



AINSWORTH PUBLIC LIBRARY
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LIBRARY POLICY

WILLIAMSTOWN, VERMONT

ADOPTED: June, 16th, 2017

Signatures:

Helen Duke (Chair)

Helen Duke

Margaret Sample (Secretary)

Margaret Sample

Marsha Martin (Treasurer)

Marsha Martin

Marvine Lasell (Member)

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William Johnson (Member)

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MISSION

The Ainsworth Public Library advocates and supports life-long learning by providing information, services, and programs for all ages in a welcoming atmosphere.

LIBRARY PRIVILEGE

LIBRARY RESOURCES AVAILABLE

As a public library, Ainsworth Public Library makes many of its resources available to everyone. These resources include:

- o Use of library materials (e.g., books, newspapers, eBooks, audio books, magazines, DVDs, etc.)
- o Use of the wired and wireless computer networks, subject to the Library's Acceptable Use Policy
- o Access to databases and services for which the Library pays a subscription fee
- o Programs and events
- o Reference services

WHO MAY USE THE LIBRARY?

Anyone over the age of **four** may register for full library privileges, which include borrowing library materials, interlibrary-loan service, and remote access to subscription databases and services. By applying for a library card, the borrower agrees to abide by all of the Library's rules and policies.

Ainsworth Public Library will supply any material or books to anyone who cannot physically get to the library. This includes senior citizens, invalids and any other person that would benefit from materials loaned by the library. It is their responsibility to contact the library to set up this service.

BORROWING TERMS

Library materials are purchased with funds provided by the generosity of library donors, grant funds, and property tax monies allocated by the town of Williamstown. Each item in the library collection represents an investment in acquisition, processing, cataloging, and staff and volunteer time. The Board of Trustees and the Librarian are charged with the responsibility of ensuring the availability of materials for the use of the community. Therefore, the borrower is responsible for all materials borrowed from the Library, and agrees to return them in good condition and by the date they are due.



Library materials are lent for three weeks, with the following exceptions:

- o New releases in high demand circulate for two weeks
- o Current Youth Award books circulate for two weeks
- o Seasonal books circulate for two weeks
- o DVDs and magazines circulate for two weeks
- o Park and museum passes circulate for three days
- o Interlibrary loans circulate for a period determined by the lending library

Patrons may renew items unless a reserve has been placed by another patron and at the discretion of library staff. Renewals and reserves may be made in person, by telephone, via email, or at the Library's website (login and password required).

Patrons may have up to **thirty** books and **five** DVDs checked out on their account at any given time.

INTERLIBRARY LOAN

The Library recognizes that we cannot purchase every item desired by every patron, and therefore participates in the Vermont Department of Library's interlibrary loan system. Patrons may request interlibrary items, free of charge, provided that they have a current library card and are in good standing.

Should a patron wish to renew an Interlibrary Loan item, s/he must contact Ainsworth Public Library one week in advance of the due date, to give library staff time to try to accommodate the renewal request.

OVERDUE ITEMS

The Library does not charge fines for overdue materials, though patrons are encouraged to make a voluntary contribution. The Library uses a variety of means to contact patrons when items become overdue. These are courtesy notifications only, and do not replace the patron's responsibility to return items on time. Once a patron has item/s **sixty** days overdue, his/her borrowing privileges are suspended until the overdue materials are returned or paid for. Librarian makes a determination regarding above issues.

LOST AND DAMAGED ITEMS

Materials not returned within **sixty** days after the due date will be considered lost. Patrons who have lost material will be charged the full price of replacement. If the material is out of print a fee of \$10.00 will be charged. Patrons will be billed by mail.

HOURS OF OPERATION

The Library will be open **thirty-one** hours per week, including some morning, evening and weekend hours. The library will be closed for holidays as determined by the Library trustees. Hours of operation may be changed at the discretion of library staff for any matters that affect the safe and effective operation of, or accessibility to the Library. Efforts will be made wherever possible to notify the public in advance of any such closures through postings at the Library and in public media where appropriate.



GOVERNANCE

The Library is governed by a Board of **five** trustees, each of whom serves five years. The public is encouraged to submit comments or questions for consideration by the Library trustees at their regular meeting; this can be done by leaving requested agenda items with the Librarian. Any person wishing to speak at a Library trustee meeting may do so during the period for public comment. In keeping with Vermont's Open Meeting Law, the meeting of the Library trustees shall be warned in advance by a conspicuous posting at the Library, at the Town Offices and on the Library website.

EMERGENCY PHONE NUMBERS ARE POSTED IN THE LIBRARY

CODE OF CONDUCT POLICY

No person has the right to interfere with any other person's right to use the Library. In order to ensure that all library users are able to enjoy the Library, visitors are asked to observe the following guidelines:

- o The public is expected to respect all library property, books, and equipment as well as other patrons and staff
- o Anyone who damages library property will be held financially responsible
- o Anyone behaving inappropriately (including, but not limited to running, throwing objects, loud or abusive talking, fighting, or any other activities which disrupt the Library or create an unsafe environment for staff and other patrons) may be asked to leave the Library
- o Repeated infractions may result in being banned from the Library for a period of time
- o Library staff reserves the right to inspect all bags and packages
- o Service animals are welcome in the Library
- o No solicitation will be allowed

BULLETIN BOARD POLICY

The Library provides a bulletin board in the vestibule of the Library in order to fulfill its mission to provide patrons with access to information. Use of bulletin boards does not imply endorsement by the Librarian and staff.

The following guidelines will be followed in order to assure equal access to groups wishing to post announcements.

- o The bulletin board is to be used for informational purposes and to announce upcoming cultural, educational, and civic events. No materials, leaflets, or posters that advocate a political group, or the election of a candidate, political or otherwise, shall be displayed in the Library

MEETING SPACE POLICY

- o Meeting space is available for use by community groups — civic, cultural, or educational at no cost. Donations should be left with the Librarian.



- o All meetings must be free and open to the public.
- o Scheduling is done through the Librarian. The Librarian has the authority to decide appropriate use and times for scheduling meetings.
- o All meetings will be listed on the Library's online calendar; listings will include contact information for the meeting. Users of the space are responsible for any additional publicity. Advertising must include contact information of the presenter / group. Independent programs cannot be presented as library-sponsored programs.
- o Use of the Library space does not constitute endorsement by the Ainsworth Public Library Board of Trustees or Staff.
- o Smoking and alcoholic beverages are prohibited in the building at any time.

COLLECTION POLICY

MATERIALS SELECTION

The goal of the Library is to build and maintain a balanced collection that serves the needs of the community in print, electronic, and web-based formats, and all other emerging media as appropriate.

RESPONSIBILITY FOR SELECTION

- o Final responsibility for book selection or deselection lies with the Librarian.

RESTRICTIONS

According to Article 5 of the Library Bill of Rights access to library materials for youth will not be restricted in any way by Library staff. The Library and its staff are responsible for providing equal access to library materials and services to all library users.

PROCEDURE FOR REVIEW OF SELECTION

The library recognizes that many materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interest of the readers.

If a complaint is made regarding part of the Library's collection, the patron will be given a Challenged Materials Form (Appendix A) to provide the Library stating why the book or material is objectionable or unsuitable. Completed form will be acted upon by the Board of Trustees.

GIFTS AND DONATIONS

Books, memorial gifts, and other materials may be accepted on the condition that the Librarian have the authority to make whatever disposition he/she deems in the best interest of the Library.

Materials loaned for display are excluded from this policy.



PUBLIC ACCESS COMPUTERS AND INTERNET POLICY

In order to meet informational, technological, educational and recreational needs of the community, Ainsworth Public Library provides computers with free public access to the Internet. Access to and use of the computers and the Internet is a privilege.

COMPUTER USAGE PROCEDURES

Computer users agree, to obey all applicable federal, state and local laws governing copyright, licensing and content restrictions. All users under the age of **sixteen** must have their Library membership form signed by a parent or guardian.

Internet use is offered in **thirty** minute sessions. An additional **thirty** minute session may be added at the discretion of the Library Staff if no one is waiting.

Computer usage is only permissible during library hours. Key holders of the Library respect that they are not to be in the Library when the library is closed unless they get prior permission from the Librarian.

CHILDREN'S USE OF THE INTERNET

The public is allowed full access to the Internet and therefore the Library does not use technological measures to filter Internet content. Although there is no age requirement to use the computer, the Library is aware of parental and governmental concerns about child safety on the Internet. While instruction is provided and help offered, the Library staff cannot monitor individual use of the Internet. The Library affirms the right and responsibility of parents or legal guardians to guide their children's use of all library resources, including the Internet. As is the case with all other library materials, any restriction of a child's access to the Internet is the responsibility of the child's parent or legal guardian. Children under the age of **eight** must be supervised by a parent or a guardian over the age of **sixteen** who has been approved by the parent/guardian.

PRIVACY

The library respects a user's right to both confidentiality and privacy. Each user is asked to respect the privacy of other computer users. The library will not release information on the use of electronic resources by members of the public except as required by law.

WAIVER OF RESPONSIBILITY

Library patrons use the Internet at their own risk. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from its connection to the Internet. Since the Internet is not secure, each user accepts personal and financial responsibility for information transmitted or received. Parents are responsible for their children's use of the Library's computers.

WIRELESS ACCESS

The Ainsworth Public Library provides free wireless Internet access via an open, **unsecured** wireless network that patrons are welcome to use at their own risk.



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- o The Library cannot protect users' privacy and confidentiality on wireless access. Library wireless users should NOT use the Library's wireless access to transmit personal, financial or legal information.
- o The Library is not responsible for wireless users who do not respect intellectual property, data ownership, system security and privacy rights.
- o The Library is not liable for the consequences of wireless network use in any way, including but not limited to the transmission of computer viruses, loss of data or e-mail, security breaches of personal/private information, or any harm resulting from the use of an unsecured server.
- o The Library assumes no responsibility of any computer/device or equipment that individuals bring to the Library.

SAFETY POLICY

In case of emergency at the library, the safety of the patrons and staff are of first priority. If the need arises, due to fire or other unforeseen event, the building will be evacuated in an orderly manner, using the front and/or side doors. Proper authorities will be called. The Board of Trustees will be notified.

In case of an accident, an accident report will be filled out and filed. The first aid kit, located behind the circulation desk, is supplied with bandages, topical antibacterial salve, scissors, gauze and an ice pack. If the accident occurs to a minor, the parents or legal guardian will be informed.

All safety equipment shall be inventoried and checked annually (fire extinguishers, smoke detectors, first aid kit, etc.).

COPY & FAX MACHINE POLICY

Copyright regulations are posted at the copier and computers.

The Board of Trustees establishes fees for all copies and faxes for the purpose of maintaining and servicing the machine. Prices are posted at the copy/fax machine.

PERSONNEL POLICY

The Ainsworth Public Library will employ one full time Librarian and up to three Clerks. Library Clerks will report directly to the Librarian. Staff includes a cleaning person. We contract out for lawn maintenance, snow removal, and building maintenance.

POSITION VACANCY

When a new Librarian position is to be filled, it is the responsibility of the Board of Trustees to conduct the hiring process.

Filling all other positions (clerks, cleaning, lawn maintenance, shoveling) are the responsibility of the Librarian.



POSTING AND ADVERTISING

Notification that a position of Librarian is available must be posted at the Library and other places in the community where notices of town meetings and other town business are normally posted. The position must be advertised in newspapers of general circulation in the town. The position should also be advertised on ALA and VLA websites.

INTERVIEWS AND REFERENCE CHECKS

- o Applicants who best meet the qualifications stated in the employment advertisement will be interviewed in a timely manner by the Board of Trustees. The Library shall follow all applicable laws regarding providing "reasonable accommodation" for all interviewees who request it for the interviewing process.
- o All applications for the position will be kept on file for six months. References provided by applicants who meet the stated qualifications and who interview successfully will be checked. Current employers will not be contacted unless the applicant gives permission. Reference checks shall be completed in person, or by telephone prior to an offer of employment, and the information shall be made part of the application file.
- o Interviewers' rankings of the candidates must be kept on file.
- o A candidate who is selected for employment will be notified verbally, followed by a written confirmation of the offer, the job title, the starting date, the salary and benefits, and the duties of the position.

TEMPORARY EMERGENCY APPOINTMENT WAIVER

If the Board of Trustees declares an emergency hiring situation, any or all of the application process requirements may be waived in order to continue providing needed town services until an employment search as described in these rules can be completed successfully. This waiver shall be reviewed at ninety days and may be renewed for another sixty days.

INITIAL PROBATIONARY PERIOD

An employment offer is subject to an initial probationary period of three months.

During the probationary period, the Board of Trustees and/or the Librarian may dismiss an employee who is unable or unwilling to carry out the duties of the position satisfactorily or whose performance and dependability are not adequate or reliable.

PERFORMANCE REVIEW AND APPRAISAL

The Board of Trustees is responsible for reviewing and appraising in writing the Librarian's performance at least annually. The Librarian is responsible for reviewing and appraising in writing each staff member at least annually.

A meeting will be scheduled with each clerk and other staff at which time they will receive a written appraisal of his/ her performance. At this meeting they will submit his/her own self-appraisal that specifies his/ her perceived accomplishments, any areas where improvement is needed, and the employee's



suggested objectives for the next year.

After the appraisal has been discussed with them and amended if necessary as a result of the meeting, objectives for them will be established for the next year. The final appraisal must be signed by the Librarian and the clerk/staff. The signature indicates that the appraisal has been presented to them and discussed; the signature does not mean that he/she agrees with the appraisal. The signed appraisal will be given to the individual, and a copy will be placed in his or her personnel file.

CORRECTIVE PROBATIONARY PERIOD

The Board of Trustees and/or the Librarian may establish a corrective probationary period for an employee who has received an unsatisfactory appraisal at the annual performance review conference. At the discretion of the Board of Trustees and/or the Librarian, this period may be for a period of up to **thirty** days. There will be no reduction in pay during the corrective probationary period.

ATTENDANCE AT WORK

The Board of Trustees shall determine and make known the number of hours per week of the employee. It is at the Librarian's discretion to determine the daily and weekly scheduling of employees. All employees are expected to be at work and arrive on time. If an employee unexpectedly cannot report for work or is delayed and is going to be late, he or she must notify the Librarian as soon as possible and state the reason.

All employees must have their vacation schedules approved and must have approval for the use of personal days 24 hours in advance except in case of an emergency. An employee who does not report to work for three consecutive days and does not provide a satisfactory explanation shall be considered to have abandoned his /her position.

Employees are expected to accept and carry out directives related to their job description and maintain professional relationships with their co-workers.

All employees must read, be familiar with, and conduct themselves according to the provisions of all policies.

PAID HOLIDAYS

These holidays will be paid to the Librarian. The Board of Trustees reserves the right to add or subtract holidays at their discretion.

- o New Year's Day
- o Martin Luther King Day
- o President's Day
- o Memorial Day
- o Independence Day
- o Battle of Bennington Day
- o Labor Day
- o Veteran's Day
- o Thanksgiving Day
- o Christmas Day



WORKSHOPS AND MEETINGS

Employees will be encouraged to attend workshops and meetings with Librarian approval. Employee salaries for this time, expenses and fees for the workshops will be paid by the library. The Librarian will be compensated for attending trustee meetings and the Friends of the Library meetings.

TIME SHEETS

Each employee shall fill out his or her weekly time sheet, including arrival and departure times and noting sick days, vacation, or other types of leave. The employee must sign the timesheet and submit it to the Librarian for approval and filing. The Librarian submits the time sheets to the Board of Trustees Treasurer.

GRIEVANCE POLICY

A grievance is a claim not involving disciplinary action by an employee or group of employees stating that the employee(s) has received inequitable treatment through a misapplication or misinterpretation of personnel rules.

It is encouraged that when issues arise, the clerk/staff attempt to talk directly to the Librarian. If a resolution is not possible a grievance may be filed in writing within **ten** working days of the date of the grievance. The Librarian will respond to the grievance in writing within **ten** working days. If the matter is not resolved to Library Clerks/Staff satisfaction, the grievance shall be brought in writing to the Board of Trustees. The Board of Trustees shall provide a written decision within **ten** working days.

The Librarian will present a grievance directly to the Board of Trustees in writing. After which the Board of Trustees will meet with the Librarian for discussion. The Board of Trustees shall provide a written decision within **ten** working days.

All decisions reached by the Board of Trustees are final.

HARASSMENT POLICY

It is the policy of Ainsworth Public Library that the workplace and the operation of the Library shall be free of harassment as defined by state and federal laws.

PARTNERSHIPS

FRIENDS OF THE AINSWORTH PUBLIC LIBRARY

The Friends of the Ainsworth Public Library is a group whose purpose is "to foster favorable relations between the Ainsworth Public Library and the public it serves; to promote wider interest in the activities and facilities of the library; to enhance the facilities to the residents of the area." They work in cooperation with the Board of Trustees.

Friends of the Library activities, programs, and purchases are subject to Board approval. Therefore, a



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member of the Friends, will serve as liaison between Friends' activities and the Board and report to the Board at their meetings. Likewise, a Trustee shall reciprocate.

LIBRARY VOLUNTEERS

The Librarian is responsible for establishing volunteer procedures and accepting, training, and supervising all Library volunteers. The Librarian is also responsible for terminating volunteers should such action be warranted.

RELATIONSHIPS WITH AREA SCHOOLS

The Ainsworth Public Library strives to support local schools in their missions. This collaboration may involve activities such as collaborative programs and services and the sharing of collections.

REVIEW AND REVISION OF POLICIES

These policies may be reviewed yearly by the Board and revised as needed.

All policy additions and revisions will be adopted by a majority vote of the Library Board of Trustees.



APPENDIX A: CHALLENGED MATERIALS FORM

Person's Name:	
Address:	
Telephone:	
Email:	
Date of Complaint:	

Description of material at issue, including the name of the book, author, publisher, and publication date:
Specifically, what material is being challenged? (Page, picture, number of line, etc.)
Please describe your specific objection:



APPENDIX B: LIBRARY BILL OF RIGHTS

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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



APPENDIX C: CONFIDENTIALITY OF LIBRARY RECORDS

In order to encourage the free and open use of the Library and its services, and in compliance with applicable federal, state and local laws, all patron registration records and patron transaction records as defined under [22 VSA § 171](#) [Full chapter] and including any information sought or received and resources consulted, borrowed, acquired or transmitted, are strictly confidential.

In accordance with [22 VSA § 172](#) [Full chapter], employees, Trustees, volunteers and agents of the Library will not disclose any patron records EXCEPT:

- Certain records may be shared at the library's initiative in matters relating to the safety and security of library facilities, collections, personnel, and patrons, under exemptions as defined in [22 V.S.A § 172](#) [Full chapter]; or
- With the written permission of that patron; or
- To the custodial parents or guardians of patrons under age 16; or
- To Library employees and authorized agents to the extent necessary for Library operations; or
- In response to an authorized judicial order or warrant directing their disclosure.

Only the Library Director, or the designated Acting Director in the Library Director's absence, is authorized to comply with requests for library patron records from a law enforcement officer. The Director (or Acting Director) will confer with the Library's legal counsel before determining the proper response. Only when a subpoena, warrant, court order or other investigatory document is determined to be in proper form and issued by a court of competent jurisdiction after a showing of good cause will those specific records be released. Library Trustees reserve the right to contest such an order. All cases involving confidentiality shall be reported to the Town Attorney and the Board of Trustees, unless prohibited by existing federal legislation.

The Library collects a variety of information provided by its patrons to provide them with library services. Any personally identifiable information collected by the Library remains confidential and will not be sold, licensed or disclosed to any third party except with written consent; to comply with the law or a valid court order; or for authorized administrative purposes. The Library's contracts, licenses and computer service arrangements comply with these policies and legal obligations. For the protection of our patrons, parents seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent. Statistical records may be maintained in aggregate, summary data where all personally identifiable information is deleted.

Library patrons who have questions, concerns or complaints about the Library's handling of their privacy and confidentiality rights should submit written comments to the Library Director who will respond in a timely manner and may conduct an investigation or review of the policy and procedures. [22 VSA § 173](#) [Full chapter] provides a right of civil action if their confidentiality has been violated.



APPENDIX D: GUIDELINES FOR LIBRARY BEHAVIOR

Entering the Library implies agreement to abide by these guidelines while at the Library. Violation of any of these guidelines may subject the individual(s) to exclusion from the Library for a period of time.

Recognizing the need to maintain an environment suitable for reading, studying, browsing and general use of library resources, the Ainsworth Public Library Board of Trustees establishes the following guidelines for library behavior to ensure the safety and enjoyment of all Library patrons and materials:

- o Please respect people's privacy and be considerate of others using the Library. Library materials and property must be treated with care to prevent damage and allow others to enjoy them. All Library materials must be checked out before leaving the building.
- o Conversations and manners should be calm and polite. Abusive and offensive language is not permitted.
- o Disorderly, disruptive or harassing behavior, including (but not limited to) running, climbing, throwing, shouting and fighting are NOT permitted on the Library premises.
- o Eating and drinking are permitted in designated areas of the Library only; food and drinks are not allowed in the computer areas.
- o Smoking and littering are NOT permitted in the Library or the Library grounds.
- o Loitering in hallway, porch or ramp are prohibited.
- o Proper attire, including shoes and shirts must be worn at all times.
- o Young children should not be left unattended at the Library. (Under the age of 7 years) Police may be notified if any children are left at the Library after closing time.
- o The Library telephone is available for public use in emergency situations or for parental notification within the local calling area.



APPENDIX E: JOB DESCRIPTIONS

LIBRARIAN JOB DESCRIPTION

The Librarian is responsible for the day-to-day administration and management of the library. She/he directs circulation, collection development and management, patron services, staff and volunteer supervision and training, programming. Collection of library statistics, the collaboration between schools, community groups, and the library and the regular maintenance of the building and grounds. She/he also assists patrons in the use of computer, library catalogue, and other services offered at the library. The Librarian is responsible for directing the library in accordance with the Library's Statement of Purpose, Mission Statement and Library Policies as adapted by the Board of Trustees. The Librarian reports directly to the Board of Trustees.

RESPONSIBILITIES AND DUTIES

- Maintains and develops a collection of interesting material in a variety of formats, such as books, audio-visual media, periodicals and other materials in accordance with professional library practices and in response to local preferences and needs.
- Attends KOHA/Catamount consortium meetings, training events and meets requirements of consortium requirements
- Acts as the spokesperson for the library, promoting the use of the library by all members of the community and creating a friendly, welcoming atmosphere within the library
- Responsible for library promotion, publicity and marketing
- Collects, maintains and analyzes library statistics
- Prepares and submits the annual report for the town annual report
- Attends Board of Trustees meeting to keep them informed of libraries progress, challenges, and activities. Submits a Librarian Report monthly to the Board.
- Works with Board Chair to prepare monthly agendas and yearly budget
- Completes reports, surveys and requests for information from state and federal library agencies and associations, including monthly acquisitions and deletions of the collection, Department of Libraries Annual Report, Five Year Plan and Emergency Preparedness Plan in conjunction with the Board of Trustees
- Spends and monitors budgeted funds as sanctioned by the Board of Trustees; seeks public and private grants and manages them in conjunction with the Board of Trustees
- Hires, supervises, and evaluates Library Clerks and staff. Terminates Library Clerks and Staff when needed.
- Oversees contracted workers for lawn, snow removal and maintenance
- Develops, directs and manages Library Volunteers
- Works with the Board of Trustees on annual Staff/Volunteer Appreciation Day
- Reviews and revises existing job descriptions
- Maintains an updated procedure manual for staff and volunteers
- Develops, promotes and facilitates programs and services that appeal to and serve a variety of ages and interests



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- Attends workshops and conferences related to library needs and affiliates with professional organizations that will advance the fulfillment of duties and responsibilities
- Provides reference, interlibrary loan, referral services and assists patrons with the use of library materials and technology
- Oversees routine maintenance of building and grounds
- Collaborates with the Friends of the Library, community groups, local schools, businesses and community/ civic organizations
- Responsible for the content and accuracy of the Ainsworth Public Library website and any social media sites or blogs directly connected to the library
- Attends yearly VLA meeting, Red Clover/DCF conference and any other conferences in order to fulfill grant requirements
- Performs other duties as the Board of Trustees deem necessary

QUALIFICATIONS

- Minimum 3 years of experience in a library
- MLA or VT Librarian Certification
- Excellent customer service

Evaluation occurs annually with the Board of Trustees.

LIBRARY CLERK JOB DESCRIPTION

RESPONSIBILITIES AND DUTIES

- Open and closing duties
- Circulation desk
- Shelving materials
- Shelf reading
- Knowledge of computer procedures/helping patrons with technology
- Book processing (covering, spine labels, etc.)
- Ongoing projects as assigned
- Programming help when needed
- Availability to cover for staff when needed/Monthly schedule can change to meet the needs of the Library
- Scheduled hours for work are provided by the Librarian at least 2 weeks in advance, you will not be paid for any hours worked outside of these hours unless approved by the Librarian ahead of time, no matter the nature. Shifts begin and end at the scheduled times and you will not be paid if you arrive early or stay later
- For sick time or unplanned absences: Contact Librarian and he/she will get the shift covered
- Vacation requests need to be given two weeks in advance
- There are no paid vacations, sick time, personal days or holiday time



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QUALIFICATIONS

- High School Diploma
- Computer Skills
- Excellent customer service
- Ability to lift 30 pounds
- Flexible scheduling

Starting pay will be determined by the Board of Trustees no lower than minimum wage.
Employment evaluations will happen at three month, six months and annually with the Librarian.

LIBRARY STAFF JOB DESCRIPTION

- Duties as needed
- Attention to detail
- Reports to Librarian
- Communication of scheduling to the Librarian is essential if changes needed
- Submits weekly time sheet to Librarian
- Paid bi-weekly with other staff

CONTRACTED WORKERS JOB DESCRIPTION

- Duties as needed
- Attention to detail
- Reports to Librarian
- Communication of scheduling to the Librarian is essential especially when changes are needed
- Submits bill to Librarian. Can leave in drop box.
- Please DO NOT communicate your needs to the Town Offices
- Paid based on the agreement made between Librarian and Contracted Worker
- Must have a 1099 tax form on file with the library