

## Contents

PHILOSOPHIES .....	2
LIBRARY MISSION.....	2
LIBRARY BILL OF RIGHTS.....	3
THE FREEDOM TO READ .....	4
CODE OF ETHICS.....	8
PATRON USE OF THE LIBRARY.....	10
ACCESS POLICY.....	10
ACCESS BY MINORS .....	10
CHILDREN’S AREA USAGE .....	10
YOUNG ADULT AREA USAGE.....	10
UNATTENDED MINORS .....	10
SCHOOL VISITS .....	11
CELL PHONE USE POLICY.....	12
COMPUTER POLICIES AND PROCEDURE .....	12
SLUSHIE MACHINE POLICY.....	13
PATRON REGISTRATION .....	14
CARDHOLDER TERMS AND CONDITIONS.....	14
USE AND RENEWAL OF CARDS .....	15
LOAN PERIODS & OVERDUE MATERIALS.....	16
BORROWING PERIODS .....	16
OVERDUE, LOST, OR DAMAGED MATERIALS.....	16
GIFTS POLICY.....	18
CONFIDENTIALITY OF PATRON RECORDS.....	19
PUBLICITY PHOTOGRAPHY.....	20
COLLECTION DEVELOPMENT.....	21
INTRODUCTION.....	21
MISSION OF THE LIBRARY .....	21
PRINCIPLES.....	21
THE COLLECTION.....	21
COLLECTION MANAGEMENT GOALS.....	22
PROCEDURES.....	22
RECONSIDERATION OF LIBRARY MATERIALS.....	26
REQUEST FOR RECONSIDERATION OF MATERIALS FORM.....	27
LIBRARY OF THINGS.....	28
INTERLIBRARY LOAN POLICY .....	29

PROGRAMS AND EXHIBITS POLICY ..... 32  
ART COMMITTEE SELECTION POLICY ..... 32  
    ART DISPLAY RELEASE FORM..... 34  
FACILITIES POLICY AND AGREEMENT FORM..... 35  
    USE OF FACILITIES AGREEMENT FORM..... 39

# PHILOSOPHIES

## **LIBRARY MISSION**

The mission of Prince Memorial Library is to provide users of all ages with a broad spectrum of resources to satisfy their intellectual, cultural, and recreational needs.

## **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 Prince Room 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## THE FREEDOM TO READ

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

We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

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

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

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

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

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

freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and

teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression

that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

A Joint Statement by:  
American Library Association  
Association of American Publishers

Subsequently endorsed by:  
American Booksellers for Free Expression  
The Association of American University  
Presses

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

## CODE OF ETHICS

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

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

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

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

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

9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

# PATRON USE OF THE LIBRARY

## **ACCESS POLICY**

Prince Memorial Library adheres to the American Library Association's Library Bill of Rights and Code of Ethics. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

## **ACCESS BY MINORS**

Prince Memorial Library does not limit the selection and development of library resources simply because minors will have access to them, therefore there is no restriction as to what materials a person of any age may check out. The library does affirm the right of parents and guardians to guide their own children's use of the library, its resources, and services. Parents who do not want their children to have access to certain library services, materials, or facilities should advise their children.

Librarians and library governing bodies cannot act in loco parentis, i.e., assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults.

## **CHILDREN'S AREA USAGE**

Adults wishing to access the Children's Area must be seeking Children's Services of some kind: managing their children, picture books, Children's Reference resources, etc. General seating is available throughout the remainder of the library for laptop use, reading, and socializing.

## **YOUNG ADULT AREA USAGE**

The Young Adult Area is for young adults 12 through 18. While patrons of all ages are welcome to browse and check out materials from the Young Adult Collection, the use of computers, television, other electronic equipment, and participation in other stand-alone activities within this area are exclusively for the use of such teens as defined above. The library reserves the right to utilize the Young Adult Area for scheduled teen use, programs, events, and gaming activities. The Young Adult Area's primary purpose is young adult usage, materials, programs, events, and gaming activities. Young adults are expected to adhere to all the rules stated in our General Library Policy.

## **UNATTENDED MINORS**

While the library encourages use by all age groups, the library does not serve in loco parentis. Children under the age of eight must be accompanied by a parent or guardian while at the library. Toddlers and preschoolers should be in sight of caregivers at all times. We define a "caregiver" as an adult or minor aged 13 to 17 years old. We reserve the right to deny minors the role of caregiver if those under their care are unruly or disruptive.

Parents must pick up their children by library closing time. All people, including children, at the library at closing will be asked to leave the library premises.

## **SCHOOL VISITS**

School classes are invited and encouraged to visit Prince Memorial Library. Library staff are available to provide instruction in basic library skills, assist with reference inquiries, and selection of materials.

Prince Memorial Library requires:

- Notification of class visits and cancellation of visits.
- A librarian to greet the class on the first visit.
- Proper adult/teacher supervision of students.
- Students have a task to perform.
- Proper behavior.
- Consideration of other library users.
- Coordination of class visits so there is no interference with other youth services programs.

Educators may request a limited number of materials on reserve for specific projects for a period of no more than one month at the discretion of the library.

Reserved materials will not be allowed to circulate but will be housed in a selected location within the library to be available for student use.

## **BEHAVIOR POLICY**

Library users have the right to use library materials and services without being disturbed or impeded by abusive and/or disruptive behavior; library users and employees have the right to an environment that is secure and comfortable; and library users and employees have a right to materials and facilities that are available and in good condition.

If a patron is creating a disturbance or causing problems in the library, the library staff has the authority to tell that patron to leave the library. If that patron refuses to comply and continues to create a disturbance, the police can then be contacted to eject that patron from the library.

## **RULES**

- Prince Memorial Library is a tobacco, alcohol, and drug free environment.
- Food may be consumed in the library if patrons leave no mess. Non-alcoholic beverages may be consumed in the library if they are brought into the building in a covered container and kept away from computers and other electronic equipment.
- No solicitation or distribution of leaflets, pamphlets, or other materials is permitted except in public meetings.
- Proper clothing, including shirts and shoes, must be worn at all times.
- Restrooms are expected to be available for the public with minimal wait time; therefore, use is restricted to reasonable time periods; laundering or changing clothes, bathing, misuse of facilities, or phone calls are not permitted.
- Bikes are not permitted in the building.

- Personal property left unattended is the responsibility of the library user.
- The library reserves the right to inspect any/all bags, purses, briefcases, packs, etc. Personal belongings deemed inappropriate may be held by library staff and returned when the library user exits the building.
- Any intentional damage done to materials, equipment, furniture, building, or property of the library shall be reported to the police and restitution requested.
- Loud or boisterous behavior is unacceptable and those library users acting in such manner will be asked to leave the premises. These actions include, but are not limited to, harassment, intimidation by threatening language or behavior, vulgar language, aggressively loud voices, etc.

### **CELL PHONE USE POLICY**

Prince Memorial Library is committed to providing an environment conducive to reading, research, and study. To that end, cellular telephone use should be kept to a minimum and conducted in designated areas only. If cellular telephones must be used in the building, users must be respectful of others. The following guidelines will dictate cellular telephone use within Prince Memorial Library:

- Individuals with cellular telephones are asked to turn off the ringer upon entering the library.
- The hallway outside of the Prince Room has been designated as the cellular telephone area within Prince Memorial Library.
- Individuals receiving cellular telephone calls within Prince Memorial Library must go immediately to the designated area, or outside the building, to conduct the call.
- Use of speaker phone mode is not permitted anywhere within the library.
- All audio from phones for movies, games, music etc. must be played through headphones. In the event of audio bleeding, phone users may be asked to lower the volume.

### **COMPUTER POLICIES AND PROCEDURE**

Prince Memorial Library defines a computer as any electronic device. The policies below can apply to all such devices, either patron or library owned.

- Any person may use an available public computer workstation.
- Computer workstations cannot be reserved. In the event that no workstations are available, the library will create a wait list of computer users on a first come, first served basis.
- Once a computer user's allotted time is expended, repeated use of a computer workstation is permitted provided there is no one waiting.
- Use of computer workstations left logged in but unoccupied will be forfeited.
- Computer users will treat library materials and equipment in a responsible manner.
- Computer users are responsible for obeying all local, state, and federal laws.
- Printers are available at library workstations.
- Printouts are available for a fee payable to the Circulation Desk.
- Computer users must play sound through earphones, and in the event of audio bleed may be asked to lower the volume.
- Parents are responsible for a minor's access to computers, including internet use.
- No more than two individuals may use one public-access computer at any time.

- The library does not guarantee the security of its wired or wireless networks.
- The library does not guarantee technical support for personal devices nor that patron devices will work on the library's network.
- The library cannot guarantee the privacy of materials accessed, stored, or transmitted via computers.
- Any attempt to tamper with the public-access computers will result in loss of public-access computer privileges.
- Individuals may not use the public-access computers for illegal activities, including but not limited to: unauthorized access to files, data or passwords of others; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright-protected material; violations, attempted or otherwise, of computer system security and/or software license agreements; and threatening behavior.
- Prince Memorial Library accepts no responsibility for the accuracy of information found on the Internet and/or accessed using public computers.
- Computer users displaying materials that are objectionable to nearby library users and result in a complaint to library staff will be asked to cease. In addition, they may have their library privileges revoked at the discretion of the Library Director.
- Failure to obey library policies and procedures may result in the loss of library privileges.

### **SLUSHIE MACHINE POLICY**

The slushie machine was purchased by the Youth Services department but is available for use throughout the library.

The slushie machine is to be operated by trained staff only. Staff interested in using the slushie machine for library programs must be trained how to operate and clean the machine. Patrons, if they are neat and tidy, may serve themselves under the supervision of staff.

The slushie machine must be thoroughly cleaned immediately after use.

The slushie machine must be stored, unplugged and clean, on its designated utility cart when not in use.

# PATRON REGISTRATION

The library issues library cards free of charge to all residents of Cumberland and North Yarmouth. Persons residing outside the town but owning property within the town shall be considered residents.

Cards may be issued at no cost to those who live outside of Cumberland and North Yarmouth but who work for the towns of Cumberland and North Yarmouth, MSAD #51, or are employed in Cumberland and North Yarmouth. There will be no restrictions on library privileges.

Non-resident cards may be issued for a non-refundable annual fee of \$40.

Adults must provide a photo ID and proof of residency showing a street address. Photo ID accepted are driver's license, school ID, work badge, etc. Proof of residency can be official mail with name and address, car registration, bank statement, official documents, etc. Staff will use all available sources to verify an applicant's address. A post office box may be used as a mailing address but may not be used to prove residency.

Young adults aged 12 to 17 years old may get their own library cards using a variety of documents such as school ID, school schedule, or club ID to prove identification.

A parent must accompany children under the age of 12 to get a card. A parent must show either their own library card or the same identification required of an adult patron. Parents are responsible for all materials borrowed on a child's card.

## **CARDHOLDER TERMS AND CONDITIONS**

For applicants under age 18, a parent or legal guardian's signature is required on the registration form. This signature indicates that the parent/guardian accepts responsibility for borrowing and returning of library materials by the applicant. It does not grant access to information related to minors' accounts, as privacy of patron information is protected under Maine Statue Title 27, §121.

Parents and guardians are legally and financially responsible for the usage of library materials by their children until the age of 18, but the library's policy of confidentiality for all ages will always be observed no matter the age of the individual. Please note that an individual's library account will be treated in a confidential manner in accordance with state law. For parents or guardians of very young children, for example those who cannot yet write their own name, if they feel following the library's policy of confidentiality will be erroneous, they should have their child use a parent or guardian's library card.

A parent or legal guardian must accompany children (Birth-11) to get a card. The parent or legal guardian must show either their own library card or the same identification as an adult listed above.

Young adults (12-17) may get their own library cards using a variety of documents such as school ID, school schedule, or club ID to prove identification. If a parent or legal guardian is not present, the library will contact the parent or legal guardian to obtain a signature. Teens will be able to check out two items at a time until a signature is obtained.

Registration forms for adults are destroyed after the information is entered into the library's database. A minors' registration is retained until a minor reaches the age of 18 years old. The library will annually review and shred documents that are no longer needed.

### **USE AND RENEWAL OF CARDS**

Library cards are not transferable and the person in whose name the card is issued is responsible for all materials checked out on that card. Parents or guardians are responsible for items checked out on their children's accounts. For this reason, loss or theft of a card should be reported to prevent unauthorized use.

Library cards are issued for 1 year, staff will reconfirm account information for accuracy on an annual basis. Expired patrons with no outstanding charges will be purged from the system after five years.

A library patron should have their library card available to check out materials. However, if a patron does not have their library card present, staff may look up the patron's registration if they can verify the patron's identity via a valid ID or confirming account information.

Library cards are only to be used by the individual registered for that card, however, an adult patron may request that a named adult friend or relative may use their card to borrow materials for them. Home-bound patrons may write a letter or call us to request that a named adult friend or relative may use their card to borrow materials for them.

If a patron loses their library card, they may request a replacement.

By signing a card registration form, applicants understand and agree to the Cardholder Terms and Conditions as well as the Loan Periods and Overdue Materials Policies.

# LOAN PERIODS & OVERDUE MATERIALS

All materials shall have a specified loan period to be determined by the Director.

It is the responsibility of the borrower to ensure materials are returned to the library in a timely fashion. The library reserves the right to limit or block certain borrowing privileges based on past patron borrowing abuses.

## **BORROWING PERIODS**

Books and audiobooks circulate for two weeks. Magazines circulate for two weeks. DVDs circulate for two weeks. Items may be renewed in person, by telephone, online, or via email up to two times, unless the item is on a reserve list for another patron.

The library encourages patrons not to borrow materials in numbers beyond those they can expect to use during the established loan period.

## **OVERDUE, LOST, OR DAMAGED MATERIALS**

The first notice of overdue materials will be made at least one week after it is due by email or phone.

Materials that are long overdue may result in a letter being sent to the patron explaining that, in the event the materials are not returned, the library reserves the right to suspend the patron's borrowing privileges and/or seek compensation for the materials through a small claims action in Maine District Court and/or seek redress under 17-A Maine Revised Statutes Annotated § 808.

If a patron keeps an ILL item overdue by more than a month, without attempting to renew the item, they may have their ILL borrowing privileges suspended.

If a patron loses an item belonging to the library, the patron will be billed the current list price for a replacement copy. If the item is no longer in print, the customer will be billed the default amount. The library will consider accepting a replacement copy of a similar kind in place of a lost item, but exceptions may be made if circumstances warrant.

Upon paying the replacement of a lost item, the customer may be given a receipt for this payment upon request.

Patrons will be charged for the replacement costs of an item if the library purchases a copy to fill a hold request.

Library materials returned by a patron in damaged condition will be evaluated by the library on a case-by-case basis. If the item is determined to be repairable with a readily obtainable replacement part, the patron will not be charged for damage.

If the item is determined to be beyond repair, the patron will be charged replacement cost for the

item in accordance with the same policies followed for lost items.

In cases where the replacement costs are sufficiently expensive, the Director may elect to send the final notice via Registered Mail as a precursor to further legal action.

### **GIFTS POLICY**

Gifts of books, other materials or monies will be accepted on the condition that the Library Director has the authority to make whatever disposition deemed appropriate.

The library will not accept books or materials that are not outright gifts, or function as custodian for books or materials owned by others.

# CONFIDENTIALITY OF PATRON RECORDS

The library protects the privacy of patron records in accordance with Maine Title 27, §121:

## §121. Confidentiality of library records

1. Confidentiality. A record maintained by any public library, as defined in section 110, subsection 10, the Maine State Library, the Law and Legislative Reference Library or a library of the University of Maine System, the Maine Community College System or the Maine Maritime Academy is confidential if the record contains:

A. A library patron's personally identifying information, including but not limited to the library patron's name, address, phone number and e-mail address; or [PL 2015, c. 81, §1 (NEW).]

B. Information that identifies a library patron as having requested, obtained or used books or other materials in any medium at the library or provided by the library. [PL 2015, c. 81, §1 (NEW).]  
[PL 2015, c. 81, §1 (NEW).]

2. Permitted release. A record designated confidential by subsection 1 may be released only with the express written permission of the library patron involved; to officers, employees, volunteers and agents of the library to the extent necessary for library administrative purposes; or as the result of a court order.

[PL 2015, c. 81, §1 (NEW).]

3. Public record. A library may publish and release as a public record aggregated and statistical information pertaining to library patronage, circulation activities and use of any service or consultation the library provides as long as the release of the information does not jeopardize the confidentiality of a library patron's personally identifying information.

[PL 2015, c. 81, §1 (NEW).]

## SECTION HISTORY

PL 1983, c. 208 (NEW). PL 1991, c. 67 (AMD). PL 1997, c. 146, §1 (AMD). PL 1997, c. 146, §2 (AFF). PL 2007, c. 67, §5 (AMD). PL 2013, c. 82, §12 (AMD). PL 2015, c. 81, §1 (RPR).

Prince Memorial Library Advisory Board affirms their strong support for fundamental constitutional rights and their opposition to recent federal measures that infringe on civil liberties. However, Under Section 215 of the federal USA PATRIOT ACT (Public Law 107-56), records of the books and other materials you borrow from this library may be requested by federal agents. To the extent that such records exist, the government will obtain them. That federal law prohibits librarians from informing you if records about you have been requested or obtained by federal agents. Questions about this policy should be directed to The US Attorney General, Department of Justice, Washington, DC 20530.

## PUBLICITY PHOTOGRAPHY

The library reserves the right to use photographs or film taken at library-sponsored programs and events for publicity purposes in a variety of formats. It is presumed that patron's consent to the library's use of these photos or videos unless they specifically inform staff of an objection when the photos or videos are being taken.

# COLLECTION DEVELOPMENT

## INTRODUCTION

In a perfect world, the library would be able to acquire and house whatever it needed to fulfill its stated mission and goals. In reality, there could never be enough funds in the budget to fulfill every present and anticipated need of the community. Decisions are made on a daily basis on what to acquire, and this policy will be the guideline to the best allocation of financial resources to reach a balanced collection.

## MISSION OF THE LIBRARY

The mission of Prince Memorial Library is to provide users of all ages with a broad spectrum of resources to satisfy their intellectual, cultural, and recreational needs.

To fulfill this mission, the library provides free access to materials, and loans to patrons print and digital resources which assures a variety of points of view. The library's collection will continue to develop in response to changing culture and technology.

The library uses other avenues such as interlibrary loan, and appropriate referral or redirection to serve the individual whose needs are either outside the scope of the library's collection or are remote from the acknowledged collective needs of the community the library primarily serves.

The library recognizes that each individual has educational, informational, recreational, and/or professional needs and interests important to that individual. The library also recognizes that it has finite financial resources and a responsibility to serve the entire community. Consequently, the library's collection reflects the collective educational, informational, recreational and professional needs of the community as opposed to anyone individual's needs. The library does not use its collection to promote particular beliefs or views. Through its collection the library provides material which patrons can examine freely and draw their own conclusions.

## PRINCIPLES

Drawing on the concepts and ideas advanced by the American Library Association (see the beginning chapters of these policies) we are dedicated to providing materials for the community as a whole while protecting individuals' rights to decide for themselves and for their own children what library materials to use. Materials will not be added or removed from the collection, based upon sheltering individual users from the contents of the materials. We strongly encourage all parents who wish to restrict their own children's use of the library to establish and individually enforce guidelines for their families. The library cannot and will not act in loco parentis.

## THE COLLECTION

The library's collection of print and digital materials consists of a circulating collection and a reference collection for in-building use as well as online content.

The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty

so that most individual library needs can be met, and service given to individuals of all ages, within current budget parameters and constraints. The collection scope is intended to provide supplemental materials only for individuals pursuing educational programs and a beginning point for those seeking more advanced information or materials. Prince Memorial Library cannot replace school libraries.

The local history collection is a unique and valuable source of local history available for both residents and non-residents of Cumberland and North Yarmouth who are interested in the town, its people, and heritage. The collection focuses on information about the towns of Cumberland, North Yarmouth, and the state of Maine, with an emphasis on genealogy. School yearbooks are a recognized source of valuable town and genealogical history. As such, Prince Memorial Library acquires and maintains a collection of yearbooks related to schools within Cumberland and North Yarmouth. To protect the privacy of Cumberland and North Yarmouth children, no yearbook will be shared with the public until the youngest group of children included can be estimated to have reached the age of adulthood.

### **COLLECTION MANAGEMENT GOALS**

To ensure that Prince Memorial Library collection fulfills the educational, informational, recreational, and professional needs of the community.

To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users.

To ensure that all parts of the circulating collection are up-to-date, attractive, and well- maintained.

To utilize collection usage statistics to insure optimal allocation of the materials budget.

To continually evaluate present formats, and to identify new formats that will make the collection more valuable to the community.

### **PROCEDURES**

#### **Responsibilities for Collection Development**

The ultimate responsibility for collection development of all materials: print, non-print, and on-line, as with all library activities, rests with the Library Director who operates within the framework of policies created with input from the Advisory Board. The Director delegates authority and responsibility for collection development and management to the librarians.

Materials are selected after members of the library staff consult a variety of print and online media reviews. Staff consider individual patron requests for materials. Responsibility for the variety of collections is shared equally across the credential librarians based on experience and interest. Additional staff may work on the weeding, ordering, and collection management of the library collections. Criteria for selections include the value of material to the library regardless of the personal taste of the selector.

## **Selection of Library Material: Criteria for Evaluation**

Since it is impossible to physically examine and evaluate each item available for selection, librarians make use of a number of criteria in their selection process. Materials are judged on the basis of the work as a whole, not on a part taken out of context. Suggestions from staff and patrons are welcomed.

### **Reviews**

Librarians use several professional review sources. The lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.

Guidelines used by Prince Memorial Library to evaluate materials to be selected for its collection include:

- Author's qualifications and/or previous publications. A performer's expertise
- Scope and authority of subject matter/accuracy of information
- The overall balance of the collection
- Budgetary limitations
- Quality of writing/Style
- Demand
- Series
- Editions
- In-print availability
- Date of publication
- Reputation of publisher
- Accuracy of the item
- Organization of the contents (Table of contents, Index)
- Illustrations
- Relationship to existing collection
- Local authors (Retained for posterity)
- Physical format
- Price

### **Third-Party Content Provider Selection Policy Disclaimer**

The scope of modern public library service includes the provision of electronic content through third-party sources. Much of this content is collected by the providers and not subject to the materials selection policy parameters set forth by Prince Memorial Library. In recognition of this reality, Prince Memorial Library relies on third-party vendor collection development statements or outside content commentary (e.g.: synopses, reviews, descriptions) to evaluate these electronic resources for selection.

Objections to individual items provided by third-party electronic content providers will be weighed against the value of the products as a whole.

### **Gifts Or Donations**

Gift material is accepted with the understanding that any gift item is evaluated according to the

Collection Development policy. Factors influencing acceptance of gifts are cost of processing, availability of space, suitability of format, community interest, and physical condition of the item. No gift may be accepted with restrictive conditions unless conditions are approved by the Director in writing. All gifts are accepted with the stipulation that the library may do with them what it wills.

The library does not evaluate gifts or donations for tax or estate purposes.

The library does not accept donations of textbooks and upon review outdated nonfiction materials.

### **Interlibrary Loan**

Interlibrary Loan (ILL) is not a substitute for collection development but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries. The ILL process interacts with the collection development process in two ways:

Titles not owned by the library that a user wants to obtain through ILL are ordered when available. Items not available through ILL or those deemed appropriate for the library's collection are distributed to librarians for consideration for purchase.

All ILL requests published within the last year are considered for purchase as they are often unavailable through ILL. In addition, all titles that have been requested through ILL more than once in a year are given high selection priority.

### **Consortia Materials**

Material is supplemented by Maine downloadable eBooks and audiobooks made available via the State through the library's website.

### **Standing Orders**

Titles on standing order have two characteristics in common: they are seldom reviewed in the professional reviewing journals, and/or they are important enough to the collection that receiving them automatically without evaluating individual volumes is better than missing them. The majority of these are works by popular authors or are continuation titles placed with Baker and Taylor.

The standing orders are reevaluated annually by the appropriate librarian. Titles may be cancelled, new titles added, or the number of copies adjusted to accommodate patron interest and demand.

### **Bindery**

When a book is returned damaged or in poor condition, circulation staff will put it on the "Repair" shelves. A librarian will review the titles needing repair/rebinding regularly and decide which books should be repaired, rebound, replaced, or withdrawn from the collection.

Care should be exercised, and very selective decisions made in sending books to the bindery. In many cases, it is more cost efficient to buy a replacement or to buy a newer title. This also helps keep the collection looking new.

Binding should be reserved for titles which cannot be replaced or would be too costly to replace. In judging which books should be sent to the bindery, the following guidelines are followed:

- out-of-print books which are of high value to the library collection
- one volume of a set which is still in good condition and important to the collection
- expensive books which are important to the collection
- local interest periodical

Books which should not go to the bindery include the following:

- mass market paperbacks
- older books that have yellowed or brittle paper
- books which have an inside gutter of less than 1/2" and/or outside margins less than 3/8"
- ephemeral materials: time-dated (medical books, tax books) which are close to being out-of-date; - materials which are automatically withdrawn after a set number of years (travel books such as Fodor's, Frommer's, etc.)
- books for which there are duplicate copies
- any book presently in-print, unless expensive

Out-of-print books should be judged by the general weeding guidelines; if there are newer titles on the same subject and the book is not a classic, withdraw it rather than rebind books with substantial damages or flaws.

Books which cannot be repaired or rebound according to the above guidelines should be withdrawn from the library collection.

### **Withdrawal of Resources (Weeding)**

Collection management involves more than adding to a collection. It also involves withdrawal of resources, more commonly known as weeding. Weeding is necessary to maintain a vital, useful, and up-to-date collection and helps a selector evaluate the collection by identifying areas or titles where additional materials are needed. Resources are regularly withdrawn from the collection for the following reasons:

- Outdated, inaccurate material
- Worn or damaged beyond reasonable repair
- Replacement is cheaper than repair or rebinding
- Use is too infrequent to justify space or staff time in maintenance
- Too many copies of formerly popular title
- Other materials have superseded its usefulness

Weeded materials may be given to another library, given to non-profits with a literacy objective, or sold in the library's book sales. The library will not accept requests from the public to weed specific material that they personally want and cannot maintain a waiting list. Weeded materials that are worn, defaced, or of minimal value may be destroyed.

Lost or missing materials will be evaluated at least every three months, and replacements ordered as appropriate. All lost or missing materials that are not replaced will be deleted from the catalog in a timely manner.

## **RECONSIDERATION OF LIBRARY MATERIALS**

The library cannot please everyone all the time. Some items may be controversial and offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval. Library materials will not be marked or identified to show approval or disapproval, and no library materials will be sequestered for reasons other than protection from injury or theft. Objections to individual items provided by third-party electronic content providers will be weighed against the value of the products as a whole.

Responsibility for children's selections and the use of the library rests with their parents or legal guardians. At no time will the library act in loco parentis. Selection of library materials will not be inhibited by the possibility they might come into the possession of children.

Prince Memorial Library supports the principals articulated in the American Library Association's Bill of Rights and the Freedom to Read.

Prince Memoria Library has established a materials selection policy and a procedure for gathering input about items for reconsideration. To that end the library has created a Request for Reconsideration of Materials form. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library.

People asking that Prince Memorial Library reconsider its ownership of a book or other material are required to fill out the Request for Reconsideration of Materials form, available from a staff member. Forms not filled out fully or signed will not be eligible for reconsideration. Requesters may only have one request considered at a time. Items being requested for reconsideration must be read in full by the requester.

The Library Director will contact the individual within 15 business days to arrange a time to meet with the individual to resolve the matter. The Library Director will discuss the matter with Prince Memorial Library Advisory Board before meeting with the requester. The Director will issue a decision in writing within 15 business days of meeting with the requester.

If the person filing the reconsideration request is not satisfied with the Director's decision, they may request that the completed Request for Reconsideration of Library Materials form be forwarded to the Cumberland Town Manager within 15 business days of receiving the Library's Director's written decision.

The Cumberland Town Manger will contact the individual within 15 business days to arrange a time to meet with the individual to resolve the matter. The Town Manager will issue a decision in writing within 30 business days of the meeting and notify the Director. This decision will be final and the material in question will not be subject to further challenge for 3 years.

**REQUEST FOR RECONSIDERATION OF MATERIALS FORM**

**Complainant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Library Card Number:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Author:** \_\_\_\_\_  
**Material type (book, magazine, audiotape, videotape, etc.):** \_\_\_\_\_

1. Did you read, view or listen to the material in its entirety?
  
2. To what in the material do you object? Please be specific.
  
3. Does this material, in your opinion, have any redeeming value?
  
4. What would you like the library to do with this material?
  
5. What other material, serving substantially the same purpose, would you recommend in place of this material?

Prince Memorial Library supports these principals articulated in the American Library Association's Bill of Rights and the Freedom to Read. Responsibility for children's selections and the use of the library rests with their parents or legal guardians. At no time will the library act in loco parentis. Selection of library materials will not be inhibited by the possibility they might come into the possession of children.

**Requester's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Received by Director:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Date of Meeting with Director:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Date Director's Written Decision Sent:** \_\_\_\_\_ **Initials:** \_\_\_\_\_

*Date Forwarded to Town Manger:* \_\_\_\_\_ *Initials:* \_\_\_\_\_

*Date of Meeting with Town Manager:* \_\_\_\_\_ *Initials:* \_\_\_\_\_

*Date Town Manager's Written Decision Sent:* \_\_\_\_\_ *Initials:* \_\_\_\_\_

## **LIBRARY OF THINGS**

### **Guidelines for Borrowing and Use**

Objects lent out by the Library through its Library of Things program must be checked out from and returned to Prince Memorial Library in Cumberland, ME. A valid Prince Memorial Library card in good standing is required to borrow a Thing. Borrowers of specialty items must be at least 18 years old. At this time only Prince Memorial Library patrons can reserve a Thing.

### **Loan Periods**

In most cases, a Thing may be borrowed at 1-week intervals and renewed once, unless another borrower is waiting.

### **Proper Use and Liability**

Use care when handling the Thing. The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or peripherals due to neglect or abuse. The library has sole discretion in making these decisions.

Prince Memorial Library is not responsible for any injury, loss, or damage that may occur from use of a Thing.

# INTERLIBRARY LOAN POLICY

## I. Principles

Interlibrary loan is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library and to provide material from the collection to other libraries.

The library affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust its own resources first before requesting items on interlibrary loan. Items in frequent or recurring demand will be considered for purchase. The library will not seek loans for materials that have been published within the last year.

The library will keep its interlibrary loan policy up to date and make it available to users and other libraries upon request.

## II. Definition

Interlibrary loan is a transaction in which Prince Memorial Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from Prince Memorial Library on behalf of its patron.

## III. Conditions of Service

Prince Memorial Library endorses the principles relating to interlibrary loan included in the Maine State Library ARRC Interlibrary Loan Manual, the ALA Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

Prince Memorial Library follows the current CONTU copyright guidelines when requesting reproduction of materials. If the copyright law applies, not more than five (5) articles may be requested in a calendar year from a given journal title from the most recent five-year period. If a library has exceeded this limit, requests may be made through an article delivery service or royalties paid to the publisher or Copyright Clearance Center. All supplied copies include a notice of copyright.

## IV. Interlibrary Borrowing

### A. Users

This service is offered to all patrons holding a valid library card from Prince Memorial Library. The interlibrary loan borrowing privileges of patrons who are not in good standing are suspended.

Failure to return interlibrary loan items on time or to pick up items ordered in a timely manner may result in the suspension of interlibrary loan services.

### B. Types of Materials Borrowed

Interlibrary loans are an integral element in collection development. The interlibrary loan staff will request materials not owned by the library or missing from the library's collection, or materials

owned by the library that are in the process of being repaired and are temporarily unavailable. We will attempt to borrow any type of material needed by our users. Materials that will not be requested include items owned by the library and temporarily in use or on reserve in the library, and electronic full-text information available to the library via the magazine or newspaper databases, the Internet, or other means. In addition, we will not attempt to borrow items less than a year old. To support the library's monthly book club, the library staff may request multiple copies of a book club selection, even if the library already owns a copy.

#### C. How to Submit a Request

Requests may be placed at any library desk, via email, or over the telephone. Forms are available for placing a request. Each transaction requires a separate form. Reference staff determine a source for the requested materials and acquire the materials. Patrons are limited in the number of requests they can make per week, with exceptions made for extraordinary circumstances.

#### D. Turnaround Time

Service will be provided as quickly as possible. Turnaround time varies depending upon the lending library and the materials requested. Patrons will be notified by telephone or by mail or email if the patron does not have a telephone available.

#### E. Conditions of Use

The library will strictly observe any conditions for use of loaned materials that are imposed by a lending library.

#### F. Charges

The library will not charge its patrons a fee for ordinary borrowing via interlibrary loan. If the lending library specifies that it requires costs for photocopies or mailing a particular requested material, patrons will be consulted about their willingness to pay before materials are borrowed.

#### G. Responsibility

The library will be responsible for materials borrowed on behalf of its patrons; from the time the material leaves the lending library until it is returned there. The library agrees to pay for overdue charges, damage, or loss of materials borrowed on interlibrary loan. The library will endeavor to collect any charges for overdue materials, loss, or damage from the patron who received the materials and lost or damaged them.

#### H. Statistics

The library will maintain records of transactions in order to inform patrons of the status of their requests and will annually report activity as required to the Maine State Library.

### V. Interlibrary Lending

#### A. Users

This service is offered to other libraries that abide by the conditions set forth in section III of this policy.

#### B. Materials Available

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions:

1. Materials limited by licensing agreements

2. Materials designated as non-circulating (reference)
3. Equipment, including but not limited to, folding chair and projectors
4. New DVDs
5. Most items less than a year old
6. Items with holds

The library also reserves the right to refuse to lend other materials or to ask a borrowing library to restrict use of materials lent.

#### C. Format for Requests

Requests to borrow materials from the library are accepted via the Maine State Library's ILL systems, MINERVA, fax, email, telephone, or mail. Rush requests are accommodated as time and staffing permit.

#### D. Turnaround

The library will provide speedy turnaround on most requests, usually responding within two (2) days if the materials are readily available.

#### E. Circulation Period

The loan period is two weeks for most materials from Prince Memorial Library. Libraries can renew for an additional two-week period if the material is not needed at Prince Memorial Library. Items are due at the borrowing library on that date and will not be considered overdue at this library for two (2) weeks after the due date.

# PROGRAMS AND EXHIBITS POLICY

Prince Memorial Library seeks to provide programs which are intellectually stimulating and create opportunities for community residents to broaden the scope of their interests. The Library and the Advisory Board in no way endorse the viewpoints or opinions of any lecturers or presenters. The library is not affiliated with any political, financial, ethnic, religious, or special interest group.

The Library Director shall be in charge of displays and exhibits in the library, based on availability of space. The posting of public information on the library bulletin boards will be prioritized based on the current policy and available space. Once approved, the public information will be posted two weeks prior to the event and removed the day after.

In the spirit of supporting local authors, artists, and musicians the library will sponsor book talks, book signings, art exhibits, and performances. Authors and artists may sell their materials, but the library cannot be involved in any monetary transactions.

Prince Memorial Library, its officers, and staff are not responsible for any loss of, or damage to, any displayed materials.

## ART COMMITTEE SELECTION POLICY

Prince Memorial Library (PML) Art Committee supports art in the community by displaying artists' work from the local community. We recognize that art in public spaces contributes to the life and vitality of our community.

Exhibitors must consider the viewing audience of a public library when submitting works for consideration. Visitors to Prince Memorial Library come from a variety of backgrounds, encompass all age groups and support diverse beliefs. Subject matter must be appropriate for children as well as adults.

PML Art Committee does not endorse or take a position on any view presented in the artwork.

PML Art Committee reserves the right to disqualify images that seem incongruent with the public nature of display space at the library.

The library's utilization of the exhibit space may affect the availability of that space for exhibit.

The exhibitor will contact the exhibit coordinator to review the exhibit, address any questions or concerns, and then schedule the dates of the exhibit. After an exhibit is installed, no changes will be made to the exhibit without the exhibit coordinator's permission. Hanging and take down of the work is done in collaboration with the PML Art Committee. The library will attempt to include exhibit information on its social media and in its weekly email. Any additional press and publicity are the responsibility of the exhibitor.

The exhibitor will provide a bio page and title and medium information to be displayed with the exhibit. If exhibited items are for sale, contact and pricing information may be provided by the artist and must be presented in a separate binder. The binder will be made available for reference purposes within the exhibit space. Pricing information will not be publicly displayed on the wall. The exhibitor will directly handle any sales. PML does not take a commission and takes no role in this process.

Installation/Dismantling: PML uses a wired hanging system to hang exhibits. The exhibit coordinator will work with the exhibitor to specify hanging parameters. All installation and dismantling will be scheduled with the library exhibit coordinator and scheduled in coordination with the library calendar. PML does not have proper or secure storage and cannot store any artwork at any time.

Insurance: The Library will not be held liable for theft or damage. All exhibitors will need to sign a waiver/release of liability.

Please contact exhibit coordinator: Kelly Greenlee [kgreenlee@cumberlandmaine.com](mailto:kgreenlee@cumberlandmaine.com) 207-829-2215

## ART DISPLAY RELEASE FORM

I, \_\_\_\_\_, understand and agree that Prince Memorial Library is allowing me to display certain items at Prince Memorial Library on the following dates:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I have read the Prince Memorial Library Art and Exhibit Policy, and agree to its terms. I understand Prince Memorial Library shall not assume any responsibility or obligation for any loss or damage to any item(s) so displayed. The displayed items are not and will not be covered under any insurance policy owned by Prince Memorial Library. I understand that I am responsible for insurance coverage for the items being displayed and the burden is on me to do so at my own cost if I choose.

I agree to attach an itemized list of display articles, including title, medium and pricing, if applicable.

Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

# FACILITIES POLICY AND AGREEMENT FORM

The library facilities are provided to further the mission of Prince Memorial Library as adopted by the Advisory Board; priority use will be granted to Prince Memorial Library sponsored events. All activity in the Prince Room shall comply with established Library policies. All agreements to use the room are temporary, revocable, and conditional. Prince Memorial Library reserves the authority to revoke agreements in its sole discretion at any time for any lawful reason prior to expiration without penalty or liability, and to impose conditions upon the agreement in the public interest.

Prince Room may be used by:

- Town of Cumberland and North Yarmouth departments
- Public agencies serving Cumberland and North Yarmouth including Cumberland County, and MSAD 51.
- Cumberland and North Yarmouth based charitable and social welfare organizations
- Cumberland and North Yarmouth homeowner's associations
- Cumberland and North Yarmouth sports leagues
- Organized non-profit groups with current 501(c)(3) or 501(c)(4) IRS status, whose membership is open to the public and whose primary purpose is to serve the Cumberland or North Yarmouth community
- Common interest groups (Groups must have membership made up of at least 51% Cumberland or North Yarmouth residents)

1. Library facilities are available to area non-profits, community organizations, and other groups for presenting programs or holding meetings of a civic, cultural, educational, or informational nature during normal library operating hours as follows:

Tuesday through Thursday: 9 a.m. to 8 p.m.

Friday and Saturday: 9 a.m. to 5 p.m.

All meetings must end 15 minutes before the library closes.

2. Facility use requests from groups with purposes other than those listed above will be considered on a case-by-case basis.
3. Prince Room may be booked by verbal agreement over the phone or in person. Reservations for library spaces must be made no more than three months from when the reservation is being made. The Use of Facilities Agreement must be completed and returned to the library at least 48 hours prior to use of the space. Meetings may not proceed until the written agreement has been received.
4. Groups and individuals using library facilities are responsible for any damage to facilities and equipment and will be required to pay for repair and/or replacement of such.
5. Prince Memorial Library has limited parking facilities. Groups and individuals using library facilities for meetings are required to park in the rear area of the library's parking lot, so

library patrons can continue to use the library without being inconvenienced.

6. Use of Prince Memorial Library by individuals being paid for personal instruction is only permitted for the purpose of enhancing the academic achievement of students who live in the towns of Cumberland or North Yarmouth. Paid personal instructors cannot reserve the Prince Room.
7. Personal or family parties such as birthday parties, play dates, baby showers, etc. cannot be hosted at the library.
8. The user shall not use the premises in violation of federal, state, or local law, or any policy, procedure, or lawful requirement of Prince Memorial Library.
9. The library reserves the right to limit attendance in conjunction with an approved use as may be necessary to comply with occupancy limits for the room.
10. The user shall not imply in its advertising or during the meeting/use of the premises that the library has sponsored or supports its meeting/use or group/organization.
11. Neither the name nor the address of the library may be used as the official address or headquarters of a user.
12. No fees, admission or other charges, sales of any kind, or solicitation of funds will be allowed unless the use is by or sponsored by the library.
13. Alcohol, drugs, or tobacco products are not permitted on the premises.
14. No amendment, alteration or addition shall be made to the library's system components (electrical, lighting, network wiring, heating, doors, physical structure or layout) by any user.
15. Fire hazardous materials such as candles, matches, or incense are not permitted on the premises.
16. At no time may fire lanes and emergency exits or handicapped parking spaces and entrances/ramps be blocked by vehicles or other objects.
17. Illegal parking may result in offenders receiving warnings, tickets, or having the vehicle towed at the owner's own expense.
18. Parents or guardians attending an event/approved use of the premises may not leave toddlers and preschoolers unattended in the main library or Children's Area during events. Any older children left in the main library or Children's Area who are disruptive or uncooperative will be asked to rejoin their parent or guardian.

The library reserves the right to:

- Reclaim the use of the Prince Room for library programming with advance notice to the user whenever possible; and
- Relocate a user to the space most suited for its size and function.

The library recognizes and respects the rights of free speech and assembly and will implement this policy in a consistent and viewpoint neutral manner. Permission to use the library space does not constitute an endorsement by the library of the user's philosophy, viewpoint or objectives.

To the extent permitted by law, the library may deny an application for use if:

1. The applicant or the person/group/organization on whose behalf the application for use has damaged Library property on prior occasions and not paid for the damage;
2. The applicant or the person/group/organization on whose behalf the application for use is made has violated the terms of a prior temporary agreement for use of the library;
3. The proposed use would present an unreasonable danger to the health and/or safety of Library patrons, visitors, employees, agents, volunteers, and/or other members of the public;
4. The proposed use is prohibited by law.

The library reserves the right to impose reasonable and actual administrative costs on the user, including, but not limited to, necessary security, clean-up and traffic management costs so that the same are not borne by the library and taxpayers.

Failure to abide by the rules of the Library or other misuse of a Prince Room as well as any misrepresentations in any materials submitted in connection with the application for use of a meeting may result in cancellation or termination of the agreement and may further limit the user's ability to obtain use of the Library Prince Room in the future.

## **RESPONSIBILITIES**

The user is responsible at all times for the observance of fire and safety requirements including but not limited to maintaining all aisles, doorways, and exits free and clear of all obstructions to permit unimpeded emergency access. If applicable, the user must secure any required permits from local or state governing agencies/bodies.

The user is required to have an on-site supervisor who is at least 18 years of age be present at all times during the event/use of the room. Youth meetings require at least a 1:10 adult to child ratio.

Fliers, brochures, or other printed information brought into the library should remain in the Prince Room and be removed from the Prince Room at the end of event/use.

The user is responsible for the behavior of, and damage caused by anyone attending the event/use of the room.

The user is at all times responsible for keeping noise levels consistent with the proper atmosphere of the library.

The user is responsible for set-up and break-down for its event/use in the Prince Room and is required to leave the space as it was found, neat and orderly.

The user must remove all trash from the Library immediately following the event/use and properly dispose of same.

The user must provide written notice of any accident resulting in bodily injury or property damage occurring on Library property or in any way connected with the use of Library property within 24 hours of the accident. The notice must include details of the time, place, circumstances of the accident, and names, addresses and phone numbers of any persons involved and/or witnessing the accident.

The notice should be submitted to:

Prince Memorial Library

Attn: Director

266 Main St

Cumberland ME 04021

The Library and Town assume no responsibility for the safety of any private property brought onto the premises, nor for injury to/death of any persons attending the event/approved use. Any damage to Library property resulting from an event/approved use shall be the responsibility of the user.

**USE OF FACILITIES AGREEMENT FORM**

Name of Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Address/Telephone: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

Special Equipment: \_\_\_\_\_

Date and Time Requested: \_\_\_\_\_

Purpose for Use: \_\_\_\_\_

The applicant organization’s representative has read and agrees to the Policies and Rules for Use of Library Facilities available online at the library’s website or in person at the library. In addition:

1. The organization and the organization’s representative hereby agree and undertake to save and hold blameless Prince Memorial Library from any and all claims for damages, personal and otherwise, that may arise out of the use of Prince Memorial Library and its property, whether by a member of the above-named organization or by other persons using or enjoying said property, and without regard to whether the damage, personal or otherwise, is brought about or caused by negligence, whether on the part of the organization, the organization’s representative, Prince Memorial Library, or all three.

2. The organization and the organization’s representative will be responsible for and agree to pay for damages done, exclusive of ordinary wear and tear.

3. By signing below, you acknowledge that Prince Memorial Library requests that groups and individuals using library facilities for meetings are required to park in the further reaches of the library’s parking lot and will tell all meeting attendees to do so.

\_\_\_\_\_  
Organization’s Representative

\_\_\_\_\_  
Prince Memorial Library Rep.

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Date Approved