

Vineyard Haven Public Library

Statement of Policies 2004

Library Vision Statement

The Vineyard Haven Public Library is located in the Town of Tisbury, commonly known as Vineyard Haven. The library seeks to serve as a center for intellectual stimulation and cultural enrichment, providing library materials, facilities, and services to the general public.

I. Library Objectives and Mission

1. To provide the highest quality and broadest range of books and materials which reflect cultures both modern and historic.
2. To provide an environment for community building and serve as a center for information.
3. To meet the need for general information on a broad array of topics.
4. To encourage the preservation of local history resources and appreciation of our heritage.
5. To advocate and support the “Library Bill of Rights” and the “Freedom to Read” statements.
6. To provide free library service to eligible Massachusetts residents and local taxpayers. A fee will be charged to non-residents who are not local taxpayers.

II. Services of the Library

1. Select, organize and make available books, periodicals, audio and videotapes and other related materials, regardless of format.
2. Provide guidance and assistance to patrons in an atmosphere that encourages library use.
3. Initiate programs, exhibits, and readers' advisory.
4. Secure books and materials beyond the Library's own resources when requested.

5. Provide services to those with special needs and comply with the 1995 Americans with Disabilities Act (ADA).
6. Maintain a balance of services to all age groups.
7. Lend to other libraries upon request in accordance with the requirements of the MA Board of Library Commissioners.
8. Provide service during hours which best meet the needs of the community.
9. Provide free Internet service to residents and visitors.
10. . Make available a photocopier and a fax machine for a fee.
11. Maintain a web page with links to relevant sources of information on the Internet.
12. Periodically update library services.

III. Loan Policies

1. The circulating collection includes books, periodicals, audio and video tapes, CDs and DVDs.
2. All circulating materials may be borrowed for two weeks except videos and DVDs, which may be borrowed for seven days. Material requested from other libraries may be subject to the lending rules of that library.
3. Material may be renewed if no one else is waiting for it.
4. Late material is subject to fines:
 - \$1.00 per day for videos.
 - \$.10 per day on all other items.
 - Maximum fine is \$3.00 per item.
5. Patrons with fines totaling \$25.00 may not borrow any materials or use the library computers.

IV. Cooperation with Other Groups

1. The Library staff will cooperate with other community agencies and organizations, as long as such cooperation does not disrupt the normal routine of the library. The staff will cooperate with, but not perform the functions of the school or other institutional libraries.
2. The Library works in partnership with local library organizations, such as Friends of the Library, the Martha's Vineyard Library Association, and other professional and state library associations.
3. Cooperation with other libraries will be in accordance with the requirements of the MA Board of Library Commissioners.

V. Exhibits and Public Postings

1. Exhibit space and public bulletin boards are available for posting information of cultural, educational, civic, social and recreational interest, including program announcements, job information and community services of interest to area residents. Commercial advertising and politically partisan material are not accepted.

Exhibits of material of an educational, cultural, or civic nature, including works of art, crafts and hobby collections are welcomed insofar as space permits. The Library cannot be responsible for loss or damage of any item on display and reserves the right to remove or refuse any material judged unsuitable.

The posting or display of material does not in any way constitute approval or endorsement by the Library. Permission to post or display material shall be given at the discretion of the Library Director.

2. The Friends of the Library maintain the display case. Exhibits must be in accordance with Library policy.

VI Gifts and Special Collections

1. Gifts of money over \$500.00 or endowments will be accepted by the Board of Trustees and used in accordance with its Financial Management Policy. Gifts under \$500.00 will be used by the Library Director in consultation with the donor, to purchase library materials or the money will go into the account designated “ Gifts” with the Town Treasurer to be used at a future date.
2. Any gift other than library materials such as artwork or collectables will be brought to the Board of Trustees for acceptance or not as the case may be.
3. The Library Director will accept gifts of books or other library materials with the understanding that they may be added or not added to the collection
4. Gift materials, including new or previously owned titles are subjected to the same selection standards outlined in the Materials Selection Policy.
5. The Library does not provide evaluation of gifts for tax deduction or other purposes.