

POLICIES-PROCEDURES MANUAL

SHEDD FREE LIBRARY

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Sheddfreelibrary.org

Updated and Revised:

June 27, 1989

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Shedd Free Library

Explore, Learn, and Connect

The Policy Book shall be reviewed at least every three years. All members of the Board of Trustees and the Director shall be notified in advance as to any proposed amendments before action is taken by the Board.

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MISSION STATEMENT

To foster a vibrant and inclusive community, our small rural library is committed to serving as a dynamic hub of learning, creativity, and connection. Through innovative programs and resources tailored to all ages, we aim to empower individuals, enrich lives, and cultivate a lifelong love of learning.

VISION STATEMENT

Our vision is to be the heart of our rural community, where individuals of all ages come together to explore, discover, and grow. By providing and supporting a welcoming, nurturing environment, we strive to inspire curiosity, encourage creativity, and ignite a passion for an enduring pursuit of knowledge.

LIBRARY OBJECTIVES

Community Engagement:

Provide a diverse range of programs and activities that cater to the interests and needs of individuals of all ages within our community.

Inclusivity and Accessibility:

Ensure that our library and its programs are accessible to all members of the community, including those with disabilities and diverse backgrounds.

Lifelong Learning:

Promote a culture of lifelong learning by offering educational opportunities, workshops, and classes for individuals of all ages.

Foster a love of reading and literacy through early childhood programs, book clubs, and literacy initiatives.

Creativity and Innovation:

Encourage creativity and innovation through family activity hours, art exhibits, writing workshops, and other creative outlets.

Embrace emerging technologies and digital resources to enhance learning experiences and expand access to information.

Community Building:

Create opportunities for social connection and community building through events, gatherings, and collaborative projects.

Foster a sense of belonging and mutual support among community members through shared experiences and shared spaces.

Evaluation and Adaptation:

Regularly assess the effectiveness of our programs and services through feedback, evaluation, and community input.

Continuously adapt and evolve our offerings to meet the changing needs and interests of our community members.

By embodying these objectives and working towards our mission and vision, our small rural library strives to be a beacon of community vitality, fostering connections, learning, and growth for all who enter our doors.

LIBRARY RULES

1. All residents, taxpayers, and their families may use the Library free of charge; certain non-residents, at the discretion of the Library Director, may also have access. Only patrons in good standing will be allowed to use the library. If they are not in good standing, it is at the Library Director's discretion to determine when they may be allowed to use the Library again.
2. All written materials may be checked out for two weeks. Videos may be checked out for one week. Books may be reserved or placed on hold in person or via our [online catalog](#).
3. A book may be renewed unless it is requested by another patron and is on the reserve/hold list. Books can be renewed in person, by calling the library, virtually through our [online catalog](#) or completing a contact us form on our website. If it is an Interlibrary Loan (ILL) book, the lending library must approve before it can be renewed.
4. We do not financially penalize for overdue books, but have a conscience box for those who wish to 'pay' as they wish. If a book is not returned, and all regular efforts fail, the book is deemed lost. Lost or badly damaged books must be replaced or paid for by the borrower at the discretion of the Library Director. No further borrowing is allowed until the library has been reimbursed for the lost book.
5. The Library may be used outside the regular hours at the discretion of the Trustees and/or the Library Director.
6. Library Hours:

Tuesday	10:00 a.m. – 5:00 p.m.
Thursday	10:00 p.m. – 4:00 p.m.
Saturday	10:00 a.m. - 1:00 p.m.
7. The Library will be closed on the following holidays when they fall on either a Tuesday, Thursday, or Saturday: Independence Day, Veterans' Day, Thanksgiving, Christmas Eve Day, Christmas, New Year's Eve Day, and New Year's Day. The Library may also be opened or closed on any other day at the discretion of the Trustees/Director.
8. Library records using the names or other personal information about library users shall not be made public.

THE HISTORY OF THE SHEDD FREE LIBRARY

Sarah Shedd was born in Washington on April 29th, 1813. She was well educated and had a love of nature which she expressed throughout her life in both prose and poetry.

Sarah's father died when she was 15 and Sarah found work in the textile mills of Lowell, MA, to help support her family. She spent her summers teaching in Washington.

A lifelong lover of books and literature, Sarah enjoyed reading and shared this love of books with her students.

When she died at age 53 on April 5, 1867, her will instructed that all of her possessions be sold, and that the proceeds, \$2,500, be used by the town to start a public library.

In 1869, the town voted to accept the bequest and named the library the Shedd Free Library. The library opened on October 30, 1869, with 292 books. For many years the library existed in unused rooms of various buildings in town.

Our Building

In the spring of 1881, Mrs. Clara May Hurd quietly proposed to Mr. Lumen T. Jefts, of Hudson, Massachusetts, that he donate a permanent library building to the town. Mr. Jefts accepted her proposal. The town agreed to pay for constructing the basement and foundation of the building and to maintain the building to be used for no other purpose than to house a library (and potentially a literary society).

Mr. and Mrs. John Safford donated the land for the library building and S.S. Woodcock of Boston designed it. Construction began at once. The brick and stone building was dedicated on December 21, 1881. The library collection grew, and by 1972, it was apparent that the building was no longer big enough.

In April 1979, ground was broken for the long-awaited addition to the library. The addition was formally dedicated to Preston Rolfe and the book room to Zaida Cilley on August 9, 1980, by the State Librarian.

The addition boasts a bathroom, workroom, and a basement archive room as well as additional shelf space for the continuously growing collection.



SHEDD FREE LIBRARY COLLECTION DEVELOPMENT POLICY

Objectives of the Shedd Free Library Collection Development Policy

- To operate the library in accordance with the NH Library laws and to strive to meet the current standards set by the American Library Association and the NH statewide Library Development System for Public Libraries of similar populations.
- To adhere to the ALA Library Bill of Rights and Freedom to Read Statement.
- To seek to identify community needs and to assemble books and media to serve members of the community by providing materials to meet their informational, educational, and recreational needs.

Community Statement

Washington, New Hampshire, is a scenic small town in southwestern New Hampshire, with a scattered population of about 1,100. Washington was settled in 1768 and on December 13, 1776, was incorporated as a town, taking the name of a soon-to-be-famous southern general.

The Shedd Free Library serves the residents of our town and neighboring towns by offering:

- An up-to-date collection with the latest best-sellers
- Access to books via interlibrary loan (ILL) from almost any library in the state
- DVDs
- Audiobooks on CD
- Public Access Computers/ Free WIFI
- Book Club Discussions
- Photocopying/Printer
- School Visits
- Birthday books for Washington Elementary School children and school staff
- Family Activity Hour every Tuesday at 3:30 pm
- Adult Centered Gatherings: Lunch & Loop, Adult Creation Station, Clubs

The Intention of Collection Development

This collection development policy intends to create a collection of library materials that supports the Shedd Free Library's mission and objectives. All decisions about the kinds of materials to be collected or accessed should be made with the library's objectives in mind.

This collection development policy includes the selecting, acquiring, cataloging, and weeding of the library's collections. The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the patrons of the Shedd Free Library.

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to guide for implementing changes in the collection.

Diversification

The Shedd Free Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library's Board of Trustees and staff have adopted and declared that it will adhere to and support the following American Library Association statements and policies (LINKS):

[•The Library Bill of Rights](#)

[•The Statement on Labels and Rating Systems](#)

[•Freedom to Read](#)

[• Freedom to View](#)

[• Access to Electronic Information](#)

[• Diversity in Collection Development](#)

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Readability or ability to sustain interest
- Reputation of author, publisher, producer or illustrator
- Creative, literary, or technical quality
- Critical assessments in a variety of journals
- Format and ease of use
- Circulation as monitored through our check-out system
- Cost and availability
- Relationship to existing materials in the collection
- Relationship to materials in other area libraries

Suggestions for Purchase

The Library strongly encourages input from our patrons concerning the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. The library intends that suggestions for purchase be used to help the library develop collections that serve the interests and needs of the community.

Gifts/Donations

The Library is grateful for gifts of used or new books and other materials in good condition. The library does not accept donations of encyclopedias, Reader's Digest books, any books that advise on medical topics that are over three years old, textbooks, or any books that are yellowed, moldy, or dry rotted. The library has limited space for donations and will periodically curtail acceptance of new donations depending on the current volume of items.

The Library accepts gifts of materials for the collection using the same selection criteria that are applied to purchased materials. Not all gifts are added to the collection. Gift materials not added to the collection will not be returned to the donor.

- The Library retains unconditional ownership of the gift.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials.
- Gifts added to the collection are housed in the most appropriate location, determined by evaluating staff.
- Unused gifts may be saved to be used for public sale.
- The Library does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

The Library is pleased to accept monetary gifts intended for library enrichment when the donors' intentions for the gift and the library's collection development objectives are consistent.

Responsibility for Selection

The responsibility and authority for the selection of all print and non-print materials purchased or accepted by The Shedd Free Library lie with the Library Director. The Director may delegate the selection of materials to other library staff.

Special Collections

The Shedd Free Library maintains a collection of materials in our Special Collection. These materials may include rare books, archives, local history, and books by local authors. Selection for inclusion in the Special Collection is consistent with the library Selection Policy, and for preserving and enhancing local history. Access may be limited to in-library use to preserve the value and the condition/fragility of the item.

Collection Maintenance and Weeding

Once materials have been added to the library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention, or deselection. The Library staff utilizes professional judgment and expertise in deciding which materials to retain, replace, repair, or deselect. Weeding (removing items from the collection) is an integral part of collection development. Weeded materials will, at the library's discretion, be unshelved and used for book sales, or disposed of through other means determined by the library. The library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or deselecting include:

- Availability of items in alternative formats
- Feasibility, cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of the item
- Space considerations
- Superseded, inaccurate, or out-of-date content
- Usage

RECONSIDERATION OF LIBRARY MATERIALS POLICY

The choice of library materials by a library user is an individual matter. While a person may reject materials for oneself, he or she may not restrict access to those materials by other library users.

The Library recognizes that certain materials are controversial and that any given item may offend some library users. The procedures enumerated below have been developed to assure that the requests of those who disagree with the inclusion of specific items in the collection are handled in an attentive and consistent manner.

A library user who requests the reconsideration of library material will be referred immediately to the Director or the assistant library technician on duty. This staff member will discuss the Materials Selection Policy and the application of selection principles.

If a library user persists in requesting that an item be withdrawn from the collection, the Library's procedure for reconsideration will be carefully explained and followed. A separate Request for Reconsideration of Library Materials Form must be filled out for each item.

The procedure for the reconsideration of library materials consists of the following:

- The library user must complete the Request for Reconsideration of Library Materials Form and submit it to the Library Director. This request may not be submitted anonymously. The requestor must be a Shedd Free Library card holder.
- The Request for Reconsideration will be referred to a committee consisting of the Director and the alternate members of the Trustees of the Library to determine whether retention of the item would be in violation of the Materials Selection Policy.
- The committee will reconsider the item, in totality, using the general criteria of the Materials Selection Policy and reviews from recognized sources, and then make a written decision.
- The Director will respond in writing to the library user regarding the committee's decision. Committee members' comments will not be attributed, although brief quotes may be used in the Director's response.
- An appeal of this decision may be made to the Library Board of Trustees. Such appeal shall not exceed two pages and should include copies of the original Request for Reconsideration of Library Materials Form and the committee's written recommendation. The Library Board will reconsider the decision based on whether or not the particular item conforms to the General Criteria outlined in the Board-approved Materials Selection Policy. In addition, the Library Board may, at its discretion, appoint an independent advisory panel to review the submission and to make a recommendation to the Board. The Board of Trustees shall then make the final determination of the matter, notifying the library user in writing of this action, in a timely manner.
- The completed decision on reconsideration of a specific title shall remain in effect for three years.
- During the review process the Library will take appropriate action to insure that the item will continue to be available.

Library Policy Revision

No policy remains valid forever. Internal or external changes may impact a library policy and result in the need for policy revision. All library policies, including the selection policy, should be reviewed for necessary revisions on a regular schedule. The Shedd Free Library staff and Trustees will revisit the Collection Development Policy every five years to make revisions and adjustments as needed.

**adapted from Scarsdale Public Library

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

([LINK](#) to printable form)

Request for Reconsideration
Shedd Free Library
46 N. Main Street
Washington, NH



Shedd Free Library
Explore, Learn, and Connect

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? Or an organization?

Name of Organization _____

Resource on which you are commenting:

Book (e-book) Movie Magazine Database

Audio Recording Digital Resource Textbook App

Newspaper Game Streaming Media Other

Title _____

Author/Producer _____

Is the resource part of the curriculum, library collection, or other? _____

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

What concerns you about the resource?

Please list any resources which provide additional information and/or other viewpoints on this topic.

What action are you requesting the committee consider?

Submitted by: Signature and Date

Received by: Signature and Date

Received by Library Director : Signature and Date

Received by Library Trustees' Chairperson : Signature and Date
