

# Chaplin Public Library Chaplin, Connecticut

## LIBRARY POLICIES of the Board of Trustees

### Library Mission

The Chaplin Public Library endeavors to enrich the community by connecting people to the world of ideas, information and imagination to support their work, education, personal growth, and enjoyment.

### I. The Freedom to Read Statement (from the ALA)

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 These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the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.

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

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

*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](#)

## **II. Library Bill of Rights (from ALA)**

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.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

### III. Statement on Racism

The Chaplin Library condemns racism and injustice. We stand with the Black Caucus of the American Library Association (BCALA), all our colleagues and library users who are subject to acts of racism, threats of violence and discrimination based on their race or ethnicity.

Libraries, by the nature of their definition, are bastions of equal treatment, equal access and hope. We are proud of the Connecticut libraries as we serve our communities through these difficult times. We’re actively providing resources, and safe virtual spaces for those wishing to educate themselves, as well as supporting those who depend on us. Racism in all its forms destroys communities. Let’s continue to stand together to support those who need us most. **(Approved: 9/21/2020)**

### IV. Personnel

### V. Challenged Materials

See Item VIII, Section E, Controversial Materials.

### VI. Circulation

#### Fines

As of May 1<sup>st</sup>, 2018 the Chaplin Public Library will be eliminating fines on a majority of our materials. Fines can prevent some patrons from checking out books and other materials. Since a mission of the library is to connect patrons with materials, the specter of fines gets in the way of this goal.

Patrons will have the option of donating a suggested fine or a different amount of money. The Library does not want to financially burden patrons, but if patrons are able to donate, the library is appreciative. The Library will be instituting a donation jar so that patrons may still contribute to the library collection. The below fines are a suggested donation amount.

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Books, Magazines, Audiobooks, Music CDs	\$.10 per day <i>suggested</i>
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DVDs	\$.10 per day <i>suggested</i>
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Museum Passes	\$1.00 per day
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For a lost or damaged Chaplin Library item, the charge is the actual cost of the item.

Items that belong to other libraries, even if checked out at the Chaplin Library may have different fine schedules. The fines rules from the owning library will apply.

**(Approved April 16, 2018)**

## **VII. Code of Conduct**

## **VIII. Collection Development**

### **Purpose**

The Collection Development Policy of the Chaplin Public Library strives to develop and maintain a collection that will provide print, non-print, multimedia, and electronic resources to anticipate and meet the needs of the Chaplin community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials, including maintenance, replacement, and weeding.

The Library makes every effort to provide the community with a collection that reflects a wide range of views, expressions, opinions, and interests. Specific acquisitions may include items that may be unorthodox, unpopular or controversial in nature. The Library's acquisition of such items does not constitute endorsement of their content but rather allows for their free expression. The Library strives to provide unrestricted access to resources to its patrons and fully supports the American Library Association's Bill of Rights Freedom to Read and Freedom to View Principles. The Library pledges to act as a partner in education and to complement and augment the resources of the Chaplin Public School System.

### **Key Definition**

The Library's **collection** is the assemblage of books and other materials, in a variety of formats, owned or licensed and maintained by the Library and available to the public at no cost.

### **Roles and Responsibilities**

The Library Board of Trustees delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with staff under the overall direction of the Director. Consortium-level collections, such as downloadable ebooks and audiobooks, are governed by the consortium's specific criteria.

### **Procedures**

- A. Selection:** The Library shall provide any materials which help to meet its mission statement and goals. Materials will be purchased in a variety of formats which meet the needs of the Chaplin community. This includes titles that "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” as per the [ALA 9<sup>th</sup> code of ethics](#). Materials shall be selected carefully and judiciously, taking into account such factors as follows:

- Anticipated or existing patron demand
- Accuracy and effectiveness of material
- Reputation, credibility, and skill of the author
- Existing holdings in the subject area
- Favorable reviews in established professionally recognized publications and media
- Availability and affordability
- Compatibility of format for Library use
- Local origination or particular relevance to Chaplin and the surrounding community
- Public’s ability to procure material from other sources
- Timeliness and importance of material as document of the times

### **B. Collection Maintenance**

Maintenance of the collection includes discarding, replacement, and repair. Replacement copies may be purchased for those titles which have lasting value or interest. If an item is lost or damaged, it may not be replaced. Depending on demand for the specific author, title, or subject, it may be preferable to purchase current materials.

### **C. Weeding**

Weeding is a term used by libraries to describes the removal of materials from their collections. In order to maintain a vital and useful collection, materials that are out-of-date, inaccurate, superseded by new material, fail to meet evolving community needs, or in bad physical condition shall be discarded. Weeding of materials will be supervised by the Library Director, and is performed on a regular basis by staff in the interest of keeping the collection current and useful. Weeding materials may be sold, donated or disposed of however the Library deems appropriate.

### **D. Gifts**

Gifts of books or other materials may be accepted on the recommendation of the Director. All materials that are added to the collection as gifts shall be judged by the same criteria as are used for purchase. Exceptions can be made on an individual basis. Gift materials that do not meet the library’s needs or selection criteria may be sold, donated, or disposed of however the Library deems appropriate.

### **E. Controversial Materials**

The Library recognizes that some materials may be controversial and that any given item may offend some patrons. An effort shall be made to present more than one side of a controversial issue. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be shelved separately, except for the express purpose of protecting it from injury or theft. The decision by an author or publisher to withdraw their work from the market will not be considered sufficient reason alone for the Library to withdraw it from the collection.

Responsibility for the reading, listening, and viewing habits of children rests with their parents or legal guardians. It is the role of parents/guardians to supervise their children's use of Library materials.

#### **F. Request for Reconsideration**

Patrons challenging a material in the Library's collection may fill out a [Reconsideration of Material Form](#), which is available at the circulation desk or through the library's website [www.chaplinpubliclibrary.org](http://www.chaplinpubliclibrary.org). Upon submission, the Library Board of Trustees will review the form at their next scheduled meeting. The Library Director/Board of Trustees will respond to the contact on the form within 60 days of submission.

A material that has been reconsidered shall be exempt from additional reconsideration for two years following a request.

The Library follows statutory requirements SBS, Sec. 11-24b.

No principal public library shall be eligible to receive a state grant in accordance with the provisions of subsections (b), (c) and (d) of this section if such principal public library that prohibits or otherwise limits the availability of any book or related library materials by banning, censoring or challenging such book or related library materials at such library.

**(Approved: 9/18/2023)**

#### **IX. Confidentiality**

#### **X. Customer Service**

#### **XI. Financial Development, Foundations, Investment & Endowments**

#### **XII. Internet/Public Access Computers**

In keeping with the Chaplin Public Library's mission to enrich the community by connecting people to the world of ideas, information, and information, the Library provides free public access to resources on the Internet. The Library adheres to the American Library Association's policy statement: Access to Electronic Information, Services and Networks: an interpretation of the LIBRARY BILL OF RIGHTS which supports the right of individuals to choose library materials for themselves, including those in electronic formats.

In compliance with the Children's Internet Protection Act (CIPA), Chaplin Public Library provides Internet workstations equipped with filtering/blocking technology. However, the library recognizes that filtering/blocking technology is not a completely reliable means of protection from materials that may be offensive, controversial or illegal. All adults seeking unfiltered Internet access for their own use may



temporarily disable filtering for each session. Adults may not share unfiltered computers with minors (under 17 years old).

As with other library materials, children's access to and use of the Internet is the sole re-sponsibility of the child's parent or legal guardian. The Internet may provide access to information, content and services some of which parents may feel is inappropriate or objectionable for their own children. Parents should let their children know about information, content and services on the Internet that they do not want them to access or use. Or, parents should supervise their own child's Internet session at the Library.

The Chaplin Public Library does not monitor and has no control over information accessed through the Internet and cannot be held responsible for its content. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Materials obtained or copied from the Internet may be subject to copyright laws. U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The Chaplin Public Library expressly disclaims any liability or responsibility resulting from such use. **(Approved: 11/2016)**

### **XIII. Memorials and Sponsorships**

### **XIV. Meeting Rooms, Displays and Exhibits**

#### **Meeting Room Policy:**

**Town of ChaplinLibrary**  
**Meeting Room130 Chaplin Street, Chaplin CT 06235**  
**LIBRARY MEETING ROOM USE POLICY**

1. It is the intent of the library to make the meeting room available to Chaplin Boards, Commissions, Departments, and Town Organizations on an as needed basis for any group that provides benefits to the Chaplin community regardless of the beliefs or affiliations of individuals or groups requesting use.
2. Scheduled library events and town meetings have priority each month. When the room is not being used, nonprofit groups or organizations serving the Chaplin community may apply for use for educational, civic, and/or cultural programs intended for and open to the public. Groups who use the room for weekly or monthly meetings may have weeks or months when the room needs to be used for a library event or town meeting. They will be notified in advance of any conflicting dates.
3. The applicant must fill out the application and agree to the regulations. If the use of the meeting room is not a Town Sponsored event, then the applicant must provide a certificate of insurance meeting the requirements of CIRMA.
4. The meeting room capacity is a max of 40 people for a presentation/meeting, and about 15-20 people for an active event (e.g., yoga).
5. If the room will be used during the library's closed hours, a front door/meeting room key may be checked out through a librarian. The key must be returned the next day the library is open.
6. All events that are not sponsored by a Town agency must provide a certificate of insurance per CIRMA's requirements. The name of the person/organization using the meeting room must be named on the Certificate of Insurance.

#### APPROVED EVENTS

- Town sponsored programs or meetings, including Senior Center programs such as yoga, mah jongg, and tai chi.
- Library related events, e.g., book groups meeting when the library is closed.
- Chaplin residents holding a meeting for a group in the town, e.g., the Chaplin Condo Assoc.
- Programs of interest and benefit to the community, e.g., well water testing, safety training, etc.
- Fundraisers for the library

#### UNAPPROVED EVENTS

- Birthday parties
- Wedding, bridal, or baby showers
- Religious services

Revised 1/24/19

**Town of Chaplin  
Library Meeting Room  
130 Chaplin Street, Chaplin CT 06235  
APPLICATION**

An application is hereby made for the use of the library meeting room on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

It is understood and agreed that if permission is granted, all Town of Chaplin REGULATIONS for the use of this facility must be strictly complied with without fail. A copy of the REGULATIONS is attached hereto and incorporated by reference herein.

The applicant certifies that they will be legally responsible for the conduct of anyone using the meeting room and kitchen per this application, will ensure that the attached REGULATIONS are complied with, and will be responsible to the Town of Chaplin for any damage to the premises or to any person who suffers loss or injury resulting from such use.

The applicant has read the REGULATIONS, understands them, and agrees to fully comply with the REGULATIONS in return for being able to use the facility.

Applicant/Group Name

Telephone Number

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Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Application Sponsored by Town Department/Board/Commission: \_\_\_\_\_

Department/Board/Commission Representative(print): \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Application Approved for the Town of Chaplin by:

Print Name \_\_\_\_\_ Signature/Date \_\_\_\_\_

**OFFICE USE ONLY**

Key Return: Yes/No

Cleaning Complete: Yes/No

Damage: Yes/No

Date: \_\_\_\_\_

**Town of Chaplin  
Library Meeting Room  
130 Chaplin Street, Chaplin CT 06235  
REGULATIONS**

1. Groups using the meeting rooms will be responsible for:
  - Setting up chairs, tables, etc. and putting them away after the meeting;
  - Proper adult supervision;
  - Restoring the meeting room to the same condition in which it was found;
  - Costs arising from any damage or loss during use.
2. Extra table requests must be made in advance.
3. No smoking is allowed anywhere in the building. Smoking is permitted outside.  
Please use ashtrays provided.
4. Alcoholic beverages are BYOB and may be consumed inside the meeting room during the event. Alcohol sales are prohibited. All alcoholic beverages must be removed from the premises directly after the event.
5. The kitchen may be used, but perishable trash must be placed in the trash can in the parking lot.
6. If the meeting will take place when the library is closed, the meeting room key must be checked out from the librarian in advance of the meeting and returned promptly after use. It may be dropped in the book drop inside an envelope if the resident is unable to return it during the library's open hours.
7. Reservations for the meeting rooms may be made up to three months in advance.
8. If a group requires audio-visual equipment, the user must be trained and held responsible for any damage to hardware or software.
9. Groups showing movies in the meeting rooms must secure all necessary performance rights or agree to indemnify the library for any failure on their part to do so. The library has a license to show movies available through SWANK Movie Licensing.
10. No tape, tacks or staples are to be used on any walls, wood, ceilings or other surfaces.
11. The name, address, and phone number of the Chaplin Public Library may not be used as the official address of any group or organization using the meeting rooms nor may any nonlibrary group using the meeting rooms publicize its activities in such a way as to imply library sponsorship.
12. Individuals using the meeting room will be legally responsible for any and all missing property and/or damage during the use of the room and will be subject to legal action.
13. By using the Library meeting room, the person/s using it agrees for him or herself and each of their guests to the fullest extent permitted by law to indemnify and hold the Library Board of Trustees and Town of Chaplin and their officials, agents and employees harmless against any injury, loss, cause of action, claim, or litigation including attorney's fees and costs, which results from the presence of any such applicant or guest on the property, and to inform each of their guests of this indemnification and hold harmless provision.
14. All events that are not sponsored by a Town Board/Department/Commission must provide a certificate of insurance per CIRMA's requirements. The name of the person/organization using the meeting room must be named on the Certificate of Insurance.

15. All events that are sponsored by a Town Board/Department/Commission, that sponsor will be responsible for cleaning fees, if applicable.

All issues with the building contact the First Selectman at 860-576-4945.

Revised 1/24/19



#### **XIV. Volunteers**

#### **XV. Library Closing**

The Director should consult with the Town Hall regarding closing. However, if the Town Hall is closed (i.e. Friday or Saturday), the Director will consult with the Chair of the Library Board (or the Vice-Chair in the Chair's absence) about closing the Library.

**(Revision suggested: 12/18/2017; Final approval: 1/22/2018)**