



Policies

Updated October 2024

TABLE OF CONTENTS:

Mission Statement.....	1
Contact Information & Hours of Operation.....	2
General Library Operation.....	2
Responsibilities of Personnel.....	4
Patron Code of Conduct.....	5
Child Behavior & Supervision Policy.....	6
Library Computer & Internet Policy.....	7
Inter-Library Loan.....	8
Confidentiality.....	8
Collection Development.....	8
Facilities, Displays And Exhibits.....	9
Donations to the Library.....	10
Environmental Stewardship.....	10
Grant Policies.....	10
Photography, Recording, and Media Relations Policies.....	11
Review & Revision of Policies.....	13

MISSION STATEMENT

The Orwell Free Library provides our patrons with a welcoming atmosphere in which to enrich their lives through literary enjoyment and self-education while also fostering partnerships within the community in positive and productive ways. Through the use of traditional and emerging media and technologies, the Library creates an information resource to encourage lifelong learning.

CONTACT INFORMATION & HOURS OF OPERATION

Address: 473 Main Street, Orwell, VT 05760. Mail is delivered to PO Box 92, Orwell, VT.

Phone: 802-948-2041

Email: orwellfreelibrary@gmail.com

Website: orwellfreelibrary.org

Find us on Facebook at facebook.com/orwellfreelibrary/

Instagram: @orwellfreelibrary

The Orwell Free Library is open 24 hours per week.

Regular hours of operation:

- Tuesday: 11:00 AM – 6:00 PM
- Wednesday: 2:00 PM—6:00 PM
- Thursday: 2:00 PM – 6:00 PM
- Friday: 10:00 AM – 4:00 PM
- Saturday: 10:00 AM – 1:00 PM

The Orwell Free Library will be closed on:

- New Year's Day,
- Memorial Day (observed),
- Independence Day,
- Labor Day,
- Thanksgiving,
- Christmas
- Other days, as determined by the Librarian and/or Board of Trustees (i.e. inclement weather, other circumstances, government ordinances, etc.). These will be posted on social media as far in advance as possible.

GENERAL LIBRARY OPERATION

The Orwell Free Library resides in the Ethan M. Wright and Eliza T. Wright Memorial Building, as determined by the 1919 deed in public records that gifts the current Library building, formerly known as the Clark Building, to a private corporation with directors, currently known as the Wright Memorial Board. It is with cooperation between the Wright Memorial Board and the Orwell Free Library Board that the current Library is maintained. A [Responsibilities Agreement](#) outlines the duties and expectations of each Board for the maintenance of the building, its contents and employees.

The Library will serve the residents of Orwell, as well as neighboring communities, and visitors without regard for gender, age, disability, religion, race or ethnicity, social, sexual identity or orientation, economic, or political status, free of charge.

The Orwell Free Library will meet the minimum standards for Vermont public libraries. The OFL Policies comply with the First Amendment and State of Vermont and US Federal civil rights and antidiscrimination laws to ensure our Library protects and promotes principles of free speech, inquiry, discover, and public accommodation (Act No. 150 S.220 Sec. 1).

The Board of Trustees, duly elected at Town Meeting on a rotating basis, governs all operations of the Library and its' contents. The majority of the trustees shall be from Orwell. The number of trustees shall be nine, unless changed by a vote at Town Meeting. The Trustees maintain up to date Policies and By-laws for the Orwell Free Library, and these are available to the public, both in the library and on the website (orwellfreelibrary.org). The policies are reassessed and changes are voted upon as needed, at a minimum, annually; By-Laws will be reassessed biennially, unless otherwise warned.

The Librarian, with oversight by the Board of Trustees, prepares a summarized budget for the upcoming year, for the operation of the library. The Treasurer submits a detailed budget of the previous fiscal year for publication in the Town Report each year.

The Board submits a request for appropriation of town funds each year, to be voted on at Town Meeting.

The Board of Trustees has final authority on all policy matters. The Board of Trustees has the ability to modify Orwell Free Library Bylaws, as deemed necessary, and has final authority when modifying and implementing both Policies and By-Laws.

The Board of Trustees hires and oversees the Librarian, and delegates authority to carry out library policies. (Act No. 150 S.220 Section 6) The Librarian selects and supervises the Library Assistant.

The Town of Orwell pays the Librarian and Library Assistant salaries. Library staff are included in town benefits as laid out in the Town of Orwell Personnel Policies (townoforwellvt.org). The Library Board of Trustees has direct oversight of the Librarian in personnel matters and salary.

Length of time an item can be borrowed depends on the item, as follows:

- New books can be checked out for two weeks; other books can be checked out for one month.
- Audiovisual resources can be checked out for two weeks.
- Inter-library loan time is dependent on the library from which the loan has been made.
- Backpacks can be checked out for two weeks
- Kindle can be checked out for one week
- Projector can be checked out for one week
- Telescope can be checked out (with backpack) for two weeks. A release form must be signed by a patron, 18 years or older, to check out this equipment. ([Telescope Borrowing Policy & User Agreement](#))
- We have a variety of passes to local attractions, State Parks and museums, which are available on a first come, first served basis. These passes may not be reserved in advance.

Passes are to be returned on the next open Library day. A current list of available passes will be kept on the website (orwellfreelibrary.org)

If library material is overdue by two weeks, the circulation system will communicate with the borrower as a reminder to return the borrowed item. Another reminder is sent after one month overdue.

The Orwell Free Library reserves the right to bill patrons for the replacement cost of lost or damaged materials.

The Orwell Free Library reserves the right to bill patrons for the replacement cost of materials two or more months late.

Service and loan privileges will be denied only for due cause as determined by the Librarian. For example, “due cause” may include misuse of library materials or the building, negligence in returning library materials when due, failure to make proper restitution for lost materials, etc.

The Orwell Free Library participates in the HomeCard Program, a cooperative library system in the state of Vermont in which patrons can use their hometown library card to check out materials at participating libraries. All patrons who choose to take advantage of this cooperative resource must be in good standing at their home library, abide by the borrowing policies of the lending library, return items to the lending library, and are responsible for fines or fees accrued.

RESPONSIBILITIES OF PERSONNEL

The Librarian provides leadership and serves as the Library’s primary public representative. The Librarian is expected to positively represent the Library within the community, develop programs, develop/manage collections, provide budgeting information, manage volunteers, manage the library facilities, and coordinate with both the Orwell Free Library and Wright Memorial Library Boards.

The Librarian has discretion over materials donated to the library, over the purchase of books and culling of the collection.

The Librarian keeps track of circulation statistics for reporting. The Librarian submits the Vermont Public Library Statistics to the Vermont Department of Libraries, as directed by the Department.

The Librarian Report for the Orwell Town Report is to be reviewed by Orwell Free Library Trustees before submission.

The Librarian shall be responsible for securing grants and all aspects of grant money awarded. This includes accountability and compliance with grant award requirements, (see Grant section below).

The Librarian and Library Assistant, with approval of the Board, shall be granted professional development time to attend workshops or courses beneficial to the job. Expenses, to include mileage, meals and workshop fees, will be covered. At the Board’s discretion, the professional development hours may be considered part of payroll hours.

The Library Assistant is to be selected by the Librarian. The Library Assistant will perform the everyday duties of the Librarian, including, but not limited to, overall management of public areas including technology troubleshooting, as needed, performing circulation tasks, recording library usage statistics, and overseeing volunteers. Other duties and responsibilities will be assigned by the Librarian. The Library Assistant will assume the responsibilities of the Librarian in the Librarian's absence.

Personnel issues are to be reviewed by the Board of Trustees before any action is taken.

PATRON CODE OF CONDUCT

In an effort to provide a comfortable environment for all library users, we have established a patron code of conduct policy for our patrons. The purpose of the policy is to define unacceptable behavior and also to suggest conduct that is appropriate in a library.

Violations of the policy will result in increasing levels of action, ranging from asking the patron to leave the library for the remainder of the day, to the patron's permanent loss of all library privileges, to legal prosecution. The level of action will be determined on a case-by-case basis at the discretion of the Librarian, with the support of the Board of Trustees. Public Libraries in the state of Vermont are included in the list of places where, if criminal threatening occurs, criminal penalty for such conduct is augmented, (Act No. 150 S.220 Sec. 4)

Unacceptable behavior may cause excessive noise level, create disturbances, interfere with other patrons' use of the library, damage to library property, and is not permitted in the library. Unacceptable behavior includes, but is not limited to:

- Loud, disruptive conversations, including shouting;
- Use of profane or abusive language;
- Harassment of others, either verbally or by physical actions. This includes any actions that other patrons or staff members perceive to be threatening;
- Use of tobacco, and illegal substances/drugs is not permitted in the library or on library premises. Patrons under the influence of either alcohol or illegal substances/drugs will be asked to leave.
- Alcohol may be permitted at special events with permission from the Librarian and Board of Trustees; decisions will be made on a case by case basis.
- Cell phone use within the library can often prove disruptive to patrons and staff, therefore we encourage all cell phone conversations to be held outside the library.
- Carrying weapons of any kind;
- Solicitation, vending, and distribution of petitions or surveys are not permitted in the library or on the library grounds without the prior consent of the Librarian;
- Food and drink spillage can damage valuable resources. Since care needs to be exercised, we ask that you refrain from having food and drink around any computer or electronic equipment and exercise caution around books and other library materials, as well. The patron is responsible for any damage done by their food or drink.
- Inappropriate use of computers or the internet (see Computer and Internet Policy section);
- Shirts are required at all times. No bare feet are allowed.

- Pets are not allowed in the Orwell Free Library. Pets may be permitted at special events or if necessary for a library program, or with permission from the Librarian or Board of Trustees. Service animals or service animals in training are permitted in the library. The term “service animal” is defined as such under The Americans with Disabilities Act: Americans with Disabilities Act Title II Regulations: Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Services
http://www.ada.gov/regs2010/titleII_2010/titleII_2010_regulations.htm

In addition, the library is not responsible for personal possessions.

CHILD BEHAVIOR & SUPERVISION POLICY

It is the responsibility of parents or legal guardians to determine what materials their children under the age of 12 may read, use, or borrow. (Act No. 150, S.220, Section 3)

The library is not responsible for enforcing restrictions parents deem appropriate in terms of the materials their child may access.

The trustees and staff of the Orwell Free Library view service to children as an important part of their mission. We encourage children to use this facility for reading, study, research, and attending programs.

- Children under the age of 6 must be within sight of his/her parent or guardian at all times, who will supervise the child’s activities while in the library.
- Children between 6 and 10 years of age (or 5th grade) may spend time in the library unsupervised provided there is a parent/caregiver/guardian in the building and provided they adhere to the library’s rules and policies.
- Children, 11 and over, may use the library unattended and are subject to library rules and regulations concerning behavior, conduct and demeanor.

Parents, guardians and caregivers should remember that the library is a public building open to all individuals, and that unattended children are vulnerable. This policy has been designed to communicate the concern of the trustees and staff for the safety and welfare of the children who use the library.

- Parents or legal guardians assume all liability for the well-being, safety and conduct of their children.
- The Library is not responsible for enforcing the restrictions a parent deems appropriate in terms of the materials the child may access.
- Orwell Free Library assumes no responsibility for children of any age left unattended at the library. The staff does not monitor children leaving the building, nor is it their responsibility to know if a child is leaving with a parent, guardian, relative, friend, or stranger.
- Parents, guardians, and caregivers are expected to be aware of the opening and closing times of the library, and to make suitable arrangements to meet or transport their children. If the library is closing and a child has been left unattended, the Librarian will attempt to contact the child's parent(s) or guardian(s) to arrange safe transportation. However, if the

child is not picked up within 15 minutes after closing, the Vermont State Police will be called to take responsibility. The library staff is not permitted to take a child out of the building or to transport him/her to another location. Board of Trustees members may be called for consultation.

- If a child is injured, library staff will make their best effort to contact a parent/guardian or caregiver. If the staff is unable to reach a parent/guardian or caregiver, they will seek emergency medical assistance, at the parent's/guardian's expense. Staff will notify the parent/guardian or caregiver as soon as possible.

Children are expected to adhere to the same standards of conduct as are adults. All library users are required to respect library property and to act in a manner appropriate to the use and function of the library (see Patron Code of Conduct Policy above). A child who is not using the library appropriately, who is engaged in disruptive or other inappropriate behavior, or who requires excessive staff attention, will be asked to leave the library after proper warning. While the Librarian has full authority to make necessary decisions regarding behavior and library privileges, the Board of Trustees shall be notified of any such incidents.

LIBRARY COMPUTER & INTERNET POLICY

Access to the internet is consistent with the Library's endorsement of the Freedom to Read, Freedom to View and the Library Bill of Rights statements from the American Library Association and the Orwell Free Library's collection development and materials selection policy. All internet resources are provided equally to all library users. The internet and its available resources may be erroneous, out of date, illegal, or considered offensive, controversial or sexually explicit. As with all Library resources, the Library affirms the right and responsibility of parents/guardians, not Library staff, to determine and monitor their minor children's use of the internet. The OFL provides access to the internet by a publicly accessible wireless network. We do not track or monitor patron use of the internet, regardless of age of patron.

The Orwell Free Library has the following devices for in-library patron use:

Desktop computer
Laptop computers
iPad
Virtual Reality (VR) Glasses

Due to limited resources available for provision of public access to computers and internet, the library reserves the right to limit the amount of time an individual user can devote to a single session. The public must comply with all applicable federal, state and local laws governing the transmission and dissemination of information while accessing the internet, and with all library policies and procedures.

The Orwell Free Library reserves the right to suspend or terminate access to the internet or other network services without prior notice at any time and for any reason. Violations of the law, such as destruction or damage to equipment, software, or data belonging to the library or other users will be dealt with in a serious and appropriate manner.

Additionally, users may not:

- Make any attempt to damage or modify library computer equipment or software

- Engage in any activity that is harassing or defamatory
- Use the internet for any illegal activity
- Have public display via computer screen or printed copy of obscene materials

Library staff will check to see that all equipment is functioning properly upon return. Users agree to abide by the library policy and procedures for use of these devices, or will forfeit future borrowing privileges.

Do not leave devices unattended. Borrowers are responsible for any damage that occurs while using the device including the full replacement price of the device, even if used by minors.

INTER-LIBRARY LOAN (ILL)

The Orwell Free Library participates in the Vermont Department of Libraries inter-library loan program. This allows all patrons who have OFL borrowing privileges to request materials from libraries throughout Vermont. The time from request to delivery may vary. Patrons are asked to let the library staff know if there is a required deadline for their request. Requests for materials from libraries outside of Vermont will be at the discretion of the Librarian.

CONFIDENTIALITY

Library records are not made available to anyone except as required by law.

The OFL will comply with Vermont Statutes Annotated (Title 22, Chapter 4, Section 172), which states:

§ 172 Library record confidentiality; exemption:

- (a) A library's patron registration records and patron transaction records shall remain confidential.
- (b) Unless authorized by other provisions of law, the library's officers, employees, and volunteers shall not disclose the records except:
 - (1) with the written permission of the library patron to whom the records pertain;
 - (2) to officers, employees, volunteers, and agents of the library to the extent necessary for library administration purposes;
 - (3) in response to an authorized judicial order or warrant directing disclosure;
 - (4) to custodial parents or guardians of patrons under age 12 (Act No. 150 S.220, Section 3); or
 - (5) to the custodial parents or guardians of a student, in accordance with the federal Family Education Rights and Privacy Act, by the library at the school the student attends.
- (c) Statistical records pertaining to the patronage, circulation activities, and use of any service or consultation the library provides, provided that they do not contain the names of patrons or any other personally identifying information, shall be exempt from the provision of the is chapter, (Added 2007, No. 129 (Adj. Session.), § 1.)

COLLECTION DEVELOPMENT

The Librarian is responsible for materials selection. The OFL complies with Act No. 150 (S.220) Section 2 in the Free Public Library Service chapter in Title 22, with regards to material selection policies and procedures.

Orwell Free Library demonstrates Intellectual Freedom principles through the variety of the core collection. Materials will not be excluded because of the origin, background views of those contributing to their creation, or because of partisan or doctrinal disapproval. The Orwell Free

Library subscribes fully to the [Library Bill of Rights](#) pertaining to Access to Electronic Information, Service and Networks.

Materials serving the purposes of the library and relating to an existing need or interest will not be removed from the collection because of pressure by groups or individuals expressing disapproval.

Procedure for patrons' complaints on selection and censorship issues:

The inclusion of certain books may be challenged by completing a [Request for Reconsideration of Library Resources Form](#) and submitting it to the Librarian. The Librarian and the Board of Trustees will review the challenged material at their earliest convenience, while recognizing the right of patrons to challenge the inclusion of a book in its collection. The Board reserves the right to maintain the book after consideration. The OFL will comply with Act No. 150 S.220 Sec. 2, with regards to reconsideration and retention of library materials, in compliance with the First Amendment, The Civil Rights Act of 1964, and Vermont State laws that prohibit discrimination in places of public accommodation.

The selection of materials offered at the Orwell Free Library is made after consulting current book reviews, book lists, conferring with other libraries, as well as based on the individual patron needs.

Patrons may request the addition of materials to the collection. Such requests must be made to the Librarian. While the Library will attempt to honor such requests, it cannot guarantee the purchase of a specific item.

Withdrawal of library materials is done at the Librarian's discretion with the exception of special collections, such as the Vermont Collection. Each withdrawal or replacement should be judged individually with reference to standard library tools and catalogs and the existing collection as a whole. The Librarian will discard withdrawn materials at his or her discretion.

Books in poor condition will be discarded, replaced or rebound, at the discretion of the Librarian.

FACILITIES, DISPLAYS, AND EXHIBITS

The Orwell Free Library space is available to local government, non-profit, and community groups to use for meetings and other activities. The Library is available to these community groups, regardless of beliefs or affiliation or of individuals or groups requesting use. The Orwell Free Library does not advocate or endorse the viewpoints expressed by users of the space.

The Orwell Free Library may be used for any lawful activity that is appropriate to the size and nature of the space. All events and meetings must be free and open to the public. Food is permissible, but groups must clean up and remove all food waste. Meetings must end by 9:00 pm. All furniture must be returned to its original location.

Groups will be responsible for any damage, including cleaning fees. The Orwell Free Library, Town of Orwell, and the Ethan M. and Eliza T. Wright Memorial Library are not responsible for any accident, injury, or loss of individual property while the Library is in use.

A Building Reservation Form must be filled out by one of the individuals deemed responsible for the meeting. If a key is needed, a \$25.00 deposit is required. The key may be returned in the

return slot after locking up, or directly to the Librarian during open hours. The deposit will be returned during open Library hours.

The Library may not be used for:

- Political advertising, by party or candidate
- Religious services
- Cash donation boxes of any sort
- Sale of commercial products, unless sponsored by the library
- Signing of petitions, except at the discretion of the Librarian
- Partisan fundraising activities

Space is available for public displays or exhibits. The size of the display and the period of exhibit will be determined on a case-by-case basis by the Librarian. The exhibitor will remove the exhibit or display promptly at the end of the exhibition period.

The artist places his/her art in the library at the liability of the artisan. In the event of fire or theft the artist should have a rider that covers displaying his/her art work and will sign a waiver agreeing that the library is not responsible for theft or damage at any time, and understands the risks associated. ([Art Exhibition Agreement](#))

If the artist chooses, he or she can donate 20% of any artwork sold during the exhibit – in order to avoid taxable income because of the library's municipal tax exempt status. The check is initially made out to the artist and the artist gives the library 20% of this amount.

DONATIONS TO THE LIBRARY

The library accepts donations of books, audiobooks, DVDs, puzzles and other material at the discretion of the Librarian. The Library will not accept old encyclopedias, old nonfiction book sets, Readers Digest compilations, textbooks or significantly damaged materials. Once donated, the Librarian has full authority on where best to allocate donated items.

All monies coming into the Orwell Free Library from gifts, donations or sale of books, etc., are to be turned over to the Treasurer of the Board of Trustees. Receipts and acknowledgements will be sent at the discretion of the Librarian.

Donations are to be spent at the discretion of the Trustees and Librarian unless the Donor has specified a particular use for the donation.

ENVIRONMENTAL STEWARDSHIP

Orwell Free Library is committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization.

We strive to minimize pollution and waste, conserve energy and water, protect habitat, support renewable energy resources, buy environmentally friendly products, and encourage environmentally preferable transportation.

These efforts will extend to contractor and supplier relationships. We will encourage contractors and suppliers serving or otherwise acting on behalf of the organization to meet our standards of environmental performance.

Employee understanding and involvement are essential to the implementation of this environmental policy. All employees of the library will receive a copy of this policy and be educated about our institutional efforts to improve our environmental performance.

GRANT POLICIES

The OFL Board of Trustees acknowledges its responsibility towards the oversight for the application and administration of all grants applied for, or which are granted in the name of the Orwell Free Library, and it hereby adopts, pursuant to that responsibility, the following procedures to be followed in the application and administration of such grants:

***Responsibility:** The final authority for and administration of grants shall rest with the Librarian, subject to these procedures, and to any action by the Board of Trustees. The Treasurer will report the expenditure of grant funds and completion of grants in the monthly and annual financial reports.

***Application:** Applications for grants shall be prepared by the Librarian, or appropriate staff member, Trustee, or volunteer.

***Administration:** Grants shall be administered by the Librarian within the guidelines of the grant and the Policies and procedures of the Board of Trustees.

***Disbursements:** The Librarian shall approve all disbursements of grant monies and shall promptly provide records of such disbursements to the Treasurer. The Librarian shall retain copies for reconciling expenditures, should the need arise. The Treasurer shall be the grant fiscal officer, depending on the requirements of the grant. In addition, the Librarian shall make the Board of Trustees aware of grant disbursements in the monthly Librarian's Report.

***Receipts:** Upon receiving grant monies, the Librarian shall record and track them as "Named Grant" in the monthly Treasurer's Report.

PHOTOGRAPHY, RECORDING, AND MEDIA RELATIONS POLICIES

The Orwell Free Library ("OFL") embraces and seeks to protect the constitutional rights of its patrons, members of its community and the general public. Its primary mission is to serve the needs of its patrons as a library, and as such, in order to facilitate appropriate liberty for these activities, OFL may in certain circumstances restrict activities when the conduct in question would be disruptive to, or interfere with patrons or staff within the library, or be inconsistent with the OFL's mission.

In keeping with OFL's status as a limited public forum, this Orwell Free Library Photography, Recording and Media Relations Policy (the "Policy") is intended to protect library users from

unwanted participation or appearance in photos, videos or audio recordings while still allowing appropriate recordings, and photography by library visitors. Therefore, the OFL will permit photography and recording under the conditions described within this Policy, but in all cases only to the extent that it does not unduly interfere with the operations, programs, and activities of the OFL or the rights of OFL's patrons.

1. The OFL staff may photograph and record library events and patrons only for promotional use, whether in print, online, or in video. Attendance at OFL sponsored events constitutes consent by individuals over the age of 18, as well as of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or recordings, in the future, at the sole discretion of the OFL staff, unless they indicate non-consent orally or in writing. OFL may use photos and videos from public programs and events occurring at the OFL, or associated events sponsored by OFL, on its website and publications in the future. Images will not be identified using full names or personal identifying information without specific approval from the photographed individual or the individual's parent/legal guardian.
0. Patrons or members of the public may take photos or recordings in the OFL building or at its events for personal use, provided that this activity does not interfere with library operations, and does not capture identifiable likenesses of individuals without their permission. If any photographs or recordings include identifiable individuals, a patron must obtain a signed release from each individual, and signed permission from parents or legal guardians of any identifiable minor. OFL may impose time limits or restrict photos or recordings to specific areas in order to to limit impacts to library patrons.
0. No commercial or media photography or recording may occur in the OFL building or at its events without the prior written permission of the Librarian. Permission granted may contain conditions under which this photography or recording may take place, and may also address rights to ownership of the photos or recordings obtained. Media requests will be evaluated based on the potential negative impact on OFL patrons, operations and services.
0. Any person or groups not adhering to this Policy will be asked to cease the non-compliant activity, put away equipment or leave the Library. Consent granted for any activity may be revoked at any time upon failure to comply with the terms of this Policy, any conditions imposed as a condition of approval under this Policy or other rules of OFL.

The Librarian or the OFL Board of Trustees Chairperson shall be the designated spokespersons for purposes of responding to inquiries from reporters or other media persons.

0. Professional or amateur journalists or other members of the media who wish to conduct interviews, observe activities or engage in any other newsgathering within the OFL building or at its events should make themselves known in advance or as soon as possible to the Librarian, or OFL Board of Trustees Chairperson, if present. Media persons should respect the privacy of the patrons and community members, and are subject to the OFL Code of Conduct policy and all other provisions of this Policy. If their actions disrupt or interfere with the operation of the library, library activities, or its use by the public, or if the actions are inconsistent with the mission of OFL, they may be asked to cease these actions, or be asked to leave the premises. This policy does not apply to a member of the media using the Library as a patron.
0. No photography or recording whatsoever shall be allowed in occupied non-public spaces that are not open to the public or where users have an expectation of privacy, such as washrooms, areas used as private study spaces, offices, break rooms, and staff work areas.
0. Application of this Policy may be amended or adapted at any time to conform to the required terms of any public or non-profit organization sponsoring, funding or producing an OFL event at the request of or with the permission of OFL.
0. This Policy shall not apply to public meetings held at the OFL building or in connection with meetings of its Board of Trustees or other public body in accordance with 1 VSA § 310 et seq. provided, however, that any suspension of this Policy shall only be for the period in which the public meeting occurs and apply to the specific areas of the OFL building or other location at which a public meeting occurs.

REVIEW & REVISION OF POLICIES

A review of policies will be held as needed, not less often than once per year.

Revisions to policies must appear as an agenda item for a meeting of the Board of Trustees, and be approved by the Board.

Revised February 2013
Revised August 2014
Revised May 2016
Revised April 2017
Revised April 2018
Revised April 2019
Revised April 2021
Revised April 2023
Revised April 2024

Revised June 2024
Revised October 2024