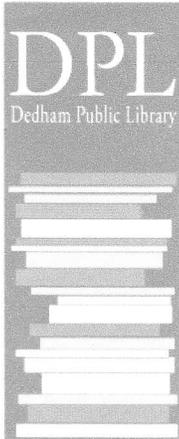


Dedham Public Library
Meeting of the Board of Trustees
Tuesday, April 17, 2012 at the Main @ 7:00 pm

Agenda

Reorganization

1. Public input
2. Minutes of the March meeting
3. Financial report
4. Director's report
5. Unfinished Business
 - a. Building use policy
 - b. Financial report format
 - c. Staff survey—Dr. Tricarico
6. New Business
 - a. DPL policies—Mr. Chalifoux
 - b. Action items
 - c. Future meeting dates



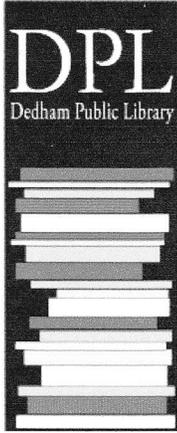
Dedham Public Library

Massachusetts. Minuteman. You.

43 Church St.
Dedham, MA 02026
781.751.9284
<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair
Brad Bauer
Michael Chalifoux
Rebecca Peluso
Rachel Tuerck

DPL TRUSTEES MEETING ATTENDEES	
DATE, PLACE, TIME:	4.17.12
PRESS: (NAME, PUBLICATION)	
RESIDENTS/GUESTS:	
Cecilia Emery Butler	
Margo Wereta	
Paul Munschauer	



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Rachel Tuerck
Tracy Driscoll

DPL TRUSTEES MEETING MINUTES APRIL 17, 2012, MAIN LIBRARY, 7:00PM

MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Joe D'Amico
SECRETARY	Rachel Tuerck
ATTENDEES	Joe D'Amico, Rachel Tuerck, Brad Bauer, Tracy Driscoll, Mike Chalifoux, Mary Ann Tricarico
PUBLIC ATTENDEES	Cecelia Butler, Margo Wereta, Paul Munchbach
PRESS CONTACTS	Hana Heald

1. POST-ELECTION REORGANIZATION:

Ms. Driscoll was sworn in as the newly elected trustee. The trustees discussed minor changes to the new director's contract then signed it, witnessed by Mr. Munchbach. Mr. Bauer nominated Mr. D'Amico as Chairman; Mr. Chalifoux seconded. The motion passed. Ms. Tuerck nominated Mr. Bauer as Vice Chair, Mr. Chalifoux seconded. The motion passed. Mr. Bauer nominated Ms. Tuerck for Secretary; Mr. Chalifoux seconded, and the motion passed.

2. PUBLIC INPUT:

Cecelia Butler asked if the library had a collection development policy. Mr. Chalifoux responded that the topic would be covered later in the meeting. The short answer is that the library has several, but not a single, unified policy. Ms. Butler then asked if the library was considering the Frugal Furniture building as a possible new library location. Mr. D'Amico answered no.

3. MINUTES:

A motion to accept the minutes for March 14, 2012 as written was made by Mr. Bauer, seconded by Mr. Chalifoux. The motion passed. Ms. Driscoll abstained.

A motion to accept the minutes for Executive Session Meetings 7/13, 8/16, 9/12, 10/18, as written was made by Mr. Bauer, and seconded by Mr. Chalifoux. The motion passed; Ms. Driscoll abstained. The minutes for the 11/21 Executive Session will be sent out to the trustees for review next month.

4. FINANCIAL REPORT:

A motion to accept the Financial Report was made by Mr. Bauer, seconded by Mr. Chalifoux; the motion passed.

5. DIRECTOR’S REPORT (ATTACHED)

6. UNFINISHED BUSINESS:

Ms. Tuerck made the motion to accept the proposed Library After-Hours Use policy, seconded by Mr. Bauer. The motion passed. The board approval date should be added at the end of the policy, and Ms. Peluso’s name should be changed to Ms. Driscoll’s.

After several versions of the Financial Report, trustee board members agreed that the current format of the Financial Report is in good working order.

7. NEW BUSINESS:

Ms. Tricarico presented her findings of her “Perceptions & Projections” survey completed by the staff.

Mr. Chalifoux handed out his review of all the current Dedham Public Library policies, both approved and not approved, which he categorized by subjects often used by other libraries to identify gaps. Trustees were asked to review the packet and prioritize each category by High, Medium, or Low by the next meeting.

8. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Review formulas in financial budget report worksheet (fix subtotal line item 5700)	Mr. Bauer, Mr. Chalifoux, Dr. Tricarico, and Rosemarie	CLOSED April
Electronic copy of building use policy to Mary Ann and send out revised draft to trustees	Mr. Bauer and Dr. Tricarico	CLOSED April
Perceptions and	All Trustees	CLOSED April

Projections worksheet		
Mr. Chalifoux will review set of policies	Mr. Chalifoux	CLOSED April
Change Ms. Peluso's name to Ms. Driscoll's and add approval date at the end of "After Hours Library Use" policy	Dr. Tricarico	May Meeting
Four pillar goals	Dr. Tricarico	May Meeting
Review director evaluation forms and meet with Ms. Tricarico. Obtain director evaluation tools used at other local libraries.	Dr. Tricarico and Ms. Tuerck	May Meeting
Policy category headings, rate High, Medium, Low	All trustees	May Meeting
Consider which categories should be reworked	All trustees	May Meeting
Add Ms. Driscoll to email dist list	Dr. Tricarico to initiate request at town IT dept.	May Meeting
Add Ms. Driscoll's name to library letter head template & distribute to trustees	Dr. Tricarico	May Meeting
New trustee MBLC packet /binder, training	Ms. Tuerck	May Meeting
Town Charter Review meeting dates	Ms. Driscoll	May Meeting or before

For next meeting agenda:

- Ms. Driscoll needs to get on trustee email distribution list.
- Ms. Driscoll asked if the library had any representatives at the Town Charter review that is being conducted. Currently, the answer is no. Ms. Driscoll was asked to find out when the next Town Charter Review meetings were to be held and notify the other trustees.

Set dates for future meetings:

May: Wed 5/16/12 at Endicott, 7:00pm
June: Tu 6/19/12 7:00pm, Main
July: Wed 7/18/12 7:00pm Endicott
August: Tu 8/14/12 7:00pm, Main

The motion to adjourn was made by Ms. Tuerck, and seconded by Mr. Chalifoux. The meeting adjourned at 8:59pm.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

Agenda

Director's Report

Budget Report

"Projections and Perceptions" PowerPoint, prepared by Ms. Tricarico

Policy collection and review, prepared by Mike Chalifoux

**Dedham Public Library Budget Status Report
FY 2012 - 2nd Version Created by Brad Bauer**

Fund	Dept.	Line Item	Project	Account Name	Adjusted Budget	Actual - 11	Jul	Actual Aug - 11	Actual Sept. - 11	Actual Oct - 11	Actual Nov. 25 - 11	Actual Dec. 30 - 11
001	6610	5100		Regular Personnel Services	758,760.00	57,323.36		55,603.08	86,923.76	51,517.82	53,480.14	85,488.70
		5120	5171	Overtime	10,100.00	0		0	551.96	129.48	0	109.02
001	6610	5700	5770	Library Materials	134,500.00	0.00		10,813.51	7,117.70	29,615.75	24,156.86	12,223.31
001	6610	5200		Purchase of Services	55,500.00	0.00		40,069.22	0.00	5,303.73	864.76	2,076.28
			5239	Infrastructure - Misc	8,600.00	0.00		1,750.22	0.00	717.00	779.44	1,540.32
			5260	Network-MLN	39,400.00	0.00		38,319.00	0.00	1,014.77	0.00	0.00
			5610	Software/Hardware	7,500.00	0.00		0.00	0.00	3,571.96	85.32	535.96
001	6610	5400		Supplies	12,000.00	0.00		914.30	0.00	2,538.15	2,010.35	659.60
001	6610	5700		Other Charges & Expenses	10,800.00	725.00		725.00	725.00	396.00	382.08	367.21
			5702	Meetings, Seminars & Conferences	2,000.00	0.00		0	0.00	46.00	32.08	17.21
			5703	Travel Expenses	8,800.00	725.00		725.00	725.00	350.00	350.00	350.00
				Totals	981,660.00	58,048.36		108,125.11	95,318.42	89,500.93	80,894.19	100,924.12

Library Director's Report – April 17, 2012

Dedham Public Library

Trustees Meeting – April 17, 2012

Dr. Mary Ann Tricarico

I. Resources and Services

1. Statistics Summary

	February 2012	March 2012
Circulation:		
Main	4438	4681
Endicott	4394	4887
Total	8832	9568
Inter Library Loans (ILL):		
Items Borrowed from other libraries for:		
Main	1114	1037
Endicott	1113	1211
Total ILL items Borrowed	2227	2248
Items Loaned to other Libraries from:		
Main	3042	3064
Endicott	841	925
Total ILL items Loaned	3883	3989
Gate Count*:		
Main	n/a	12,2822
Endicott	n/a	10,826

*Note: Gate Counter has been malfunctioning and replacement was installed at Main on 4/5/12

2. Programming:

1. Adult Programming:

1. March 19 – DLIT- Book Discussion with author @ Main
2. March 20 @ Endicott – Joe Watson for Re-Max: 4 attended
3. March 21 – DLIT – Book Discussion with author Dawn Trip @ Main
4. March 26 – DLIT – Charleston Dance Class @ Endicott Estate – 50 attended
5. March 27 – DLIT – Homebrew Event @ Whole Foods – 20 attended

Library Director's Report – April 17, 2012

6. March 30- DLIT – Speakeasy Fundraiser – 175 attended
7. April 3 – Diane Bower Book Group @ Endicott: 8 attended
8. April 9 – DLIT – Shakespeare Musical program @ Main- 44 attended
9. April 11 – Friends – Author Night @ Main with Adam Pachter – 25 attended
10. April 9- 14 National Library Week @ DPL - Fine Free Week and free Coffee and Donuts at Endicott on Wednesday and at Main on Thursday graciously donated by Dedham Stop & Shop and Bussey Street Dunkin Donuts. We have sent them thank you notes for their generosity.
11. April 25 –Poetry Open Mic Night @ Main celebrating National Poetry Month with Dedham's Poet Laureate Christopher Reilley.

2. Children's Programming

1. Story time sessions at Main and Endicott:
 - Tuesday Group @ Main for Children 2 and younger: 56 attended
 - Wednesday Group @ Endicott for Children ages 3 ½ to 5: 8 attended
 - Thursday Group @ Main for Children 2 ½ to 3 ½: 47 attended
2. Preschool Group Story Time @ Endicott for Marisopa School visits in April
 1. First of 4 planned visits was April 12 with 8 children and 2 babies attending
3. April 3 @ Endicott – Joe D'Amico, Dedham Soccer: 10 attended
4. April School Break events:
 1. April 17 @ Main - A Bird Mobile Craft for Children 7 and older
 2. April 18 @ Main Pajama Story Time hosted by Teen Volunteer Lydia Baker for children 22 months to 6 years
 3. April 19 @ Main – Poetry Workshop for Children 7 and older
 4. April 20 @ Main – Readers' Theatre for Children 7 and older

All of our April School Break programs will be part of Dedham TV Turn off Week and advertised by Danielle Jurdan of that Committee. We thank the Dedham TV Turn off Week Committee for partnering with us in this worthwhile project.

5. Miss Marsha Programs:
 1. March 13 – Magic Carpet Book Club for Grades 1-5: 6 attended
 2. March 20 @ Endicott – Magic Carpet Book Club: 8 attended
 3. March 23 – Play N Learn @ Endicott: 20+ attended
 4. April 20 – Tot Sing N Learn for Children 9 months to 3 years
 5. April 24 – Tot-time @ Endicott
 6. April 24 – Play N Learn @ Endicott for Children 2 ½ to 5

Library Director's Report – April 17, 2012

3. Resources note:

1. *Mango* language learning database will go live on our website as soon as the town IT department downloads Adobe Flash Player on our computers. When Adobe is installed, *Mango* will be available on all of our computers and remotely for home users.
2. We are on target for meeting our state requirements for acquisitions expenditures. As of 4/13/12, the balance in the books account is \$6,186.57

II. Facilities

Karp Woodworks Corporation is constructing the new computer tables for the Main Library public computer workstations. The tables will match the wood used for the shelving and reference desks located in that area. Mr. Karp is currently awaiting supplies; the project completion date is scheduled for April 28.

III. Staffing

1. Patricia Cronin has broken her leg and will be on medical leave for several weeks.
2. John Flynn will be on medical leave for approximately two weeks in May, one week for his wife's surgery and than one week for his own surgery.
3. Staff meetings were held on March 22 and on April 5. The topics covered were an analysis of the Staff Perceptions and Projections survey and a SWOT Analysis. The next staff meeting will be on April 19 where staff will identify trends they have researched and libraries they would like to visit for in depth observations of how other libraries operate.
4. Student Government Day was held on April 5. We hosted Martha Caissy, a Dedham High Junior. We gave her a tour of the secret passages in the library, she learned about Circulation Services, and helped the children's librarians make paper cutouts for craft classes. It was a fun day for all and she wrote us a lovely thank you note expressing her appreciation for a worthwhile day.
5. I spoke with the PR director of the Needham Bank who wrote a press release acknowledging the bank's donation of display units for the Endicott Branch Library.
6. Staff members are now actively participating in professional development opportunities by attending workshops, seminars, and conferences. This will be helpful in broadening their skills and knowledge as well as enabling them to learn from colleagues and discover new trends that we can implement here.
7. I attended the Massachusetts Library System's workshop on Strategic Planning. Strategic Plans for libraries that have never submitted a plan are due to the Board of Library Commissioners by October 1. Plans must include citizen participation and a technology plan. We will incorporate these directives into our strategic planning process.

Library Director's Report – April 17, 2012

8. I have attended my first meeting of the Directors' Group of the Minuteman Library Network; the next meeting will be April 25.
9. Other meetings I have attended recently include: the Selectman's Meeting, Fin Com meeting, the Town Administrator's Monthly Department Heads meeting, the School Strategic Planning Committee meeting, several DLIT and Friends events, the opening ceremony for the Avery School, as well as a ceremony at the Middle School Library to celebrate 8th grade student Brianna Johnson who recently published a story in the anthology *Chicken Soup for the Soul: Tough Times for Teens*.
10. I have been invited to a Friends Luncheon on Saturday, April 21, the Friends Board meeting on April 23, and the DLIT Board meeting on May 3

IV. Operations

1. We submitted a line item transfer request to the Fin Com on April 5 requesting that \$6000 from overtime be transferred to Supplies line item. I thank Brad Bauer for attending this session with me and for his support. The Fin Com members will vote on all of the line item requests that all of the heads submitted and will be notifying us later of their decisions.
2. The town administration will be implementing a new financial accounting system beginning July 1. The new system, New World System (NWS) will replace the outmoded KVS applications. Rosemarie Shrewsbury attended an initial training session on April 11, more will be scheduled later.
3. In conjunction with the New World System, a new line item numbering chart will be instituted, also on July 1.
4. Bartlett Tree and Lawn Service will be spraying and pruning on April 14
5. Several staff members and I are working on a job description to outline duties and requirements for volunteer workers. High School students are required to complete a total of 40 hours of volunteer work throughout high school. Since we have had some requests for volunteer positions to fulfill this obligation, we are constructing a duties listing so that we can offer volunteer opportunities to them.

What is a Strategic Plan?

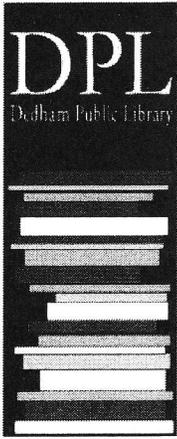
- Sets the direction for the future based on:
 - Where the library has been
 - Where is it going
 - What strategies will be used to meet future trends, needs & wants of the library users
- Answers the question: What is the role of the library in the community?

Why do we need a Strategic Plan?

- It is mandated by the MBLC – and due October 1, 2012!
- Gives a clear sense of purpose
- Identifies priorities for funding requests
- Provides goals, objectives and actions for development and resource allocation
- Provides opportunity for evaluation and assessment
- Explains where the library is going and why

How do we start?

- Analysis of –
 - Library Trends
 - Town demographics
 - Library statistics
 - Programs and services currently offered
 - Resources available
 - Strengths and weaknesses
- Site visits to other libraries
- Brainstorming – what does the community want and need?
- Community input – surveys, meetings, focus groups
- Develop goals/objectives/actions
- Communicate process and plans



Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico
Director
Dedham Public Library
43 Church Street
Dedham, MA 02026
781.751.9281
mtricarico@dedham-ma.gov

Joseph D'Amico Chair
Michael Chalifoux
Rachel Tuerck
William Bauer

Rebecca Peluso Tracy Driscoll

Dedham Public Library Policy for Using the Library for a Function

Application should be submitted to the Library Director at least two months in advance of date the premises are needed. All applications must be approved by the Library Board of Directors at a regular board meeting.

Library sponsored activities take precedence over outside requests for use of the space. Outside groups may use the facilities under the following conditions:

1. Use is limited to groups whose objectives are educational, cultural, or civic in nature.
2. The Library Board of Trustees must approve all fees charged to the public, whether for admission, materials, or other reasons.
3. The group must assign one person to be responsible for proper use of the facility in accordance with the Dedham Public Library Use Policy and with these guidelines.
4. The facility must be left in the original condition in which it was found. The applicant will be held responsible for loss or damage resulting from use.
5. Trash or remains from activities must be placed in receptacles provided by the Library. Smoking is not permitted inside the buildings.
6. The applicant is responsible for the preservation of order by those in attendance.

MA → 5 Star Library
11/21/11

7. If alcohol is to be served, permission must be obtained for the Dedham Board of Selectmen and all liquor use policies on town property must be observed.
8. A custodian must be on duty whenever the library is used by an outside group other than the Friends of the Dedham Public Library. Per the union contract, a custodian called in to work over his/her 37.5 hour work week shall be paid at the overtime rate of one and one half times his/her regular rate of pay for a minimum of four hours. Sunday and holiday work will be paid at double the regular rate of pay for a minimum of four hours.
9. The Library Director will recommend to the Library Board of Trustees whether to grant the permission. The Board must approve of the use.

Dedham Public Library Building Use Application

Date of Application:

Name of Organization:

Street Address of Organization:

City: State: Zip Code:

Name of Contact Person responsible:

Email:

Phone:

Purpose of Meeting:

Number of people expected:

Date Needed:

Time Needed:

Approval from Board of Selectmen for Alcohol Use:

Approval of Library Board of Trustees:

POLICIES

1. Bulletin Board Policy
2. Children's Room Policy – 8/02
3. Circulation Policy
4. Collection Development Policy – Adult Video/DVD 3/26/03
5. Collection and Service Authority for Branch – 8/16/07
6. Community Room Policy – Endicott - 4/06
7. Electronic Communications and Computer Usage Policy – 6/30/04
8. Emergency Closing Procedures – 3/1/04
9. Emergency Evacuation Plan – 8/16/07
10. Gift Policy – 3/25/03
11. Guidelines for Types of Donations to Library
12. Guidelines for Withdrawing Materials from Collection
13. Internet Policy - 11/19/01
14. Mission Statement – 11/7/01
15. Patrons Rights and Responsibilities
16. Paying and Replacing Lost Material – 8/16/07
17. Policy for Meeting Room Space at Library – 11/19/2001
18. Policy on Use of Exhibit/Display Space – 3/25/2003
19. Policy for Public Use of Computer Terminals – 1/19/06
20. Rules of Behavior – 4/23/02

list given my Mary Ann Tricarico

MLA ^{System} policy categories

Our Policies

	Approved	Not Approved
1. Collection Development	5,10	4,11,12
2. Confidentiality of Library Records		
3. Policy Responses to the USA PATRIOT Act		
4. Customer Service	2,3,14,16,23	15
5. Decertified Libraries and Borrowing Privileges		
6. Ebook and Ebook Devices		
7. Equipment Policies		
8. Exhibit, Bulletin Board, and Free Materials Distribution Policies	19	1
9. Fragrance Free Policies		
10. Interlibrary Loan		
11. Internet Use (Includes Wireless Access Policies)	20	7,13
12. Meeting Room Use	6,17	18
13. Patron Behavior	15,21,22	
14. Program Policies		
15. Reference Service		

16 Safety/Disaster Library Policies	9
17. Sexual Harassment Policies	
18. Social Software Policies	
19. Storm Closing Policies	8
20. Unattended Children	
21. Volunteer Policies	
22. Website Policies (Includes photo release forms)	

Our Policies

1. Bulletin Board
2. Children's Room Policy
3. Circulation Policy (2)
4. Collection Development (2)
5. Collection and Service Authority
6. Community Room Policy
7. Electronic Communication And Computer Usage
8. Emergency Closing Procedures
9. Emergency Evacuation Plan
10. Gift Policy
11. Guidelines for Types of Donations to Library
12. Guidelines for Withdrawing Materials from Collection
13. Internet Policy
14. Mission Statement
15. Patrons Rights and Responsibilities
16. Paying and Replacing Lost Material

17. Policy for Meeting Room Space at Library
18. Policy for Using the Library for a Function
19. Policy on Use of Exhibit/Display Space
20. Policy for Public Use of Computer Terminals
21. Rules of Behavior
22. Cell Phone Use
23. Citizen Participation at Board Meeting

Bulletin Board Usage Policy

The Dedham Public Library views our public Bulletin Boards as a place for non-profit organizations within our community to advertise their functions, and for private individuals within our community to advertise their services (teens advertising babysitting services or music teachers advertising lessons for, example). It is open to all. In order to ensure that each member of our community has a fair chance to advertise their events and services, the guidelines listed below should be followed:

1. Please limit postings to two per individual or organization. In fairness each posting should announce a different event or service. As a courtesy to others, the total area of a groups' postings should be no larger than 11" x 17". All posted materials should be neat and easy to read.
2. Since space is limited, we suggest submitting postings to the circulation or reference desks three to four weeks prior to the function. While we would like to allow everyone to post for as long as they want, space limitations do not allow this. Postings may be removed or delayed, at the discretion of the library, to keep the bulletin board current and timely. So that postings do not accumulate, posters, announcements, and handouts will be stamped and dated and removed after four weeks of posting.
3. A special area is designated for Town ~~events~~ postings.
4. A second special area is designated for youth events and services. (This area will be used to ensure that Girl Scouts, Boy Scouts, Sport's Organizations, School Organizations and aspiring young entrepreneurs will not be left out.)

Children's Room

The Children's Room at the Main Branch of the Dedham Public Library is intended to serve children, parents and those involved with children's care, or their education. Persons not involved with these activities are not to use the Children's Room except briefly for retrieval of juvenile materials.

Approved 8/20/2002

Approved 2/19/2003

Adult Dept.
3

**DEDHAM PUBLIC LIBRARY
CIRCULATION POLICY**

Purpose

The Dedham Public Library's goal is to serve the people of its community and the citizens of the Commonwealth by providing library service and information. In order to check out any materials, the use of a properly registered Minuteman Library Network (MLN) library card is necessary. MLN is a network of 40 public and academic libraries that shares resources in one database.

Library Cards

Patrons must carry their MLN card when coming to use the Library. Circulation staff reserves the right to request identification from patrons to verify they are using their own card. We will hold any item, except reference materials, at the circulation desk for one day so that patrons without their cards may come back for them. Please note that MLN cards are non-transferrable.

Personal Identification Numbers (PINS) are available to patrons. They provide remote and in-library access to placing reserves. PINS are recommended. Use of a computer workstation and/or computer printing may require an MLN card in the near future. For use of the Library's homepage (www.dedhamlibrary.org) and other online services from home, a library card number and PIN are required. The online Minuteman Library Network catalog can be accessed by going to **mln.lib.ma.us**.

Privacy and Confidentiality of Library Records

The policy of the Dedham Public Library is to maintain the confidentiality of all patron records and any information contained in them, and not to reveal it to anyone other than the owner of the library card to which these records are assigned. All staff members and trustees must support this policy of confidentiality. No records can be made available to any individuals making inquiries, governmental or otherwise, unless a subpoena has been served by a court of competent jurisdiction and the library administration has consulted with legal counsel as to determine proper compliance with all laws.

This prohibition applies to the release of information to the parents and guardians of minors who have their own cards. However, the Library recognizes that instances may arise when it may be necessary for a parent or legal guardian to be provided with information about his or her child's library records (for example, when a child's library materials have incurred fines, or the materials have been misplaced). In this case, there are procedures that will enable parents or other parties, who are financially responsible for the child's library materials, to obtain information about the records of the minor child age eight or under. Upon statement of the above reasons, the parent or legal guardian will receive the information verbally or in writing. It is advised that parents encourage children, who have library cards, to obtain a PIN (Personal Identification Number) at the library, so that the child can access his/her borrowing record privately at a library or online home computer.

This policy is issued in accord with General Laws of Massachusetts, Chapter 4, Second 7, Clause 26 which defines public records that are to be considered confidential.

Circulation Periods

Books (Regular Fiction and Non-fiction)	21 days
High Demand Fiction (including mysteries)	14 days
Reference Books (with status REF)	Do not circulate
Books on Tape (Talking Books) or Books on Compact Disc	21 days
Music Audio Compact Discs	21 days
Feature Film videocassettes and DVDs	7 days
Non-fiction Film videocassettes and DVDs	21 days
Adult and Young Adult Circulating Periodicals	7 days
Childrens Periodicals	21 days

Limits on Circulating Materials

Books **no limit**
(except limit of 3 children's books per subject per child for school projects)

These limits pertain to total materials by format per card per day:

Books on Tape (Talking Books) or Books on CD	4
Music Audio Compact Discs	4
Videocassettes and DVDs	4
Periodicals	6

(Please note that current issues of adult magazines and all newspapers do not circulate. All issues of children's magazines circulate.)

Special Categories for Library Materials:

High Demand Fiction

High demand fiction is circulated for 14 days for the first 6 months it is owned by the Library. After this period, the "High Demand" status is removed and these books circulate for 21 days

Local Request Status for Videocassettes and DVDs

New videos and DVDs are marked "Local Request" for the first 3 months they are owned by the Library. This means that they will not be sent to other libraries as a network transfer or interlibrary loan. This gives Dedham patrons a chance to view them first. After the 3-month period, the "Local Request" status is dropped.

The Dedham Public Library supports MLN policy regarding the "Local Request" status. Libraries may use it in the following limited circumstances:

- Special collection materials: "special collection" is defined as a "collection of books, materials, items, built around a specific subject or function created with a special mission or activity in mind. This collection is primarily unique to your library and distinct from others of its kind."
- Summer reading book collections
- Popular videorecordings (feature films) (The Local Request status must be removed after 6 months)
- CD-ROMs
- E-book devices

The Resource Sharing Committee will undertake an annual review of the formats or categories so voted by Membership as eligible for Local Request.

Libraries are not expected to request bestsellers via Network Transfer but may request other new materials with the understanding that the request may be refused.

Periodicals

Current issues of magazines in the adult collection do not circulate. Newspapers do not circulate at all. Older issues of adult magazines and other circulating adult periodicals may be checked out for 1 week. All childrens periodicals circulate for 3 weeks. There is a limit of 6 periodicals in one day per card. The Adult Services Department staff will be happy to help patrons access back issues of periodicals, and several online periodicals databases are available as part of our MLN affiliation. Many of these databases provide full-text access to journals and magazines by subject. If a periodical is not owned by the Dedham Public Library, the Adult Services Department staff will assist patrons to try to obtain a copy of a particular article.

Photocopy Machines/Computer Workstation Printing

The Library provides a “pay-for-print” photocopier in each building. Also all public workstations offer paid printers. We do not own these machines but lease them. The copiers and printers are provided as a service to our patrons so they may copy reference books etc. owned by the Library. The printers allow patrons to get copies from the Internet or reference databases. We do not set the copy or printing price, and the income from these services goes directly back to our vendor.

Microfilm Machine

The main library offers a microfilm machine and back issues of newspapers on microfilm. The cost per copy is 10 cents. This is revenue that goes back to the Town of Dedham. The Adult Services Department staff will help patrons use this equipment.

Overdue Fines

The Library returns fine money to the Town as revenue. The Dedham Public Library's fine schedule per day overdue is as follows:

Adult and Young Adult books	\$.10
Childrens books	\$.05
Adult and Young Adult videos/DVDs	\$1.00
Childrens Videos/DVDs	\$1.00

Maximum Fines, per item:

Adult books	\$2.00
Childrens books	\$1.00
All videos/DVDs	\$6.00
Books on tape or books on CD	\$2.00
Music CDs	\$2.00
CD-Roms	\$2.00

Lost Books	replacement cost
(or patron may purchase a replacement copy and bring it to us)	

Lost or Damaged Items

If library material is returned in a damaged condition, a charge will be placed on the borrower's card equal to the replacement cost of the item. The borrower may either pay the fee or replace the item as in the lost book clause.

If the item belongs to another library in MLN, the owning library will be informed of the loss or damage and the patron may be contacted by circulation staff at that library regarding the problem. This process involves completing an "MLN Lost Book Form" which is sent by our staff to the owning library. The patron who lost the material must bring payment (by check or money order made payable to the owning library) to Dedham's circulation desk. The circulation staff at the Dedham Public Library will then send the form and payment to the owning library.

Amnesty on Fines

The Dedham Public Library does not charge fines on Dedham materials during the month of December each year as an amnesty gesture to our patrons for the holidays. In return, we ask our patrons to be generous during the Library's holiday food drive.

Delinquent Library Cards

Patrons may not take out further materials on their MLN card if they owe more than \$5.00 in fines. If patron has incurred fines in excess of \$100.00, borrowing privileges may be suspended or revoked contingent upon the return of materials or the payment of fines. Excessive or delinquent fines may also result in the loss of library privileges throughout the MLN network, including use of computer workstations.

Return Policies for Library Materials

Returning Library Materials

Patrons may return library materials at our circulation desks during open hours. When the libraries are closed, we offer book drops at the front door of each building. An item is considered "late" if it is returned after the library is closed on the date it is due. All materials in the MLN database may be returned at any participating MLN library with the exception of interlibrary loan materials. Interlibrary loan materials (those not owned by MLN libraries) must be returned to either branch of the Dedham Public Library only. "Local Request" materials may be returned at any MLN library (although must only be checked out in person at the Dedham Public Library).

Renewals

All library materials, no matter which MLN library owns it, may be renewed once if there are no other outstanding reserves on the item, including audio-visual materials. Patrons who have checked out any items that have no reserves on them may renew a second time at the discretion of the Circulation Department. If patrons want to renew a second time, they must call the owning library to gain permission to do so.

The Dedham Public Library does offer telephone renewal to patrons. Patrons may renew an item once by phone if there are no reserves on the material. Your MLN card number will be needed for this transaction.

Reserves for Library Materials

If materials are marked "Available," a reserve hold may be placed on them. If "available" materials say "Out" or "On Hold," a reserve may still be placed on them and they will become available after previous requests are honored. If materials are marked "Local Request," only patrons within the Dedham community may place a reserve on them. If books are marked "Non-Request," patrons must check them out from the Dedham Public Library branch to which they are assigned. Non-circulating materials are usually "reference books" including many related to Dedham town history. Patrons may photocopy from these books.

New videocassettes and DVDs are marked "Local Request" for the first 3 months so that Dedham patrons will have first access to them. After that period, the "Local Request" designation is dropped.

There is a limit of 3 reserves in one day for requestable materials. Reserves will only be placed by permanent staff or electronically by patrons, either in the library or remotely from home. The reserve list will be printed each morning by the Adult Services Department who will monitor all requests. As requests are often time-sensitive, an effort will be made to process them as quickly as we can.

Materials may be requested either within the Minuteman Library Network or outside from different networks or library systems. Requests for materials owned by the Dedham Public Library which have to be picked up in person are known as "local requests." Requests for materials owned by other MLN libraries within the network are known as "network transfers." Requests for materials owned outside of the MLN network are known as "interlibrary loans" and are handled by Adult Services Department staff only.

Reserves for Library Materials, continued

The MLN network allows each library to permit patrons to place their own requests electronically. Dedham has chosen to offer this, and the system requires these patrons to obtain a PIN (personal identification number) to be used for this purpose. Patrons also need to provide their MLN library card number to request materials online, and to not have fines over \$5.00. If they are considered "delinquent," they will not be able to place requests either in person or electronically.

If patrons request items that have outstanding reserves with the owning library, that library has the right to deny sending the material to another community. Items owned by an individual library for less than 30 days may not be requested by other libraries as a courtesy to the MLN network. In this case, the Dedham Public Library will try to purchase the new item for the patron who wants it. If this is not possible, patrons will be informed that they must go in person to the owning library to check out the material or wait 30 days. The Dedham Public Library cannot purchase all materials requested by its patrons because of budget and space constraints but will make every effort to assist patrons in getting the materials they seek.

Categories of materials individual libraries may choose not to send include bestsellers, seasonal items, newest award winners, and current popular topics. Popular videos and DVDs are often marked "Local Request" at MLN libraries for the first few months and cannot be requested by patrons in other communities during this time. MLN libraries also sometimes mark materials "in storage" and these materials may not be requested. Also Framington State College restricts reserves on their charged-out items.

Interlibrary Loan Requests for Non-MLN Network Materials

The Adult Services Department staff at the main library will place all ILL requests. At the Endicott branch, one staff member does all ILL requests for this patron population, but coordinates this activity with the main staff. Patrons may now place their own requests from the "Virtual Catalog" database electronically but these requests are also facilitated by ILL staff.

The decision to place an ILL request (or send the patron in person to another library) will be based on budgetary considerations, estimates of future demand for the item in question, and the likelihood that a supplier can be found if the material is of limited availability. Finally there are some items we cannot borrow through ILL unless the patron is willing to pay a fee to cover the cost of borrowing. The latter is the result of cuts in state funding.

Although most materials may be returned at any MLN library, out-of-the-network transfers (ILL materials) do need to be returned at either Dedham Public Library branch only. "Local Request" items must be checked out from the Dedham Public Library in person but can be returned at any MLN library. There are special factors that make timely return of ILL materials important. There are considerable extra expenses involved in obtaining these materials and the willingness of libraries outside MLN to loan them to us may be impaired if too many of them are not returned. It may be necessary to restrict ILL requests for patrons who are consistently delinquent in returning these materials.

CIRCULATION POLICY

LIBRARY CARDS

Library cards are available free of charge to all adults and children. Stop by the library and present your driver's license or another form of identification that includes your mailing address. Registration forms are available at the main Circulation Desk. Your library card is valid for use at any Minuteman Library Network (MLN) member library

RULES OF LOAN

- OCLN network policy requires that users must have a library card in hand to check out materials at the Dedham Public Library. ***Checking out items when library card is not present:** Borrowers who wish to check out items but who have forgotten their library cards may do so by showing photo identification (state I.D., student I.D., etc.).
- Borrowing privileges may be suspended at all MLN libraries if overdue material fines and lost material fees are not paid.
- Museum passes are available for Dedham residents with valid library cards.

LOAN PERIODS AND LATE FEES

Materials borrowed from another library may have different regulations. Non-OCLN materials borrowed via the Virtual Catalog have a loan period of 28 days with no renewals. Materials borrowed via Interlibrary Loan have a loan period of 14 days with no automatic renewals.

ITEMS	LOAN PERIOD	FINE PER DAY
BOOKS		
MAGAZINES		
DVDs & VIDEOS		
AUDIOBOOKS		
MUSEUM PASSES		

RENEWAL POLICY

Most items can be renewed twice, except for videos, DVDs, new books and magazines, and items ON HOLD. Items borrowed from another library may have different renewal restrictions.

LOST MATERIAL

You will be assessed the replacement cost of material permanently lost or destroyed. The library does not issue refunds for lost items that have been paid for. The library does not accept replacement copies of lost items.

LOST LIBRARY CARDS

You are responsible for all materials taken out on your card until the date it is reported lost. Please report your lost card immediately so that it can be cancelled. There is no charge for the first lost card replacement, subsequent replacement is \$5.00 per card.

RETURNS

Library materials may be returned to the Dedham Public Library Circulation Desk, exterior book drop return, or to any other MLN library.

INTER-LIBRARY LOAN

Our Interlibrary Loan (ILL) service allows you to borrow materials that are not available at our library or any other library in the Minuteman Library Network (MLN).

OUT-OF-STATE RESIDENTS

Out-of-state residents visiting Dedham for an extended period of time are encouraged to obtain a library card. All that is required is a local address and phone number as well as your driver's license or other form of picture identification that includes your permanent address.

PRIVACY RIGHTS

By state law, the borrowing records of all library patrons are private. Public libraries may not disclose records which reveal a patron's borrowing information to governmental or civilian inquiries. This policy applies to all patrons including minors, regardless of whether the parent is paying the fines on overdue materials or has signed a child's library card. Please view our policy, Policy on Confidentiality of Library Records, with Procedures.

HOMEBOUND SERVICE

Do you love to read but are unable to come to the library due to an illness or disability? A staff member from the Library will be pleased to visit you at your residence to take your requests for library materials. Selections will be delivered to you and picked up and returned to the library on a regular schedule. For further information please telephone the library at 781 751-9281 and speak to the Circulation Supervisor.

**Dedham Public Library
Adult Video/DVD Collection Development Policy**

Purpose and Scope of Collection

The primary purpose of the video and DVD collections will be to serve the educational, instructional, entertainment and cultural needs of patrons of all ages with film. Films included in the Dedham Public Library's collections at both the main and Endicott locations encompass classic family entertainment, contemporary releases, and instructional and educational releases. We offer these materials in English and in many foreign languages.

Since our monetary funds for this purpose are limited, trained librarians select and maintain these collections. Videos and DVDs **may** be acquired using the following criteria:

- (1) The film won or was nominated for an Academy Award or other prestigious award;
- (2) Favorable reviews were given for the film in standard library and film reviewing sources;
- (3) It may be significant in film history;
- (4) The cast or director may be particularly important;
- (5) The film, if not considered prestigious, has been chosen in response to either requests from patrons or reflects the needs of the community;
- (6) Balance and current holdings are important considerations during this process.

The video/DVD collections will be weeded on an ongoing basis using attention to condition, space, replacement cost, currency and popularity based on circulation statistics.

In keeping with our goals for providing good customer service, the Dedham Public Library will properly manage these collections by offering our patrons new and attractive materials of interest to many with a focus on currency. The marketing of currently released titles in these collections keeps them fresh and vibrant, and well used. We are not a "video store" and cannot collect every film ever released.

Gifts to the video/DVD collections will certainly be considered by our professional staff and may be added if appropriate and if our current collection warrants it, based on their experience. Gift videos and DVDs not added to the library's collections will be put in our ongoing book sale.

TG Brennan

First Amendment to the United States Constitution

CONGRESS SHALL MAKE NO LAW RESPECTING AN ESTABLISHMENT OF RELIGION, OR PROHIBITING THE FREE EXERCISE THEREOF; OR ABRIDGING THE FREEDOM OF SPEECH, OR OF THE PRESS; OR THE RIGHT OF THE PEOPLE PEACEABLY TO ASSEMBLE, AND TO PETITION THE GOVERNMENT FOR A REDRESS OF GRIEVANCES.

The Bill of Rights to the U.S. Constitution was ratified on December 15, 1791

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 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to

be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read

4

is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

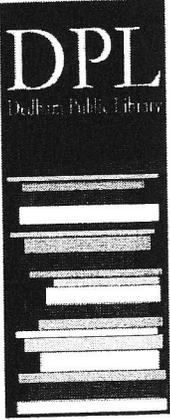
Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council



Dedham Public Library

Massachusetts. Minuteman. You.

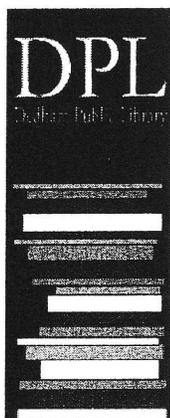
43 Church St.
Dedham, MA 02026
781.751.9280
www.dedhamlibrary.org

Robert Desmond, Chair
Joseph Craven
Joseph, D'Amico
Jay Donahue
Jonathan J. Reinhart

Collection and Service Authority for Branch.

Final resolution of deletions, additions, particular to the Endicott Branch, the Endicott staff will have final say in the arrangement of the Collection. In order to serve the needs of the audience of that branch it is essential that on-site collection management be in place. Requests for materials to be added to the Children's Collection at Endicott must be accommodated by the Children's Librarian.

Approved
Board of Library Trustees
August 16, 2007



Dedham Public Library

Massachusetts. Minuteman. You.

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Dedham, MA 02026
781.751.9280
www.dedhamlibrary.org

Joseph D'Amico, Chair
Joseph Craven
Robert Desmond
Jay Donahue
Jonathan Reinhart

COMMUNITY ROOM POLICY for the Endicott Branch Library

The Community Room at the Endicott Branch Library is intended for community programs. It is also available for reading-related activities and quiet study. Library programs include storytimes for young children and adult book discussion groups. Days and times these are held are posted on our website, www.dedhamlibrary.org. Quiet study may include pairs of tutors and students, and we ask that people using this space when tutoring is in progress be respectful of this fact.

If you wish to use the room for a program, please call the Endicott staff at (781) 326-5339 and check to see if the room is available. Non-library programs held in the Community Room must be approved by Megan Carey.

Staff reserves the right to ask patrons to leave the community Room if their behavior is not in keeping with the Library's ~Patrons' Rights and Responsibilities Policy."

There is a non-handicapped space at the Main Library which may be used for larger groups upon approval of the Library Director.

Approved
Board of Library Trustees
April 2006

ELECTRONIC COMMUNICATIONS AND
COMPUTER USAGE POLICY

I. INTRODUCTION

This Policy is intended to provide guidance on the appropriate use of the Town of Dedham’s electronic communication and information equipment and systems (“Systems”). Such Systems include, but are not limited to, computer workstations, laptops, hardware and software, electronic mail (“e-mail”), telephones, cellular phones, pagers, “blackberry”-style devices, facsimile machines and the internet.

Use of the Town of Dedham’s Systems by any employee, contractor, consultant, and/or volunteer (“user”) shall constitute acceptance of the terms of this Policy and any such additional related policies that may be issued by the Town.

Access and use of the Town’s Systems is intended for business related purposes, including communicating with coworkers and colleagues, and researching topics relevant to Town business. All existing state, federal and local laws and Town policies apply to your conduct while using the Town’s Systems, particularly those that govern intellectual property protection, sexual or other harassment, misuse of Town resources, privacy rights, and confidentiality.

This Policy sets forth general guidelines and examples of prohibited uses of the Town’s Systems for illustrative purposes, but does not attempt to identify all required or prohibited activities by users. Questions regarding whether a particular activity or use is acceptable should be directed to the Town Administrator, and/or department head. These guidelines may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the Town’s Systems. Furthermore, this Policy may be amended from time to time, and is meant to be read in conjunction with all other applicable policies of the Town of Dedham.

II. PRIVACY

Users should not expect any right of privacy in said Systems, including electronic communications and information made or stored on the Town’s Systems. The Town retains the right to inspect its Systems, including any Town-owned or leased computer or electronic communications equipment, any data contained in such equipment and any data sent or received by that equipment. The Town will exercise that right when reasonable and in pursuit of legitimate needs for supervision, control, and the efficient and proper operation of the workplace. Users should be aware that appropriately authorized network administrators may monitor network traffic, and/or access all files, including e-mail files and Internet use history, stored on any equipment.

All electronic files and documents originating from or passing through the Town's Systems are considered to be the property of the Town.

III. SECURITY

All usernames and passwords are for the exclusive use of the individual to whom they are assigned. The user is personally responsible and accountable for all activities carried out under his/her username, and should take all reasonable precautions to protect his/her password. The password associated with a particular username must not be given or divulged to another person (with the exception of the Town Administrator). No one may use, or attempt to use, a username or password assigned to another person, or pose as another user. Employees should endeavor to create passwords that are unique and not easily discoverable. For security purpose, employees should either log off or revert back to a password screen when leaving their computer for an extended period of time.

IV. INTERNET GUIDELINES

While we increasingly use the Internet as a tool in the workplace, misuse or abuse of the Internet can result in wasted time, as well as potentially violate laws, bylaws, ordinances, regulations, or other Town policies. Therefore, users should adhere to the following Internet Guidelines.

- A. Use of Internet. It is the Town's policy to provide Internet access for Town use. Personal use of the Internet may be permitted, but users should exercise good judgment. Excessive usage for non-Town related purposes may result in discipline, up to and including termination from employment.
- B. Authorization. Authorization for Internet access must be obtained through the Systems administrator. Once authorization is approved, each user is responsible for the security of his or her account password and will be held responsible for all use or misuse of such account (see Section III, Security, above).
- C. Compliance with Laws. Users must not utilize the Internet to knowingly violate any state, federal or local law, or the laws of any other nation. United States copyright and patent laws may apply to information and material(s) accessed through the Internet, and care should be taken to not violate the copyrights or patents of others on or through the use of the Internet.
- D. Viruses. All appropriate precautions should be taken to detect viruses, including scanning all computer files (including attachments) that are downloaded and/or opened from the Internet, before installation or execution of such files/attachments. Users should direct any questions regarding the

proper use of virus detection software to the Systems administrator and/or department head prior to downloading and/or opening any files/attachments.

E. Town Monitoring. As noted above, users should not have any expectation of privacy as to their computer or Internet usage, including the receipt and sending of e-mail. It is possible for the Town to monitor Internet usage histories and/or patterns, and the Town may inspect, with the exception of any exclusions mandated by Massachusetts General Laws, any portions of its Systems, including files stored either on the computer hard drive or the Town's server to ensure compliance with this Policy and any other applicable state, federal, or local laws.

F. Prohibited Practices

- (1) Users shall not use Town computers knowingly to download or distribute pirated software or data. Any software or files downloaded via the Internet may be used only in ways that are consistent with their licenses or copyrights.
- (2) Users shall not make an unauthorized attempt to enter into another employee's computer (commonly referred to as "hacking").
- (3) All computer hardware and software shall at all times remain the property of the Town of Dedham. Users must comply with federal, state laws, and items of applicable contracts including software licenses.
- (4) Users must not utilize the Internet to deliberately propagate any virus, worm, "Trojan-horse", trap-door or back-door program code, or to knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
- (5) Users shall not disclose confidential information or promote personal political beliefs, discrimination, sexual harassment, and any unlawful activity; nor shall the Town's computers be used for private financial gain, or commercial, advertising or solicitation purposes.
- (6) Use of the Town's Systems, including computers, to display any kind of image or document that is obscene, pornographic, sexually explicit or sexually suggestive, is prohibited. Additionally, these materials may not be archived, stored, distributed, edited, or recorded using Town network, printing or computing resources.
- (7) Users shall not utilize the Town's Systems for the purpose of sending "chain-letters", unsolicited mass e-mails, or other "spam".

- (8) Users shall not maliciously use or disrupt the Town's computers, networks, Internet services; nor breach the Systems' security features; nor misuse or damage the Town's equipment; nor misuse passwords or accounts; nor attempt to access unauthorized sites; nor use the Town's Systems after such access has been denied or revoked; nor attempt to delete, erase or otherwise conceal any information stored on any portion of the Town's Systems.

V. ELECTRONIC MAIL ("E-MAIL") GUIDELINES

- A. The internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Users must exercise caution and care when transferring such material in any form.
- B. The Secretary of State's Office of the Commonwealth has determined that e-mail qualifies as "public records", as defined in Chapter 4, section 7(26) of the Massachusetts General Laws. All users shall retain either a printed or digital record of official Town e-mail sent by or received through the Town's Systems, in the same manner that other paper records are kept by their departments, and in accordance with the Record Retention requirements.
- C. Users should be aware that opening programs or files attached to email messages may cause computer viruses to infect the Town's Systems, and thus should only open such attachments from anticipated and trusted sources.

VI. TELEPHONE USAGE

Telephones (including cellular phones) are provided for business use. Personal telephone calls may be permitted, but users should exercise good judgement in making such calls. Managers/department heads are responsible for monitoring their employees' telephone usage. Excessive usage for non-business related purposes, as well as misuse of telephones, such as to make harassing or threatening calls, may result in discipline, up to and including termination from employment.

VII. VIOLATIONS

A violation of this Policy may result in either the suspension or permanent loss of the privilege to use the Town's Systems. It may also result in disciplinary action being taken against the employee, up to and including termination from employment. Additionally, users shall be personally liable for any losses, costs or damages incurred by the Town related to violations of this Policy. Similarly, the illegal use of the Town's Systems may result in referral to law enforcement authorities. Employees shall report violations of this Policy to their supervisor, or in the case of department heads, directly to the Town Administrator. Retaliation against another user for reporting a violation or violations of this Policy, including the use of e-mail or the Internet in a retaliatory manner, is strictly prohibited by the Town of Dedham.

TOWN OF DEDHAM



ACKNOWLEDGEMENT OF RECEIPT

P4: Computer Usage Policy

I hereby acknowledge that I have received a copy of Policy P4 entitled "Electronic Communications and Computer Usage Policy Issued by the Town Administrator on June 30, 2004, and do hereby agree to fully comply with its requirements and provisions.

NAME (please print)

Signature

Date



Dedham Public Library

Massachusetts. Minuteman. You.

43 Church St.
Dedham, MA 02026
781.751.9280
www.dedhamlibrary.org

Joseph D'Amico, Chair
Joseph Craven
Robert Desmond
Jay Donahue
Jonathan Reinhart

DEDHAM PUBLIC LIBRARY EMERGENCY CLOSING PROCEDURES

Closing during a regular workday (Mondays-Fridays, 9 AM to 5 PM) with advance notice:

In the event of storms or other emergency situations, the Library will open or close according to directions given by Town Hall. During the work week (Mon-Fri), if the morning weather is questionable, The Director will hear from the Town Administrator if the Town will be open for business. The Director will apprise all employees of the situation

Closing during evenings (between 5 and 9 PM), or on weekends (Saturdays or Sundays) with advance notice:

Administration will notify the Chairman of the Trustees that the Library will not be open on schedule due to weather conditions.

If an emergency occurs without notice during an evening shift (between 5 and 9 PM) or on weekends (Saturday or Sunday), the following should occur to close a building:

1. Contact the Director or the Chairman of the Board of Trustees
2. Post signage that the Library is closed
3. If a program is scheduled for the day the sponsors, performers etc. should be notified and the postponement noted on the answering machine message.

Approved
Board of Library Trustees
March 1, 2004

Dedham Public Library(MAIN) Emergency Evacuation Plan

Whenever the fire alarm sounds or a direction is given to evacuate the building the following must occur immediately to avoid injury and loss of life to staff and patrons.

Children's Room

Staff will usher any persons in the room to the fire escape door and exit. Patrons and staff should go to Franklin Square.

Circulation Area

When the alarm sounds a staff member should go downstairs and evacuate the lower level. Exit through the rear door and join the rest of the staff in Franklin Square.

Reference Area

When the alarm sounds, announce to everyone in the reading area that they are to exit immediately through the rear exit (handicapped access ramp).

It is important that the building be cleared so that the Fire Department can do their jobs. It is a state law that all persons must exit a building when an alarm sounds. If a patron refuses to leave, warn them and continue the evacuation. Tell Firemen of the patron immediately.

ENDICOTT BRANCH

Evacuate all patrons and meet at the back end of the parking lot.

Approved
Board of Library Trustees

Aug 14, 2007

Dedham Public Library Gift Policy

All gifts to the Library are accepted without condition and may be disposed of if considered redundant or inappropriate to the collection. When gifts are offered under conditions, the Board of Trustees will make the decision regarding acceptance of the gift and the conditions.

Accepted March 25, 2003

Guidelines For Types of Donations to the Library

Gifts in memory: money given in memory of someone. Often no notice is given to the Library, the information being contained in the obituary. A file should be started and the family notified. Unless a definite purpose for the donation is given, the funds may be used for a purpose to be determined within the Library's needs. If books are purchased, a bookplate "in memory of." will be placed in the inside cover. No list of books purchased will be kept. A notation of the use of the gift will be kept in the proper file.

Book Gifts: when a book is selected and paid for as a memorial or remembrance of a person or occasion the bookplate will record the specific information. Otherwise, no record will be kept of the gift.

Gift Policy: see policy manual.

Some donations may come through the Friends of the Library; invoices will be referred to them as soon as authorization is gained for the use of the funds.

**Guidelines for Withdrawing Materials from the collections
of the Dedham Public Library**

As of 3/26/03, all items withdrawn from the Dedham Public Library will be donated to "Hands Across The Water" a recognized nonprofit organization. Items will be weeded according to proper criteria, processed, and boxed. They will be transported to Hands Across The Water's storage/shipping area as soon as possible.

Discards currently on the shelves for sale as of this date will be packed for shipment and the shelves made available to the Friends for their use.

TG Brennan
Library Director

Hands Across the Water
Drop Box
Sharon DPW
All items must be boxed

Contact:
Mike Jones (h) 781-784-0393
(w) 781- 821-0818

Combination for box 7-7-7-7

Sharon Recycling

Books to "Hands Across the Water"

Rte 95 to exit 10.

End of ramp Left onto rte 27 into Town.

In Town Center turn Right at lights (South Main Street). Past Town offices (Fire etc.) about 1 1/2 miles to Police on right, DPW and Sharon Recycling in back.

Container is grey, on left 20' long) lock is cable lock with 7-7-7-7 combination. Walk-in to stack book boxes.

Contact: Mike Jones Troop 777

(h) 781-784-0393

(w) 781-821-0818

DEDHAM PUBLIC LIBRARY: INTERNET POLICY

The Dedham Public Library makes the Internet available to the public on a basis of Acceptable Use. Acceptable Use **excludes** the following but is not limited to:

- Transmitting or displaying obscene, harassing or threatening materials or messages
- Violation of copyright or licensing agreements
- Violation of another user’s privacy
- False representation
- Distributing advertising, junk mail or chain letters
- Interfering with or harassing other users either in person or online
- Attempting to violate computer workstation security or gain unauthorized access to the library’s network or computer systems or any other network or computer system

Service Limitations

- Users may secure individual e-mail accounts with free services such as Yahoo, AOL, Hot Mail, etc. The library’s E-mail address cannot be used for personal communication. Staff’s use of library workstations is limited to business use only.
- The staff can offer limited assistance on the Internet, taking into account time constraints and staffing limitations. This service is offered with the understanding that the Internet is increasingly complex and that the staff may not have all the answers concerning use of it. The library also may not be able to update its equipment on a regular basis to allow for technical advances because of the cost. The library will maintain its equipment to the best of its ability within its allotted budget for this service.
- The Library is not responsible for any damage done by intent to the equipment.
- Workstations in the Children’s Room at the Main Library, and workstations at the Endicott Branch currently employ electronic filters. The adult workstations at the Main Branch Library employ privacy screens. An eventual goal is to offer adult workstations for Internet access at Endicott without filters, but this is not yet possible. Parents should always oversee their children’s use of the Internet and of the library’s materials in general. The library does not act in Loco Parentis and parents are responsible for their children.

User Responsibilities

- Patrons need to evaluate the currency and accuracy of any information found on Internet. The Internet does not have one central site that monitors all sites. Bear in mind that websites are created easily by both well-meaning and ill-intentioned parties simultaneously. Users need to be aware of this and evaluate what they are viewing. They need to check the source. The Minuteman Library Network has created a home page called "Useful Internet Resources" which brings together in one place Internet sources by subject. MLN has reviewed and evaluated these sites on the home page, and recommends them. We urge patrons to utilize MLN's home page first when searching for information, especially children's and YA resources.
- Patrons are asked to be considerate of other computer users and to respect the 30 minute time limit if others are waiting. The librarian on duty reserves the right to ask a patron to allow others access to computer workstations, and they will make every attempt to be fair in monitoring use.

Daily Use Operations (to be evaluated and revised)

- Users must sign in for 30-minute segments. No more than two consecutive segments can be allowed unless there is light usage that day or no one waiting.
- The Library will grant up to 10 free pages on the printer. Any amount after that will include a charge of 10 cents per page.
- Users should report any equipment problems to a staff member and not attempt to remedy the situation themselves.

Adopted by Board of Trustees 11/19/2001

Mission Statement
Dedham Public Library

The mission of the Dedham Public Library is to provide for the informational, educational, cultural and entertainment needs of the community. The library seeks to promote knowledge, understanding, and wisdom by providing all residents with free access to a variety of materials and services. Special emphasis is placed on stimulating an interest in and appreciation for reading in young children.

Approved by Board of Trustees 11/7/2001

Dedham Public Library Patron Rights and Responsibilities

- No eating, drinking, smoking (or use of tobacco in any form) or use of controlled substances in the library.
- No soliciting or distributing of leaflets within the library.
- Animals are not permitted (except for guide or assist animals).
- Appropriate attire, including shirts and shoes, must be worn at all times.
- Roller blades, roller skates, and skateboards are not allowed in the library.
- Staff are not responsible for patrons personal belongings left unattended.
- Bicycles should be placed in the bike rack and locked. Bikes may not be left inside the library or on the handicap ramp leading into the library.
- Any sports equipment brought into the library must be left at the area facing the circulation desk (i.e. skateboards, basketballs, tennis raquets etc.) and not interfere with foot traffic and clear passage.
- Computers and radios or other audio devices with headphones may be used in the library if the volume is not audible to others.
- Cell phones may be used in appropriate areas of the library if they do not interfere with the rights of other patrons.
- The telephone at the circulation desk is a business phone. It may be used by patrons (with permission of staff) in cases of emergency or to call for rides if no other means is available.
- Loud and intrusive behavior that disturbs others is prohibited.
- Physical or verbal harassment of others, including library staff is prohibited and may result in referral to the police.
- The material and equipment in the library are here for patron and staff use; any purposeful damage done to material, equipment, furniture, building, or property of the library is against the law and will be reported to the police.
- The Library cannot supply scissors, tape, or paper for free; patrons are expected to provide their own.
- The Library's fax machine is for library communications only; patrons will be referred to local businesses which offer this service.

Children and the Dedham Public Library

The Dedham Public Library's Mission Statement places great emphasis on the role of the library in children's lives. We are also concerned for their safety as well since this a public building and unattended children can be exposed to dangerous situations. Also, since children share the building with adults and others who are involved in study, being disruptive can cause unnecessary hardship on all.

- Children are expected to observe the same rules as stated for all patrons with the following additions:
- Parents or guardians are responsible for the behavior of their children in the library , and may not leave children under the age of 12 unattended.
- If a problem arises with children of any age and we are unable to locate the parent(s) or if the library is closing and the parent(s) cannot be located, the police will be called at the discretion of the staff.
- Children age 12 and older may be left unattended, at the discretion of their parent(s), for a period of time to complete homework assignments or projects. Children left

unattended should know how to reach a parent or guardian, and parents should be aware of closing time of the library.

- When children are left unattended repeatedly and/or for long periods of time, the staff will notify the parent(s) of the library's policies.
- When children are attending library programs, parent(s) must be aware of the times of the programs, so that their children do not have to wait for unreasonable amounts of time to be picked up. Children should wait inside the library for their ride.
- It is the policy of the library that staff members will not transport children from the library to any other location.

General Policy

- The Library staff will encourage patrons toward acceptable library behavior.
- The staff will give warning of inappropriate behavior.
- The staff will explain the rules of behavior.
- In case of a minor disruption, and after an explanation and warning, a patron may be asked to leave the library for the rest of the day.
- If the offending patron refuses to follow the requests of the staff, or the staff feels there is potential danger to patrons or staff, the police will be called. In extreme cases, no- trespassing writs will be issued.
- In medical emergency situations, police and EMT will be called.

Children

This policy is not intended to restrict library service to children. Instead, the policy has been adopted to insure the safety and well-being of all children who use the library.

- Staff will ask children who are being disruptive to behave
- If the disruptive behavior continues, staff will inform the parent(s) that their children are disturbing others.
- The family will be asked to leave if the parents refuse or are unable to control their children.

Unattended Children

- Staff will ask children who are being disruptive to behave.
- If the disruptive behavior continues, the children will be told to wait quietly in a designated area while the parents are contacted.
- Staff will contact parents who will be asked to pick up their child immediately.
- Parents will be informed of their child's behavior.

Staff judgment and discretion will be used at all times in the interpretation of the above policy.

Paying and Replacing Lost Material

If a patron receives a bill for Lost Materials they have a choice of two things. They either find the material and return and pay the fine incurred the overdue loan OR they pay for the lost material.

WE CAN NOT ACCEPT REPLACEMENTS FOR LOST ITEMS, we can only accept cash payment.

Approved
Board of Library Trustees

Aug 16, 2007

Policy for Meeting Room Space at Library.

Meetings at the Dedham Public Library

The Dedham Public Library can provide limited meeting or program space for small groups at the Main Branch only. Events must be free and open to the public. No financial transactions may take place other than for groups to collect dues. However, performers at library or Friends sponsored programs may arrange for sale of their CDs, videos, books, etc. Events and programs should be compatible with a library environment.

At the Endicott Branch Library, the "Story Place" is not considered to be a meeting room and does not follow the above guidelines with some exceptions. The Story Place is to be used only for reading and reading-related activities such as book discussion groups. The Childrens Department of the library uses this space during the mornings for storytimes offered to the public with stories read by staff members. The Story Place may be used by book groups when it is not busy with library programs on a first come first served basis with limited seating. This room is not handicapped-accessible.

Currently the meeting space at the Main Library is also not handicapped-accessible. Occupancy is limited to small groups and the room is half-occupied by library collections which may be accessed during the event. The meeting space is on a first come, first served basis with programming by the library or the Friends of the Dedham Public Library taking precedence. Repeat bookings cannot be taken so as to ensure fair access by others.

Children's programs may be limited to Dedham residents only or Dedham residents first with any extra space available on first come first served basis for nonresidents. The meeting space is available during library hours only.

If a program is to occur beyond library hours, the custodian will be paid by the group at a rate of time and a half.

In the event of weather emergencies events may be cancelled. Please call the library's telephone number for a recorded message regarding any closings.

Although a piano is present in the History Room, it is reserved for Library programs only and is not to be used otherwise during library hours. Use of the piano affects the noise level in the building and restricts use of the History Room for study.

Approved by Board of Library Trustees 10/29/2001
Amended by Board 11/19/2001

Draft 3/15/12

Dedham Public Library Policy for Using the Library for a Function

Application should be submitted to the Library Director at least two months in advance of date the premises are needed. All applications must be approved by the Library Board of Directors at a regular board meeting.

Library sponsored activities take precedence over outside requests for use of the space. Outside groups may use the facilities under the following conditions:

1. Use is limited to groups whose objectives are educational, cultural, or civic in nature.
2. The Library Board of Trustees must approve all fees charged to the public, whether for admission, materials, or other reasons.
3. The group must assign one person to be responsible for proper use of the facility in accordance with the Dedham Public Library Use Policy and with these guidelines.
4. The facility must be left in the original condition in which it was found. The applicant will be held responsible for loss or damage resulting from use.
5. Trash or remains from activities must be placed in receptacles provided by the Library. Smoking is not permitted inside the buildings.
6. The applicant is responsible for the preservation of order by those in attendance.
7. If alcohol is to be served, permission must be obtained for the Dedham Board of Selectmen and all liquor use policies on town property must be observed.
8. A custodian must be on duty whenever the library is used by an outside group other than the Friends of the Dedham Public Library. Per the union contract, a custodian called in to work over his/her 37.5 hour work week shall be paid at the overtime rate of one and one half times his/her regular rate of pay for a minimum of four hours. Sunday and holiday work will be paid at double the regular rate of pay for a minimum of four hours.

- 9. The Library Director will recommend to the Library Board of Trustees whether to grant the permission. The Board must approve of the use.

Draft 3/15/12

Dedham Public Library Building Use Application

Date of Application:

Name of Organization:

Street Address of Organization:

City: State: Zip Code:

Name of Contact Person responsible:

Email:

Phone:

Purpose of Meeting:

Number of people expected:

Date Needed:

Time Needed:

Approval from Board of Selectmen for Alcohol Use:

Approval of Library Board of Trustees:

Dedham Public Library Policy on Use of Exhibit/ Display Space

The Dedham Public Library has limited display space for books and information-related displays. The Library reserves the right to use these areas for its own use. On occasion the Library will permit its exhibit areas to be used by public groups under the following conditions:

- The exhibits are concerned with reading or library appropriate issues.
- The exhibits are of a nonsectarian, nonpolitical nature.
- No offensive elements are involved according to local standards.
- The exhibit is covered under the “unacceptable use” clauses of the Library’s Internet Policy.
- It is understood that the Library is not responsible for the interpretation of or security (other than a locked case) of the items.

Approved by Trustees 3/25/2003

**DEDHAM PUBLIC LIBRARY
POLICY FOR PUBLIC USE OF COMPUTER TERMINALS**

In its dedication to provide patrons with the best information services available, the Dedham Public Library provides access to Microsoft Office Suite and the Internet. The following guidelines must be observed when using the computers:

- Patrons are required to sign in to the public computers with the Reservation System using their library card
- There is a 45-minute time limit on all computers
- You may only sign up for yourself
- You must sign up for a computer in person
- Only one person at a time may use the computer

INTERNET WORK STATIONS

It is not acceptable to use library computers for illegal or abusive purposes, including but not limited to:

- Transmission of chain letters or any form of junk mail
- Transmission of threatening, obscene, or harassing materials
- Transmission of computer viruses
- Violation of another user's privacy
- Activities which interfere with or are disruptive to other users, services, or equipment

Games are not allowed on the public computers.

Filtering software is installed on the computers in the Children's Room and on the computers at the Endicott Branch Library. The library does not act in loco parentis. Parents are responsible for their children.

Computer users are encouraged to maintain backups of all their important files. The library sells computer disks at the Circulation Desk at a cost of a dollar each. The library assumes no responsibility for damage to those disks or the information on them.

WORD PROCESSING WORK STATIONS

Patrons may save work to the hard drive, although it is recommended that you save files to a floppy. The library will erase all files on the hard drive on Fridays.

CATALOG WORK STATIONS

Stand-alone OPAC (Online Public Access Catalog) computer terminals are designated for library catalog use only.

USER RESPONSIBILITIES

Users should report any equipment problems to the Circulation Desk and not attempt to remedy the situation themselves. Misuse or abuse of the library's equipment will result in suspension of privileges.

The Dedham Public Library assumes no liability for inaccurate or out-of-date information. The library is not responsible for the loss of user privacy sustained while using library equipment.

FAILURE TO COMPLY WITH THIS COMPUTER POLICY WILL RESULT IN THE LOSS OF COMPUTER PRIVILEGES.

APPROVED BY BOARD OF LIBRARY TRUSTEES JANUARY 19, 2006

Board of Library Trustees

The Library Board of Trustees is responsible for determining the rules of behavior necessary to protect the rights of individuals to use the library material and services, to protect the rights of library employees to conduct library business without interference, and to preserve library materials and facilities.

The Library Board of Trustees believes that library patrons have the right to use library materials and services without being disturbed or impeded by other library users; that library patrons and employees have the right to an environment that is secure and comfortable; and that library patrons and employees have the right to materials and facilities that are accessible and in good condition.

Approved Library Board of Trustees April 23, 2002

Cell Phone Use Policy

Cell phone use within the library is disruptive to patrons and staff. Please turn off cell phones before entering the library, or set ringers to vibrate. All cell phone conversations should be conducted outside the building(s).

Approved
Dedham Board of Library Trustees
June 15, 2009

Dedham Public Library
Citizen Participation At Board Meetings

The Board of Library Trustees welcomes information, concerns, and opinions of those attending its meetings. To provide an opportunity for public participation, a time for Public/Staff Input is designated at the beginning of each meeting. The amount of time allocated to Public/Staff Input is at the discretion of the Chair. Public/staff participation outside of this designated section is only allowed at the discretion of the Chair.

The Board will listen attentively to citizens' input and may occasionally ask a question for clarification. Dialogue and discussion will not take place at that time. If warranted, a topic raised by a citizen may be put on the agenda for a future meeting.

Approved
Board of Library Trustees
July 21, 2009