

**NASHUA PUBLIC LIBRARY  
2 COURT STREET  
NASHUA, NEW HAMPSHIRE 03060**

**LIBRARY BOARD OF TRUSTEES MEETING**

September 1, 2020  
7:00 P.M.

**AGENDA**

1. Review of monthly bills and trust fund requests
2. Approval of Minutes from June meeting
3. Materials selection policy
4. Temporary card extensions through the 2020/2021 academic year
5. Planning for next phase of reopening
6. Other business

REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE NASHUA PUBLIC LIBRARY

A regular meeting of the Board of Library Trustees was held at 7:00 pm on June 16, 2020. Due to the library's closure to the public related to COVID-19 the meeting was held virtually using Cisco Webex Meetings.

Trustees present were:

Linda Laflamme (Chairman)  
David Pinsonneault  
Paul Bergeron  
Scott Jaquith  
Kristin Kane  
Manny Espitia  
Padmaja Kunapareddy

Also present were Library Director Jennifer McCormack, Assistant Director Jenn Hosking, who took the minutes. Two members of the public joined the meeting via phone.

Chairman Laflamme called the meeting to order at 7:01 pm.

The Board examined the bills and, upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Espitia, unanimously:

RESOLVED that bills in the amount of **\$41,188.22** be approved for payment from the FY2020 **Regular** budget and bills in the amount of **\$485.85** be approved for payment from the **Fines** budget.

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron  
David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Jaquith, the Board unanimously **approved \$57,277 to be expended from the Stearns Trust for FY21 print and electronic reading materials and book giveaways.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron  
David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

Upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kane, the Board unanimously **approved the minutes of the May 5, 2020 meeting.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron  
David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

Director McCormack shared an update on library operations and plans for a phase 2 reopening on July 6, 2020. This limited opening will include computers by appointment, holds pickup, access to new materials and wireless printing. Hours open to the public will be the same as curbside hours, which will continue as well.

Upon a motion duly made by Mr. Pinsonneault, seconded by Ms. Kane, the Board unanimously **approved the suspension of overdue fines through September 30, 2020.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron

David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Espitia, the Board  
unanimously **approved the library's FY2021 calendar.**

The vote was taken by voice roll call which resulted as follows:

Yea: Linda Laflamme (Chairman)  
Paul Bergeron  
David Pinsonneault  
Manny Espitia  
Padmaja Kunapareddy  
Kristen Kane  
Scott Jaquith

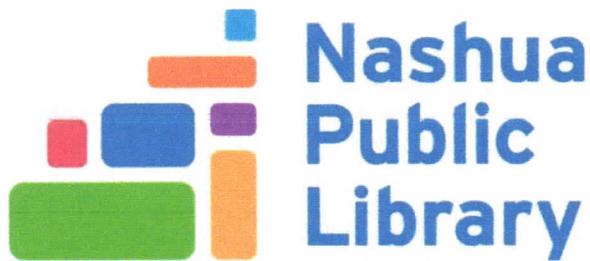
In other business, the Board advised Director McCormack going forward to follow any  
state or city mandates to retract services or close the building due to a COVID outbreak to keep  
staff and the public safe.

There being no further business to come before the Board, upon a motion duly made by  
Mr. Pinsonneault and seconded by Mr. Bergeron, the Trustees unanimously:

RESOLVED: That the meeting be adjourned at 7:35 pm.

Attest \_\_\_\_\_

David K. Pinsonneault, Secretary



**September 1, 2020  
Director's Report**

**Buildings and Grounds:** Nothing new to report here, the AC has worked all summer and there have been no other mechanical systems failures.

**Department updates:**

- This is a quick summary of data from our Summer Reading program: much lower numbers than last year but that was expected.

	<b>Readers</b>	<b>Minutes read</b>
Birth to Preschool	43	24,928
Grades K-5	188	239,714
Grades 6-12	98	206,330
Adult	141	305,076

- Check out our [fall calendar](#) for our upcoming schedule of virtual programs and curbside pickup activities. Staff have been hard at work planning virtual programming and teaching themselves how to use various software tools to host them for customers.
- In August we also started using "Screencast-o-matic" to create online tutorials demonstrating how to use some of our online services. You can see some examples of those on our remote learning support page for students in grades K-5  
<https://www.nashualibrary.org/explore/remote-instruction-support/k-5-remote-support/>

- This week will be installing a set of charging lockers which will allow our customers to safely charge their electronic devices, a replacement for the charging strips we used to offer at the study tables throughout the library.
- The NH State Library announced that the Interlibrary Loan Service will resume on 9/15/2020 although service may be slower than normal due to their quarantining practices.

### **Administration updates**

- **Staffing changes:** The hiring freeze remains in effect city-wide but I am working with Administrative Services now to get authorization to fill 2 of our current vacancies in circulation, we are stretched too thin now and the fall will bring new services and then cold and flu season.
- **Reopening plans:** Plans are forming for our next phase of reopening! See the attached memo to our senior staff regarding my current plans: there are lots of details still to work out and problems to solve but tentatively I expect to allow a limited number of customers into the stacks to browse beginning sometime in mid-October.
- **Online payments:** I hope to reopen this discussion with the City Treasurer and the city's IT department this week. I would like to have this in place before we start collecting overdue fines again.
- **Budget/Financial updates**  
Our FY2021 budget passed with no changes. I did not escrow any unspent funds from FY2020 for the plaza project: the mayor has made it clear that any unspent funds will be needed to keep the tax rate increase down.

**Statistics:**

**Curbside vs. Self-check since July 6:** curbside accounts for about 40% of total

1489 curbside deliveries of 4901 items

2442 patrons used self-check stations to check out 7371 items

**Kanopy since January 1, 2020: 5,396 videos have been played**

263 of those videos were referrals from google classrooms,

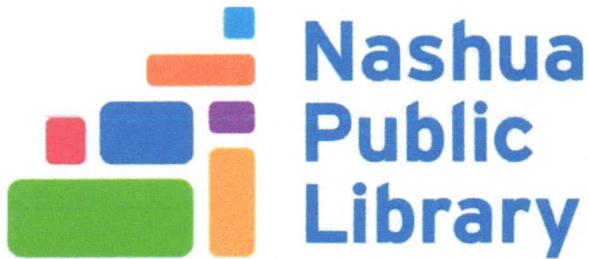
**Hoopla since January 1, 2020: 5,943 total checkouts**

1944 audiobooks, 2617 Ebooks, 453 movies, 336 TV shows, 147 music

**Digital magazines since January 1, 2020**

RB Digital: 784 checkouts

Overdrive magazines: 596 checkouts



## Material selection policy

Approved by the Board of Library Trustees on xxxx, xxxx

Materials are selected for inclusion in the library's collections based on the principles expressed by the Mission and Value statements of the Nashua Public Library, the American Library Association's (ALA) Library Bill of Rights and the ALA's Freedom to Read Statement (see attached).

Under the supervision of the Library Director and Assistant Director our team of selectors expend available funds to build a collection of books and other materials in a variety of formats and languages that represents the broad range of interests, viewpoints, belief systems and cultural values embodied in the Nashua community. No materials are excluded or removed from the Library on the basis of the author's race or nationality or their political, social or religious beliefs. Materials dealing with controversial views are judged as entire works, not on isolated passages or sections.

- Assistant Director assigns collection responsibilities to qualified staff members.
- Selection assignments are rotated regularly to insure that no individual exerts undue influence over the content of the collection
- Books and materials are chosen for our collection based upon the following criteria:
  - Public interest or demand
  - Reviews in a professional source that evaluate quality of content, accuracy and relevance
  - Awards granted
  - Points of view not currently represented in the collection
  - Current or historical significance of the author or subject
  - Suitability of format to Library circulation and use
  - Date of publication
  - Price and availability
  - Available shelf space, which may influence decisions regarding the format
- Customers may suggest that the library purchase items the Library does not already own. Each request is reviewed and selectors are encouraged to purchase items suggested by customers when those materials meet our established criteria.

- Materials will be discarded from the collection at regular intervals when they have low circulation, are in poor condition, are no longer accurate or have been superseded by other materials or formats.
- NPL cardholders who wish to request that an item be removed from our collection or moved to a different area may do so by completing the Request for Reconsideration form, which is available on our website or at the Information Services desk at the library.

## Request for Reconsideration of Library Material

Title \_\_\_\_\_

Author/artist/director \_\_\_\_\_

Type of material (book, film, etc.) \_\_\_\_\_

Name of requestor: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Did you read/hear/view the entire work?     Yes     No

If not, what parts are you familiar with? \_\_\_\_\_

Please describe the reason for your request. Separate pages may be attached. \_\_\_\_\_

What action would you like the public library to take with this material?

Move it to a different part of the library collection

Where

Withdraw it from the collection

Other action: please describe \_\_\_\_\_

Signature \_\_\_\_\_

## Reconsideration Procedure

Library staff will consider the request using the following procedures:

1. Customers are encouraged to speak to the Library Director about their concerns before submitting this form if possible.
2. Reconsideration form must be completed in full and submitted to the Library Director either in person, by mail (Director, Nashua Public Library, 2 Court Street, Nashua, NH 03060) or by email to [libraryadmin@nashualibrary.org](mailto:libraryadmin@nashualibrary.org).
3. The request for reconsideration will be reviewed by members of the Material Selection Committee within 2 weeks of receipt of the form. Their review will rely on an examination of the item, input from the selector who chose the item and an

- examination of reviews of the material in professional review journals. The committee's recommendation regarding the request will be made in line with the principles outlined in the following documents, which are attached to this form:
- a. The American Library Association's "Freedom to Read" and "Freedom to View" statements
  - b. The Library Bill of Rights
  - c. The Nashua Public Library's material selection policy
4. The Material Selection Committee will submit its recommendation to the Library Director, who will make a final determination and communicate the decision in writing to the customer within 30 days of receipt of the request.
  5. Customers may appeal the decision of the Library Director to the Board of Trustees, either by mail (Board of Trustees, Nashua Public Library, 2 Court Street, Nashua, NH 03060) or email ([plt@nashuanh.gov](mailto:plt@nashuanh.gov))



## Materials Selection Policy

The major goals of the Nashua Public Library are to select, acquire, organize, circulate and promote the use of a broad range of communication materials and services that are provided:

- To meet the individual's need for information
- To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- To supplement both the formal and informal educational experience of individuals.
- To encourage the use of library materials, services and programs during leisure time.
- To provide the means for thoughtful and productive participation by individuals and groups in the affairs of the community, the nation and the world.
- To support the educational, governmental, cultural, recreational and economic activities within the community.
- To foster productive diversity.
- To accommodate the library needs of a changing and dynamic community and to sustain the principles embodied in the Library Bill of Rights, Freedom to Read and Freedom to View Statements, as enunciated by the American Library Association.

While striving to attain these goals, the Library will also recognize the following general principles:

- The Nashua Public Library's selection of materials is limited by its own book budget and the related budgetary constraints of the New Hampshire State Library and other isolated municipal and academic library resources to which it has access through interlibrary loan in the state. The Nashua Public Library is, therefore, confronted with a much greater need for careful selection of diverse on-site materials as well as increased interlibrary loan cooperation to secure and share materials not in its own collection. The Library will seek to address the citizen's primary needs and purchase materials that complement rather than duplicate other library collections.
- The Library's collection is one that is intended to be active, useful and circulating (reference and special materials do not circulate). The criteria for weeding (i.e. the periodic discarding of library materials) are continuing accuracy, frequency of use, physical condition and relevance. Replacements and updated editions are purchased when warranted.
- The Library will, at all times, attempt to select materials that represent a wide range of viewpoints and will do its best to exercise impartiality in all selection activities.
- The Library selection of materials is the responsibility of the Book Selection Committees. Consideration will be given to suggestions for purchase made by patrons, but the final decision is always with the Committees. The public library is unique among institutions as an unbiased repository for the recorded expression of thought. It must, therefore, accept responsibility for providing free access to the public to all points of view;

however, the addition of an item to the collection in no way represents an endorsement by the Library of any theory, idea, or policy contained in it. In the collection of the Library, all sides of controversial issues will be represented as far as budget, space and availability of materials allow. Selection will be based upon criteria given throughout this policy statement. The race, religion, nationality or political views of an author, the frankness or coarseness of language, the controversial content of an item or the endorsement or disapproval of an individual or group in the community will not cause an item to automatically included or excluded.

- When special handling or shelving of materials is deemed necessary by the Library, the location will be so indicated in the catalogue.
- The Library assures free access to its holdings for all patrons who are free to select or reject for themselves any item in the collection. Children are not limited to materials in the juvenile collection although juvenile collections are kept together to facilitate use. Responsibility for materials selected by a child must rest with his or her parent or guardian, not with the Library staff.
- In addition to the requirements of the general public served, materials will be selected to meet the needs of such groups as business, the professions, government, community organizations, the homebound, the visually, physically and mentally disabled, individuals with learning disabilities, adult beginning readers and of people for whom English is not the principal language. The adult and young adult collections will serve as supplementary sources for student use, but materials selected for students must also be available to the general reader.
- Criteria which are used, when applicable, in materials selection are listed in alphabetical order:
  - Appropriate physical format
  - Artistic physical format
  - Artistic excellence
  - Award winning titles
  - Classic titles
  - Current interest
  - Curricula enrichment
  - Entertaining presentation
  - Favorable reviews in reviewing sources
  - Historical significance
  - Inclusion in indexes or bibliographies
  - Intended age and reading/listening/viewing level
  - Local significance
  - Patron requests
  - Price
  - Relation to other materials in order to maintain an impartial but comprehensive collection
  - Scarcity of materials on a subject/author/performer
  - Subject area and collection development value
  - Value as source/reference materials

All criteria are measured by the professional judgment, knowledge and experience of the Nashua Public Library staff.

- Materials currently provided for library patrons include:
  - Books
  - Paperbacks
  - Video Games
  - Books on Tape
  - Books on CD
  - Video tapes
  - Music CDs
  - DVDs
  - Language Learning Software
  - On-Line Databases
  - Downloadable Audio books and E-books
  - Pamphlets
  - Posters
  - Art prints & paintings
  - Magazines
  - Newspapers
  - Maps
  - Story-cassette kits
  - Microforms

New appropriate technologies become available as they evolve. The Library also provides a wide variety of equipment to facilitate the use of audio-visual items as well as computers, black & white photocopy machines, and a typewriter. As additional patron needs are recognized, the Library will attempt to meet them.

- The Library will encourage and accept gifts with the understanding that gifts of materials will be added to the collection if they meet the same standards required of purchased materials. Gift items will be marked, if requested by the donor, with an appropriate bookplate. A receipt acknowledging gifts for tax purposes will be given to the donor if requested at the time the donation is made; the donor must make any appraisal of value.
- A "Request for Reconsideration" form is available to all residents for comments concerning the presence or absence of any library materials. A process for the reconsideration of library material has been established and approved by the Library Board of Trustees.
- Also adopted by the Library Board of Trustees as part of the Materials Selection Policy are the following American Library Association statements:
  - Library Bill of Rights
  - Freedom to Read Statement
  - Freedom to View Statement

This Materials Selection Policy was approved and endorsed as the official policy of the Nashua Public Library by the Board of Trustees at its meeting on March 8, 1982. The contents have

subsequently been reviewed, amended and unanimously approved by the Trustees at their meeting on June 1, 1993 and June 2, 2009.

Linda Taggart, Head of Reference Department  
Chairperson, Materials Selection Committee

Susan Deschenes, Assistant Director  
Nashua Public Library

Arthur Barrett, Jr., Chairman  
Board of Trustees  
Nashua Public Library

## **The Freedom to Read Statement**

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.

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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 Foundation for Free Expression  
The Association of American University Presses, Inc.  
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

## **The Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected

by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the ALA Council January 10, 1990

## **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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Revised January 26, 2011

**From:** [McCormack, Jennifer](#)  
**To:** [Library-DeptHeads](#)  
**Subject:** Details regarding plans for potential next phase of reopening  
**Date:** Wednesday, August 26, 2020 5:15:00 PM

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Here is a recap of the discussion during today's meeting.

First some general guidelines:

- No additional access/services will be added until after
  - schools have been reopened for a number of weeks so we can gauge the potential trajectory of the virus
  - and we fill at least 2 of our vacant library assistant positions. **In practical terms this translates to mid-October at the earliest**
- Curbside service is wildly popular , that service will remain in place for the foreseeable future
- There are no plans to add patron seating or open the Chandler wing and the meeting rooms

Of the 274 people that have responded to the survey so far 73% have "voted" for the ability to browse the book, DVD and CD stacks. That is far above any other option including opening the Children's room and Sunday hours, so I think that is where we should focus our efforts.

My proposal is to open the stacks to a limited number of people by appointment, similar to how we manage the computers. Linda made a good point about sticking to approximately the same pattern since it is working well: 90 minute blocks with a 30 minute break for cleaning/disinfecting and for security to do a sweep and make sure there are no stragglers. Some of the pitfalls that we discussed today: (and some others that occurred to me since our meeting)

- We can't possibly disinfect every book that someone touches, but that is a risk already present in the current browsing areas. In this way the library is a lot like the grocery stores, you have to assume that things have been touched and act accordingly with frequent hand washing etc.
- There will be some individuals who misuse the appointment system just to have a place to come in and linger and talk with staff. I believe that will be a small minority and we can manage their behavior individually but I am open to suggestions
- Open stacks will mean access to the elevator, which we don't want customers to use. This problem needs more thought
- Open stacks will mean customers in the aisle when staff may be shelving. We need to structure the appointments and staffing levels so that there is adequate time for shelving around browsing appointments.
- When we open the stacks we should find a way to bring the magazines up

I'm sure there's more that I missed please feel free to add your comments. It is OK to share this information with staff , but please do so with a strong reminder that we are still in the planning stages, none of this is set in stone. Whatever plan we come up with I will discuss with the city's safety team to make sure it complies with whatever the guidelines are at that time.

Thank you!

Jen

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