



inspiring our community to learn, connect and thrive

PHONE: 802-244-7036 HOURS:

Monday 10 - 8
Tuesday 10 - 8
Wednesday 10 - 8
Thursday 10 - 5
Friday 10 - 5
Saturday 9 - 1

Waterbury Public Library Policy: General Operation of the Library

Last revised: March 2024

Borrowers: Library membership is free to residents of Waterbury and Duxbury and/or landowners in Waterbury and Duxbury upon completion of an application and showing proof of residence or ownership. Other adults may obtain a library card by completing an application, showing identification, and paying a \$25 annual fee. Children through age 18, any students with a valid school ID, and teachers in local schools are eligible for free membership, regardless of their town of residence.

Fines: There are no fines or fees for overdue materials; however, lost or damaged materials will be billed at full replacement cost. Materials more than 40 days overdue will be considered lost and are billed at full replacement cost. Failure to return or pay for such items will result in suspended borrowing privileges until the borrower's account is cleared. Parents are responsible for materials borrowed by children under the age of 16.

Hours: The Library will, to the extent feasible, be open during the hours most convenient to the public, including some hours during the evening and on weekends. The Library observes all Town of Waterbury holiday closings. If New Year's Day and Christmas Day fall on a weekend, the Library is closed the Federal holiday date. The Library closes at 3:00pm on the day before Thanksgiving, and on December 24 and December 31. Emergency closing because of weather or other reasons will be determined by the library director. Unscheduled closings will be announced through the Library's website and social media outlets, and the Town Office will be notified.

Governance: The Library is governed under the provisions of VSA 22, Sections 104, 105 and 143 by a board of five commissioners elected, on a rotating basis, for five-year terms. The Commission meets regularly a minimum of six times per year at a place and time which will be posted in the Library and in the Town of Waterbury offices, on the Town website. Special meetings may be called by the Chair with at least 48-hours-notice which will be posted in the Town offices and the Library.

Standards: The Library will meet all minimum standards for Vermont public libraries, as established by the Vermont Board of Libraries.

Confidentiality: All records relating to library patrons and their use of library materials and services, including computer and Internet use, are confidential. Under 22 V.S.A. § 172, only authorized library personnel shall have access to patron records and only for necessary library

administrative purposes. The Library will not share patron registration or transaction records without written permission from the patron to whom records pertain, except in response to an authorized judicial order or warrant directing disclosure; or to custodial parents or guardians of patrons under age 16. Parents or guardians seeking records of their minor child, under age 16, may be asked to provide proof of their child's age, as well as evidence that they are the custodial parent or guardian.

If a member of the staff or a volunteer is presented with an official records request from a law enforcement officer, the officer should be immediately referred to the Library Director and the Commissioners and legal counsel notification procedure should be initiated.

Library users who have concerns or complaints about the library's handling of their confidential information should file written comments with the Library Director. 22 V.S.A. § 173 authorizes civil action if patrons feel their confidentiality rights have been violated.

Nondiscrimination: All aspects of library operations, including program scheduling, staffing, and all other dealings with patrons and other members of the public shall be conducted in a completely nondiscriminatory manner with respect to race, nationality, ethnicity, political persuasion, gender, physical disability, and sexual orientation.

The library fully complies with the requirements of the Americans with Disabilities Act. To ensure that people with disabilities can participate in library programs, reasonable accommodations will be made upon request. Whenever possible, such requests should be made at least two weeks in advance, to allow time for the library to make necessary arrangements.

Disposal of Unneeded Property: With the exception of library materials (books, audios, videos, and periodicals), items which are no longer needed for use by the Library will be offered to other Town departments before disposal.