, 2006, we are part of the CW/MARS regional library system. In order to check items out in this new system, you will need to present a CW/MARS card. This card will give you access to this and many other libraries in the area, all on one account! If you do not have a CW/MARS card yet, please ask a staff member about setting one up. See below for the new rules and information that will now apply to the Millbury Public Library.

Thank you for your patience as we complete the transition to CW/MARS!

LOAN PERIODS:

- BOOKS: 21 days, 1 renewal for 21 days
- DVD and VHS: 7 days, 1 renewal for 7 days
- Periodicals: 7 days, 1 renewal for 7 days
- Audio books and CDs: 21 days, 1 renewal for 21 days

****If a reservation has been placed on an item, it can not be renewed for additional days**

FINES:

- DVD/VHS: \$1.00 per day, \$5.00 maximum, per item out
- All other materials: .10¢ per day, \$3.00 maximum, per item out

A patron's account will be blocked if one or more of the following applies:

- Patron's registration expires
- Patron owes \$10.00 or more in fines or charges
- Patron has billed material
- Patron has 50 or more items checked out

For more information, visit www.cwmars.org

MILLBURY PUBLIC LIBRARY CUSTOMER SERVICE POLICY

The staff of the Millbury Public Library believes that our patrons must come first. Each person who comes to the library with a recreational, informational or educational need is treated with respect and courtesy. Our goal is to meet patron's service needs as fully and quickly as possible and to make all of their contacts with the library successful, pleasant and positive. To assure that we meet this goal we strive to provide excellent patron service and do our best to carry out our patron contacts in the ways described below.

Library staff members also treat one another with the same respect and courtesy as occurs in their interactions with the public. We are each others "internal patrons" and in our contacts we are committed to provide the highest level of satisfaction.

POSITIVE COMMUNICATIONS

Communications with patrons, whether in person, by phone, or in writing are polite and pleasant with library staff treating patrons as each of us would like to be treated. Patrons are greeted professionally and pleasantly.

Every patron is an individual whose needs for service are respected. When patrons arrive at a service desk and the available staff members are assisting others, staff members will acknowledge the presence of the waiting individual as soon as possible.

Excellent and proven listening techniques are used during all patron/staff interactions. These include: maintaining eye contact; respecting the patron's personal space; patiently and politely listening to and hearing the question or service need; refraining from interrupting or forming conclusions until the patron is finished; and showing genuine interest in the patron's need as it is expressed. Staff will provide assistance using as little library terminology as possible. When we do need to use library terminology, we explain what it means to the patron.

At the end of a contact with a patron, library staff members will acknowledge and thank the person for using the library thereby ending the contact on a positive note.

SUPPORTING PATRONS' AND CO-WORKERS' NEEDS

Library staff members accept each person who comes to or contacts the library as an individual. We meet people's needs regardless of race, religion, ethnicity, disability, age or other individual differences. We support people's abilities and anticipate their difficulties to help them get maximum benefit from the library. Staff members are respectful of patrons' questions and avoid intruding on their privacy.

RESPONSIVENESS

Staff members work together to respond to patrons' requests and maintain a positive service environment. We are responsive to patrons and to each other as individuals. All staff will strive to give every request the time it needs to achieve a full answer. Interviews with patrons or co-workers making the request are thorough and complete to get to the core of the question. Library staff members strive to make sure the information given to a patron or co-worker is completely accurate. Staff members are creative in seeking answers. We attempt to follow-up with patrons to provide additional information or clear up questions. When desk coverage allows, staff members move out from behind service desks and take patrons to the needed material or to a computer to assist in a search.

Library staff members anticipate patrons' needs, as well as respond to their requests. To assure that people get the help they need to use the library successfully we are alert to patrons who appear to be looking for something or having difficulty with library equipment. As time permits, we will check with such patrons and offer help. We are flexible in carrying out our work to insure that patron service is the most important thing we do.

When members of the public ask for a staff member's first name, it is given.

Library staff members are alert to the needs of people with disabilities and offer assistance as it appears to be needed or is asked for. This may entail a level of assistance in using library materials and equipment beyond that normally provided to library patrons.

Staff members respect individual differences and diversity among their co-workers. We have pride in our work and the excellent service we provide-that pride inspires us to support one another fully, meet our obligations to other staff members on time and with courtesy. Each of us does our part to be sure our colleagues can successfully carry out their responsibilities.

RELIABILITY AND CREDIBILITY

Staff members are reliable-we keep our word, fulfill commitments made to patrons and one another; carry out our work accurately and completely. Patron's questions and information needs are always answered, even if it requires looking later for the answer and getting back to the patron or referring the person to another library.

We are honest and trustworthy in our dealings with patrons and co-workers.

RESPONSES TO OFF-SITE SERVICE REQUESTS

Telephone calls, electronic inquiries, and written requests are answered promptly. The telephone should be answered “Millbury Public Library, may I help you?” by all staff.

Telephone inquiries are answered by the first staff member taking the call whenever possible. When the caller must be placed on hold or forwarded to someone else, this is done courteously and with an indication of where the call is being forwarded to or how long the caller can expect to be on hold.

Written inquiries and messages from patrons are returned as soon as possible with every effort to do so on the same day. We use our judgment as to whether telephone, electronic mail or regular mail contact is most appropriate for a particular message or to let a patron know how long it will be before an answer can be provided.

Written inquiries and messages from patrons are returned as soon as possible with every effort to do so on the same day. We use our judgment as to whether telephone, electronic mail or regular mail contact is most appropriate for a particular message or to let a patron know how long it will be before an answer can be provided.

COMPETENCY

Staff members take initiative in getting training and professional development. We need to be current in our knowledge of public library service trends in general and of new developments at the Millbury Public Library in particular. We are able to explain, in general terms, the services that are available throughout the library.

Library staff is encouraged to be readers and users of library materials. We strive to be aware of the contents of the collection in order to be able to provide guidance to patrons in selecting materials.

SECURE ENVIRONMENT

Library staff members will attempt to provide an environment safe from danger or risk, an environment in which all patrons and staff members can feel secure. Safety of public and staff is the first priority in an emergency or crisis situation. We recognize the need to inform supervisory staff immediately in such a situation and then focus on assuring a safe and calm environment for the public. Staff members should use their best judgment to determine where to get help in every situation, and not hesitate to dial 911.

Library staff members are not responsible for minor children at the library and will assist unattended children eight or under in finding parents or caregivers.

Staff members expect to be treated courteously by patrons and each other. Contacts should be respectful, and if they are not supervisory or administrative intervention should be requested.

CONFIDENTIALITY

The Millbury Public Library cannot reveal borrowing records or reserve records to any person

other than the owner of the library card. This applies to the release of information to the parents of minors when the minor has his or her own library card. Massachusetts General Laws Annotated and an interpretation of the law by the Supervisor of Public Records of the Commonwealth are referenced in the policy.

COLLECTION DEVELOPMENT

The library selects materials based on established criteria. It does not censor materials. The Millbury Public Library upholds the American Library Association Library Bill of Rights, The Freedom to Read statement, and The Freedom to View statement.

INTERNET

The library connects to the internet but does not control or monitor access to material that may be accessible at internet sites. This policy is in agreement with the ALA Library Bill of Rights and a supplemental document, Access to Electronic Information, Services, and Networks.

HARASSMENT

The Town of Millbury fosters mutual respect among all employees and provides them with a professional work environment free of any form of intimidation or harassment. The town's Harassment Policy explains that the town will not tolerate any form of harassment of its employees or the public.

This project is funded through the Massachusetts Board of Library Commissioners with funds from LSTA (Library Services and Technology Act), a federal source of library funding.

Adopted by Millbury Library Board of Trustees, August 19, 2003.

Policy Regarding Lending Library Materials to Residents (and out-of-state cardholders) of Decertified Communities

Millbury Public Library upholds the importance of maintaining the minimum standards of public library service required for a community to be certified by the Massachusetts Board of Library Commissioners to participate in the State Aid to Public Libraries program. Communities that do not meet MBLC standards and are not granted a waiver are decertified. The closing of a public library for "any reason other than the undertaking of a project to improve library service (construction, automation preparation or inventory) or the occurrence of a natural catastrophe (including a limited emergency closing due to illness or death)"¹ results in immediate decertification.

The regulations governing this program state that "all public libraries participating in the direct state aid grant program must be willing, on a reciprocal basis, to extend direct access and services to nonresidents who are cardholders in other libraries participating in the state grant program..."². The regulations do not oblige participants to lend materials to residents of decertified communities, only to provide "access to reading and reference rooms under the same conditions as residents of the [local] community."³

Full use by residents of decertified communities would be an inappropriate reliance on Millbury Public Library. Permitting such use would subsidize library services to a community unwilling to support its own public library at the expense of Millbury taxpayers. Therefore, Millbury Public Library will not lend library materials to residents and out-of-state cardholders of decertified communities, either through direct reciprocal borrowing or through inter-library loan and network transfers.

1. Massachusetts Board of Library Commissioners. "Policy, FY2004 State Aid to Public Libraries Program, The Closure of a Public Library". Approved January 9, 2003. (State Aid Policies are approved annually.)
2. 605 CMR 4.01
3. Ibid.

Approved: Board of Library Trustees, September 17, 2003

Last updated: December 22, 2006

URL: <http://www.mh1.org/about/policies/decertified.htm>

Policies from Memorial Hall Library Used wholly or in part in the development of these policies: Approved by Millbury Public Library Board of Trustees.

**Millbury Public Library
Director's Workweek
Schedule**

In order for the Millbury Public Library to provide optimum oversight, coverage, freedom from disruption and safety, of both the library staff and the library patrons, the library director will be on-site, Monday through Friday from 9:00am to 5:00pm and on weekends, as necessary.

This policy will take effect immediately.

Policy adopted September 29, 2004

Millbury Public Library Internet Policy

The Millbury Public Library's Statement: The Millbury Public Library is a place where people and information come together. It is a friendly, accessible, community gathering place for Millbury residents of all ages who have an array of information needs and interest. With knowledgeable, skilled, and personable staff, the library offers a variety of materials in popular formats and suitable technologies. Its focus is on helping members of the community to

- Learn both in formal and in self-directed ways
- Seek information relevant to their work, family and day-to-day life
- Remain current on topics and titles of popular interest

In keeping with its mission the Millbury Public Library provides information in a variety of formats including print, audiovisual, and electronic with access to the resources on the internet. Internet resources accessible through the Library are provided equally to all library users. As with other library materials, restriction of a child's access to the internet is the responsibility of the child's, and only that child's parent or guardian. Parents and guardians are encouraged to share with their children the exploration of the resources available through the internet. Staff will assist patrons with internet use as time permits but can not offer personal instruction.

Library users access the internet at their own discretion and they are responsible for any access points they may reach. Millbury Public Library provides the access to the internet only and this service is intended for independent use. The library does not control and does not monitor any information accessed through the internet for accuracy or content and cannot be held responsible for the content of the internet. Parents and guardians of minor children are responsible for their children's use of the internet through library connections. Responsibility over the use of computers by minors rests with their parents or guardians. The library promotes parental monitoring and supervision of their children while the internet is used. The library does not act in loco parentis.

Rules

Users may not alter or remove computer configurations, software or hardware.

Users may not use the library terminals for illegal or abusive purposes including but not limited to the following

- Copying of copy protected material
- Use of chat room is not permitted
- Accessing pornographic material
- Distributing junk mail or computer viruses
- Attempting to violate computer security
- Transmitting or displaying obscene, harassing or threatening material
- Activities which are disruptive to other library users
- 1/2 hour time limit on the computer if people are waiting. If no one is waiting or homework is needed, an extension time may be available only through the Library staff.

As protection against viruses the downloading of information from the internet to the hard drive or saving of information to disks is prohibited. Disks or CDs may not be used on library computers unless authorized by a library employee.

Any violation of these rules will result in the suspension or termination of library privileges.

Approved by Library Board of Trustees _____
10/16/07

Statement of Concern about Library Resources

The Millbury Public Library Board of Trustees has authorized the use of this form. The person who has a concern about material in the library's collection may fill it out and return it to the Director of the Library who will evaluate the original reasons for the purchase of the material. The Library Director will then respond to the person making the objection. If there are any remaining objections, they may be brought to the attention of the Board of Library Trustees.

Name _____ Date: _____

Address: _____ Phone#: _____

City: _____ State: _____ Zip: _____

1. Resource on which you are commenting:

_____ Book

_____ Audio-visual Resource

_____ Magazine

_____ Content of Library Program

_____ Newspaper

_____ Other

Title: _____

Author/Producer: _____

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.)

Optional:

4. What resource(s) do you suggest to provide additional attention on this topic?

Policies from Memorial Hall Library used wholly or in part in the development of these policies: Approved by Millbury Public Library Board of Trustees.