Southington Public Library

Mission, Vision, & Values

Mission

The Southington Public Library provides resources and services for lifelong learning and enrichment to serve all of our community.

The mission of the Southington Public Library is to provide materials, information, and services for the enrichment, enjoyment, and educational needs of all of the residents of Southington. We provide a space for the community to come together regardless of age, background or circumstance. The library building serves as a community hub with a variety of spaces where everyone is welcome. The library shall embrace diversity, equity, and inclusion through programming for children, teens, and adults.

Edited 5/31/23; Approved 6/12/23

Vision

The Southington Public Library will be the welcoming heart of our community where all ages, cultures and identities safely come to experience, discover, explore, connect, and pursue knowledge and literacy for a higher quality of life.

Values

Customer/Patron Priority

We are here to serve our customers in a welcoming and safe manner, respond to their needs, and keep them as our priority at all times.

Service Excellence

We settle for nothing less than the highest quality experience. We strive for excellence in everything we do to achieve the highest level of satisfaction.

Confidentiality/Privacy

We protect user and provider information as legally required

Life Long Learning

We promote continuous learning and development for our community and ourselves.

Diversity

We value and celebrate every person for who they are. We ensure equality in our treatment of all people, and we provide access to diverse resources and opinions.

Respect

We respect differences, welcome new ideas, and explore ways to find common ground with all staff members, management, and patrons.

Adaptability

We adapt to changes in technology, community needs, diversity methods, and fiscal priorities. We stay with current trends, topics, and services.

Adopted by the Southington Public Library and Museum Board August 18, 2020.

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.

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.

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.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views

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.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Adopted by the Southington Public Library and Museum Board July 17, 2000 and reaffirmed October 12, 2021.

Freedom to Read Statement

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Publishers and librarians do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what books should be published or circulated.

It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or political affiliations of the author.

The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal efforts to coerce the tastes of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

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.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

Adopted June 25, 1953 by the ALA Council Adopted by Southington Library Board 1964.

Operations

Library Hours

The Southington Public Library is open 60 hours per week, except for July 1 – Labor Day when the Library is open 52 hours per week. During that time the library is closed on Saturdays. The regular daily schedule is as follows:

Monday through Thursday from 9:00 am – 8:00 pm

Friday and Saturdays (except as above) from 9:00 am – 5:00 pm

The Southington Public Library follows the Town of Southington Holidays. Other closures for weather or administrative reasons may occur with appropriate notice.

Updated by the Southington Public Library and Museum Board February 15, 2022.

Patron Behavior Policy

The Southington Public Library (Library) exists as a center for research, study, library programs, leisure reading and community collaboration. To provide an atmosphere conducive to this purpose, the Library has expectations that all patrons will act in a respectful manner towards other individuals and property, abide by Library policies, and follow federal, state, and local laws. Disruptive, illegal, or harassing behavior is not permitted.

Any individual not abiding by this policy or rules laid out by Library staff shall be asked to leave the library premises for a period of time to be determined at the discretion of the Library Director.

Appropriate warning of this policy will be given verbally prior to action, except in the most disruptive or dangerous of circumstances.

The Teen Zone has been created specifically for teens to gather. During non-school hours, the teen zone is reserved for teens. The Children's Room is for children and families.

All library staff are authorized to remove individuals who engage in any behavior that interferes with the proper and established functioning of a public library or threatens the safety and or welfare of others for the remainder of the day of the infraction.

The following actions or activities are expressly forbidden and may lead to arrest and prosecution:

1. Viewing and or displaying of inappropriate images via the library's public-access computers or patron's own devices. (See also Computer/Internet Access Policy).
2. Physical abuse, assault, or using profane, abusive or threatening language.
3. Carrying firearms or dangerous weapons of any type is not permitted, except by law enforcement.
4. Smoking, vaping, illegal drug use, and the consumption of alcohol or marijuana products is not permitted.
5. Disorderly conduct.
6. Theft, defacement, or mutilation of library materials or property.
7. Refusal to leave the Library when ordered to do so by authorized library staff.

The following rules/guidelines are also in effect:

1. Soliciting and petitioning are not permitted.
2. Electronic devices must be set to silent or vibrating mode. Patrons may use the study rooms or the entrance vestibules to make or take a call.
3. Use of skateboards, roller skates, or rollerblades is not permitted on any library property.
4. Shirts and shoes must be worn in the Library at all times.
5. Disruptive behavior such as loud talking, shouting, or the playing of music, is not permitted.

6. The Library is not responsible for the loss of any personal items or information.
7. All trash must be properly disposed by the patron. If there is any damage done to library property, the full cost of repair is the patron's responsibility.
8. Animals, with the exception of service animals, may not be brought in to the Library.
9. The Study Rooms are not to be utilized for sleeping.
10. See also Unattended Children Policy and Food and Drink Policy

Incidents involving permanent removal will be reported to and reviewed by the Library Board of Directors.

Amended by the Southington Public Library and Museum Board of Directors -- March 9, 2026

Unattended Children

Everyone is welcome at the Southington Public Library. Children under 12 must be well behaved and under supervision by a caregiver. According to the Library Bill of Rights: Article V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

That said, if a parent leaves a child for a period of time that presents a substantial risk to the child's health or safety, library staff reserves the right to call for police assistance to enforce State Statute, Sec 53-21a or c:

Sec. 53-21a. Leaving child unsupervised in place of public accommodation or motor vehicle. Failure to report disappearance of a child. (a) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class A misdemeanor.

(c) Any parent, guardian or person having custody or control, or providing supervision, of any child under the age of twelve years who knowingly leaves such child unsupervised in a place of public accommodation or a motor vehicle between the hours of eight o'clock p.m. and six o'clock a.m. for a period of time that presents a substantial risk to the child's health or safety, shall be guilty of a class C felony.

Unattended Children at Closing:

Staff will find out if a child is waiting for a parent or guardian to pick him or her up.

Staff will call this person to be sure they are coming for the child

After 15 minutes has passed, staff will call the Southington Police.

Two staff members shall stay with the child until parents, guardian, or police arrive.

Edited 5/31/23; Approved 6/12/23

Vulnerable Adults

Individuals requiring a full-time caregiver, regardless of age, must be accompanied by a caregiver at all times on library premises.

Accordingly, the Library and its staff cannot, and expressly do not, assume any responsibility to supervise or care for individuals who require a full-time caregiver.

Adopted by the Southington Public Library and Museum Board October 12, 2021.

OUTDOOR SPACE POLICY

The Southington Public Library strives to create a welcoming, clean, and comfortable environment for all patrons to enjoy. In line with this goal, and to protect library facilities and landscaping, the following rules are in effect.

- Library grounds, including parking areas, patios and terraces, and lawn are for the use of library patrons and library sponsored events. Permission may be granted, on a case-by-case basis, for use of library grounds. Large gatherings, assemblies, private or group activities not authorized by library administration are not permitted.
- Activities on the library grounds are subject to recording by security cameras accessible by library administration and designated Town of Southington officials.
- The Library shall not be held responsible for any damages or losses of such group's or individual's personal property incurred while on Library grounds.
- Smoking, vaping, illegal drug use, and the consumption of alcohol or marijuana products is not permitted.
- Littering, dumping, or improper disposal of personal belongings is prohibited.
- Library grounds, landscaping, and vegetation must be preserved and not damaged, altered, or destroyed.
- Solicitation, including selling goods or requesting donations of any kind, is prohibited.
- Camping and overnight parking are not permitted.
- Yard signs, other than those produced or approved by the library staff, are prohibited on Library property. Signs posted on Library grounds without prior permission will be removed and disposed of by Library Staff.
- All persons on library grounds must also comply with the Patron Behavior Policy.

Approved by the Southington Public Library and Barnes Museum Board of Directors, December 8, 2025

Tutoring

The Southington Public Library (Library) welcomes tutors and students. The Library recognizes the benefit to the students and parents of the community of permitting tutoring within the Library. The Library does not sponsor, recommend, or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student, and parents.

The Library must manage its limited space and resources in a way that best serves the needs of all users.

The following expectations are intended to provide a balance between the use of the Library by tutors and their students, and the use of the Library by other members of the community.

Tutors and students must be conscious of and not be disruptive to other library patrons.

Tutors are responsible for minors during sessions in the absence of a parent or guardian.

The Library reserves the right to restrict or ban tutoring at any time without prior notice if space resources are monopolized or if such activities interfere with the use of the Library by others.

Last reviewed by the Southington Public Library and Museum Board June 13, 2022.

Borrowing and Circulation Policy

Access:

Southington Public Library (Library) serves the Town of Southington and the greater community. Southington residents are eligible for a library card from the Library. The Library believes in and supports access to all. Any Connecticut resident with a valid library card from the public library of the town they live in is eligible to use the physical resources of the Library. Due to licensing agreements, many of the Library's digital resources are restricted to Southington residents. See Resource Sharing and InterLibrary Loan Policies for more information.

Last reviewed by the Southington Public Library and Museum Board June 13, 2022.

Borrowing Privileges

Eligibility:

Any resident of Southington, Connecticut, providing proof that they are principally domiciled in Southington, is eligible for a Library Card provided at no cost. If proof of residency cannot be provided, the Director will be contacted to consider the request for a library card on a case-by-case basis. Connecticut residents, in possession of a Library Card with their name and a future expiration date from their Connecticut town of residence may utilize that card at the Southington Public Library via the Library Connection Inc. system.

Proof of Residency"

In addition to a photo ID, the following are examples of acceptable documents that can be used to provide proof of residency. At least one document must list a street address and not a PO Box.

Driver's License

Government ID

Pre-printed check

Cancelled Mail

Car Registration

School Record

Types of Library Cards:

Cards are provided based on the following categories:

Standard Cards: Cards with full borrowing privileges for Adult, Child, or Senior. Proof of residency must be established.

Self-Registration: Patrons are able to register online with a Southington address to receive a temporary card valid for three months. Proof of residency must be provided to upgrade to a Standard Card.

eCards: These cards provide access to digital resources and have no physical borrowing permissions. They are issued to Southington school classrooms, teachers, and non-resident school staff.

Dementia Friendly: This card can be provided upon self-disclosure of cognitive change. Checkout periods are extended to six weeks except for new items.

Responsibility of Borrowers

Borrowers are responsible for:

All Library materials borrowed on their Library card by themselves or others.

All overdue fines incurred on their Library card by themselves or others.

The replacement cost of lost or damaged items, or parts of items.

Reporting change of name and/or address to the Library.

Reporting lost or stolen Library card.

Minors:

A Parent or legal guardian must be present to sign for a library card for children under the age of 14, and assume full responsibility for overdue fines and lost item fees.

Renewal of Library Cards"

Library cards are issued for three years. In order to renew, the applicant will be asked to reconfirm their address and other information. A new card will be provided, free of cost, when damage renders the card unusable.

Amended by the Southington Public Library and Museum Board September 13, 2021.

Loan Periods

Physical items circulate at the Southington Public Library (Library) for a period of 7, 14, or 21 days (unless a Dementia Friendly card) and may be eligible for renewal. Digital items may also be renewed by the user through eligible platforms.

7 Days:

Binge Boxes

Cake Pans

DVDs (*Limit of 15 per patron including 2 seasons per series.)

Family Fun Packs

Take Me Back Totes

Video Games (Limit 3 per patron)

14 Days:

Fitbit

Great Outdoors Backpack

Hooked on Phonics

Instruments

Kid's Backpacks

Kid's Puzzles & Games

Magazines

New Audiobooks

New Books

Kids Puzzles & Games

Launch Pad

Magazines (current magazines, library use only)

Microscope

YA Outdoor Games

Record Player

Telescope

Toys

Vinyl Records

21 Days:

Audiobooks (older than 6 months)

Books (older than 6 months)

Book Bunches

Boom Boxes

CD Player

Chrome Book Kits

Music CDs (Limit 3 artist's works per patron)

Switch Game Console

YA Puzzles & Board Games

Renewals:

Library materials may be renewed twice on the original borrower's Library card, provided no holds are outstanding on the item. Eligible items will renew automatically due to the Courtesy Renewals program.

Materials may be renewed by telephone, online, or in-person.

Library materials borrowed at non-LCI Libraries may not be renewed at the Southington Public Library.

Chromebooks or Hotspot kits may be renewed once provided there are no active holds on the device. Renewal requests must be made directly to the Reference Desk. Following one renewal, Chromebooks and Hotspots must be returned for a minimum of 48 hours before being borrowed again by the same patron.

Instruments, Kid's Backpacks, Ready2Read books, Nintendo Switch Game Consoles, and any items with a current waiting list are NOT eligible for renewal.

Extended Loan Periods:

Library materials, with the exception of Ready2Read items, museum passes, summer reading list selections, and new materials, are available for an extended vacation loan period (not to exceed 42 days, six weeks).

Library materials are available for an extended loan period for other reasons at the discretion of the Executive Director, Assistant Director, or Head of Circulation.

An extended loan period may not be used when Library materials are being renewed.

Returns/Overdues:

Library materials will not be due on days the Library is closed, nor will fines be charged for days the Library is closed. Materials will be due on the next day the Library is open following the Loan Schedule.

Library materials may be returned to the Library circulation desk or the 24-hour book drop (items returned in the book drop before the Library opens are considered returned as of the last day the Library was open).

Library materials may be returned to most libraries in Connecticut.

Fines on overdue library materials owned by other libraries are determined by that library's policies.

Reserves/Holds:

Reserves may be placed on Library materials not currently on the shelf.

Reserves may be placed online, in person, by telephone or email.

There is no charge to reserve materials the Library owns.

Borrowers may place holds on up to 50 items.

Borrowers will be notified by email or phone when materials are ready to be checked out.

After telephone notification, borrowers have three (3) days to pick up materials.

Last reviewed by the Southington Public Library and Museum Board June 8, 2026.

Resource Sharing

The Southington Public Library (Library) supports collaborative resource sharing to maximize access to a vast array of resources. The Library participates in various resource sharing programs to provide all Connecticut residents equal access to library resources and improve user's access to information.

Connecticut's libraries willingly cooperate and collaborate with each other and affiliated organizations to provide the best possible access to materials, services and expertise for the mutual benefit of all Connecticut residents. The Connecticut State Library supports deliverIT CT, borrowIT CT, requestIT CT, findIT CT and researchIT CT.

The Library is a member of Library Connection, INC., a non-profit cooperative of public and academic libraries that share an integrated library system and other technological innovations to improve the delivery of services.

Last reviewed by the Southington Public Library and Museum Board June 13, 2022.

InterLibrary Loan

ILL Borrowing:

Southington, Milldale, Marion, and Plantsville residents with a valid Southington Public Library card may request materials through interlibrary loan (ILL) at the Southington Public Library (Library). ILL encompasses all loans from non LCI consortia libraries. New items are not available for ILL.

Books, DVDs, CDs, audiobooks, periodicals, and other items may be requested through interlibrary loan. Actual loan of the materials is left to the discretion of the loaning library.

Users may place interlibrary loan requests at the Reference and Information Services Desk during regular service hours in person or by telephone. There is no charge to place an in-state InterLibrary Loan request.

Patrons are notified by phone or email when their material has arrived. Items are held at the Circulation Desk for seven (7) days. Patrons are notified by phone or email if the material requested through interlibrary loan is not available.

Most materials can be charged out for four (4) weeks unless the lending library stipulates that a shorter loan period must be honored. Videos & DVDs circulate for one (1) week. No renewals are permitted.

If the lending library stipulates the item as In Library Use Only, the patron will be required to use that item within the Southington Public Library only.

Items borrowed through InterLibrary Loan must be returned to the Southington Public Library. Patrons will be billed for lost or damaged items while they are checked out to them as per the Lost and Damaged Items policy.

ILL Lending:

The Library loans books, unbound periodicals, and other media to any requesting library, providing the material is available, and not subject to restricted lending rules.

Materials available for loan are books, DVDs, CDs, and audiobooks.

Books and DVDs/Blu-ray are loaned for six (6) weeks. Items may be renewed one (1) time for three (3) weeks. Renewals are accepted via telephone or email. Items on hold cannot be renewed.

The Library accepts interlibrary loan requests in-person, by phone, email, and FulfILLment.

There is no charge to the borrowing library to place a request.

Interlibrary loan materials are shipped via BorrowIT, U.S. Mail (Library Rate), or fax.

Last reviewed by the Southington Public Library and Museum Board April 11, 2022.

Home Delivery

The Southington Public Library is pleased to offer Homebound Delivery Service for Southington residents in need. Through this program, library materials are delivered to Southington residents who are permanently or temporarily homebound. Books, magazines, DVDs, music CDs, audiobooks and more are dropped off and picked up by Library staff on a scheduled day each month.

Patrons requesting Homebound Delivery must:

Be a Southington resident

Be permanently or temporarily homebound

Complete a Homebound Delivery Service Request form

Have a viable means of contact: phone and/or email

Have a valid Southington Library card

Provide a safe and appropriate environment for staff to make their deliveries

Staff may choose to discontinue home delivery service to an individual if they feel the environment is not safe and appropriate. Staff may deliver and pick-up home delivery materials through a contactless exchange outside of a main door.

Approved by the Southington Public Library and Museum Board November 8, 2021.

Fines and Replacement Costs

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. It is the responsibility of library patrons to follow loan periods and return materials on time.

The Southington Public Library does not charge daily overdue fees on books, audiobooks, magazines, DVDs, and music CDs. Nonstandard items such as museum passes, games, cake pans, electronic equipment, etc. may have overdue fines. Additionally, materials that are owned by other libraries may still be subject to fines based on the lending institution's policy.

Long Overdue and Lost Items

Items that are long overdue are considered lost and the patron will be charged the replacement cost of the item. Items purchased from other vendors are not accepted in lieu of payment. Refunds are not issued if a lost item is found after payment.

If part of an item has been lost, the patron will be charged for the replacement of that part if it can be replaced, but if the part cannot be replaced, the patron will be charged the replacement cost of the entire item.

Damaged Items

A damaged item may not be repaired by the patron, but must be repaired professionally with the fee for the cost of the repair to be paid by the patron. There is a charge for excessively damaged DVD, and CD cases or removal of barcodes and labels. If the library determines that a damaged item cannot be repaired, the patron will be charged the full replacement cost of the item.

Borrowing privileges will be suspended for patrons with charges of $25 or more for lost or damaged items on their account. Patrons can restore their borrowing privileges by returning the lost items or paying the replacement cost.

Last reviewed by the Southington Public Library and Museum Board March 9, 2026.

Collection Development and Maintenance Policy

Purpose and Scope

This policy of the Southington Public Library (the "Library") provides direction for the growth and development of collections. This policy applies to the both the digital and print materials in the Library's collection. The Library strives to select, acquire, curate, and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the community. It also addresses collection maintenance, and replacement and weeding of materials.

The Library makes every effort to provide library materials for the interest, information, and enlightenment of all residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. The Library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents.

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 adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements. No library material, display or program shall be removed, or programs be cancelled, because of origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the CT general statutes.

Key Definitions

The Library's collection is the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audio books, digital, etc.), owned or licensed and maintained by the Library and made available to the public at no cost.

Roles and Responsibilities

The Library Board delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director and staff that are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials. Responsibility for the selection, maintenance, replacement, and weeding of materials rests with the designated professional staff under the overall direction of the Director. The Library's Consortium-level collections may be governed by an additional set of collection criteria.

Procedures

1. **Selection/Criteria**
    A. In order to build and maintain its high-quality collection based on professionally accepted standards of material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, continued demand of material the Library applies the following general criteria when considering materials for acquisition:
        i. Public demand, interest, or need
        ii. Accuracy and effectiveness of material
        iii. Anticipated potential for long-term public interest
        iv. Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications
        v. Prominence and credibility of author and publisher
        vi. Relation to existing collection and other material on the subject
        vii. Timeliness and importance of material as a document of the times;
        viii. Current or historical significance of the author or subject
        ix. Availability and affordability
        x. Compatibility of format for library use
        xi. Value as resource material
        xii. Suitability of subject or style for intended audience
        xiii. Local origination or particular relevance to Southington and the surrounding region
        xiv. Public's ability to procure item from alternative sources
        xv. Availability of electronic bibliographic records
    B. Selection of materials is based on the professional knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given serious consideration. Staff will determine which will be acted upon. Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the Collection Development and Maintenance Policy, the Display and Exhibit Policy, or the Programming Policy. Any librarian or staff member of a public library who, in good faith, implements the policies described in this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.
    C. Textbooks will generally not be considered for the collection unless they are the best or only available source of information in their subject area and serve the general public and adult learning community. The Library does not purchase multiple copies of textbooks for use by students, a responsibility of the Board of Education.

D. Self-published books by local or Connecticut authors will be considered for the Library collection if they are donated, meet the Library's standards of quality, and are determined to be of suitable interest to the public.

2. Digital Collections/Databases

A. Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.

B. Born digital items are those materials created in a digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs. In order to accept born digital items, the Library addresses:

i. Copyright and licensing
ii. Redaction of personally identifiable information
iii. Any restrictions on use or circulation
iv. Maintenance and evolution of accepted formats

3. Children's Materials Selection

A. The Children's Department provides materials for children from infancy through sixth grade as well as material for parents.

B. The Teen Department provides materials for young adults in grades seven through twelve.

C. Juvenile materials are selected with the same care and judgment as adult materials, and are kept on open shelves where they are available to all children. Materials may be reassigned among these sub-collections based on the age appropriateness of the content

D. Responsibility for the reading, listening, and viewing habits of children rests with their parents or legal guardians. The Library maintains several age-appropriate collections for children and teens. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The library staff and Board members cannot and do not act in loco parentis. The removal, exclusion or censoring of any book on the sole basis that an individual finds such book offensive is prohibited.

4. Collection Maintenance

Maintenance of the collection includes discarding, replacement, rebinding and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field,

and demand for the specific author, title or subject. It is sometimes preferable to purchase current materials rather than replace older ones. The staff serves as arbiter in such instances.

5. **Weeding**

   Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, be no longer of interest, inconsistent with evolving community standards, or in poor condition. At the Library weeding is performed as a regular, ongoing process by qualified staff and the Library Director in the interest of keeping all collections current and useful. Weeded materials in good condition may be sold, donated, or disposed of however the Library deems appropriate. Materials that have been selected by the staff to be withdrawn from the collection can be made available for transfer to The Friends of the Library Book Store, provided that when such materials are sold, the proceeds of such sale will be donated to the Library. Materials which are deemed unsuitable for the Book Store will be recycled or discarded. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they may meet the criteria for so doing.

6. **Gifts and Donations**
   The Library welcomes gifts of books and other materials for the collection and applies to them the same standards of selection that govern purchases. Gift materials are accepted with the understanding that those that meet the Library's selection criteria may be retained and those that do not may be redistributed to the Friends of the Southington Public Library or other non-profit organizations. See the Library's Gifts Policy for more information.

7. **Controversial Materials**
   A. The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.
   B. 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 removed from the open shelves except for the express purpose of protecting it from damage or theft.
   C. The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the Library to withdraw it from the collection.

Intellectual Freedom and Censorship

The Library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some library users. It is the right of the individual not to read, view, or hear materials that the individual considers objectionable. It is never the right of any library user or users to deny access to

library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged.

When evaluating library materials, the Library Bill of Rights, Freedom to Read, and Freedom to View statements from the American Library Association are used as guiding documents.

Library Material Review and Reconsideration Policy

The Southington Library Board of Directors recognizes the importance of hearing from the public regarding material selection. The Library Administration and Staff seriously consider suggestions made by Southington residents and taxpayers. The completion of the Request for Reconsideration form does not guarantee either accession to the collection or removal from the collection but does ensure the attention of library Staff to user opinion, interests, and concerns. The Library limits consideration of requests to reconsider materials, displays or programs to residents of Southington.

Please see our Library Materials, Programs, and Resources Review and Reconsideration Policy and form for further information on this process.

Location

This policy is housed on the Southington Public Library Website: https://southingtonlibrary.org/policy.html. A copy is maintained in the Library's Administration Office.

This policy is in accordance with Public Act 25-168 Sec. 322, 323.

The Library neither approves nor disapproves of the views expressed in materials included in the collection.

Approved by the Southington Public Library and Barnes Museum Board of Directors, October 14, 2025

Materials, Programs, and Resources Review and Reconsideration Policy

The Southington Public Library welcomes expressions of opinion concerning materials, programs, or displays. Any Southington, Connecticut resident with a vested interest who wishes that a specific item, program, or display be reconsidered is asked to complete and submit a Request for Reconsideration of Materials, Programs, and Resources Form. In accordance with **CT Public Act 25-168 Sec. 322, 323** Southington Public Library abides by the following statutory requirements:

- No library material, display or program shall be removed, or programs be cancelled, because of the origin, background, or viewpoints expressed in such material, display, or program or because of the origin, background or viewpoints of the creator of such material, display, or program.

- Library materials, displays, and programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the Collection Development and Maintenance Policy, the Programming Policy, or the Library Display and Exhibit Policy.

- The materials review and reconsideration process for library cardholders/town residents to challenge any library material, display or program shall neither favor nor disfavor any group based on protected characteristics.

- The individual completing a reconsideration form must include specific information about which portion or portions of such material they object to and provide an explanation of the reasons for such objection. The Request for Reconsideration form must include the individual's full legal name, address and telephone number.

- Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.

- Any library material being challenged will remain available in the library according to its catalog record and be available for a resident to reserve, check out, or access until a final decision is made by the Library Director.

- All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

Review Process:

The library director, along with appropriate staff, will evaluate the request for reconsideration form, read the challenged material in its entirety, evaluate the challenged material against the Collection Development and Maintenance Policy, Programming Policy, or Library Display and Exhibit Policy and make a written decision on whether or not to remove the challenged material not later than sixty days from the date of receiving such request. The Library Director shall provide a copy of the library director's decision and report to the individual who submitted the form.

The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Directors. Any appeal of the decision of the library director should be directed to the Library Board of Directors.

The Library Board shall:

1. Consult with (i) the Library Director, (ii) the State Librarian, or the State Librarian's designee, (iii) a representative of the cooperating library service unit, as defined in section 11-9e of the general statutes, (iv) the president of the Connecticut Library Association, or the president's designee, and (v) the president of the Association of Connecticut Library Boards, or the president's designee,
2. Deliberate on such request for reconsideration,
3. Provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and
4. Provide any final decision that is contrary to the decision of the Library Director.

A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for three years following being retained in the Library's collection despite a formal request for reconsideration. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period.

The Library is prohibited by state statutes from removing, excluding, or censoring any book on the sole basis that an individual finds such book offensive.

Approved by the Southington Public Library and Barnes Museum Board of Directors, October 14, 2025

Request for Reconsideration of Library Materials, Programs, and Resources

The Southington Public Library recognizes the importance of hearing from the public regarding resource selection, including books, media, and programs.

Please include your full legal name, address, and telephone number on this form or it will not be accepted. All requests must be from an individual residing in the town of Southington, Connecticut.

Please note:

- The patron requesting reconsideration of library material will be given a packet of documents that includes the Library's Collection Development and Maintenance Policy Programming Policy, and Library Display and Exhibit Policy, the Library Bill of Rights, the Freedom to Read, and the Freedom to View statements from the American Library Association. These documents are available at the Reference Desk and must be picked up in person.

- After reviewing the provided documents, the patron may fill out the reconsideration form and return this document to the Reference Desk completed in full, signed, and dated.

- Only one reconsideration form per patron may be active at any given time. Please fill out the form completely; incomplete requests will not be considered.

- The Library Director, along with appropriate staff, will evaluate the request for reconsideration form, read the challenged material in its entirety, evaluate the challenged material against the Collection Development and Maintenance Policy, Programming Policy, or Library Display and Exhibit Policy and make a written decision on whether or not to remove the challenged material not later than sixty days from the date of receiving such request. The Library Director shall provide a copy of the Library Director's decision and report to the individual who submitted the form.

- The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Directors. Any appeal of the decision of the Library Director should be directed to the Library Board of Directors.

- After reconsideration the specific item in question will not be reconsidered again for a period of three years.

Please fill out all parts of form and return to the Reference Desk.

Name_____Date_____

Address_____

City_____ State_____ ZIP _____

Phone_____Email Address_____

Do you represent yourself? _____

Do you represent an organization? (please identify) _____

1. Resource on which you are commenting:

____Book _____Display ____Movie ____Magazine ____Library Program

____Music ____Newspaper ____Artwork ____Other (please specify) _____

Title_____

Author/Artist/Producer/Provider_____

2. Specify which portion or portions of the material is objected to and explain the reason for your objection. (Use additional pages, if necessary.)

3. What brought this resource to your attention?

4. Have you read or viewed the material in its entirety? Y N

5. What concerns you about this material? (Use additional pages, if necessary.)

6. What do you believe is the purpose of this material?

7. For what age group should this material be recommended?

8. Overall, do you think there is any value in this material?

9. Are there resources you can suggest providing additional information and/or other viewpoints on this topic?

10. Are you aware of any critical reviews dealing with this material? List here, or provide as an attachment.

11. What do you feel would be a satisfactory resolution to your concern?

12. Additional comments:

Please sign and date below and return this form to the Library Director. You will be notified within

60 days of receipt of the results of the reconsideration process. Reconsideration requests are not confidential patron records under section 11-25 of the CT General Statutes.

Signature_____Date_____

Date received in library: _____

Staff initials: _____

Date response sent: _____

Approved by the Southington Public Library and Barnes Museum Board of Directors, October 14, 2025

Reference Services

Reference and readers' advisory service is one of the most important functions of the Southington Public Library (Library), and covers a wide range of services including research assistance, computer assistance, inter-library loan assistance, and referral services. The following policy is designed to ensure that all patrons receive the highest possible level of this service.

Goals:

The goal of reference and readers' advisory service is to provide accurate answers to library patrons' questions by trained Librarians. This is accomplished by:

Providing materials and services to meet users' needs.

Providing trained Librarians to assist patrons and to facilitate access to the library's collections and cooperative resources.

Assisting patrons in the use of reference resources, library materials, and in the development of research strategies.

Providing readers' advisory service.

Providing efficient referral and effective follow-through including interlibrary loan, resource sharing, and supplementary reference services.

Keeping the community informed about the services and resources available and encouraging their use.

A staff member's personal opinion will never be given as fact. While staff will provide sources of information, information will not be interpreted and library staff will not offer legal, medical, or tax advice. If it is not possible to answer a question by the above means, questions will be referred to another agency as appropriate.

Ethics and Standards:

The informational needs of every library patron will be taken seriously and facilitated with objectivity, respect, and confidentiality. Staff does not discriminate based on age, gender, race, sexual preference, disability, or appearance in providing reference services. Each patron's reading tastes will be taken seriously and without judgment. However, when performing readers' advisory services, personal interpretation and recommendation are unavoidable. Service is to be provided in a manner consistent with the Library Bill of Rights, the American Library Association Code of Ethics, and copyright law.

Availability of Service:

The Library provides reference and readers' advisory service to any patron requesting it, regardless of residency. Reference and readers' advisory service is provided by staff during all hours that the library is open. Library staff will use available sources of information to answer questions. This includes, but is not limited to, books, periodicals, electronic databases, internet resources, and government agencies. If information appropriate to the patron's need is not available in the library, a referral will be made to

local or regional resources, inter-library loan, and/or other libraries. Whenever possible, answers to questions will be provided during the patron's visit or telephone call.

Limitations:

While Library staff will do their best to facilitate all requests, there are limitations to services and abilities based on staffing levels and professional ethics.

Information, particularly in the subject areas of law, medicine, consumer information, religion, politics, and persons finance/tax information, is presented without interpretation, advice, analysis, or personal recommendation.

Staff will not engage in conversation or debate of a personal nature, including (but not limited to) religious beliefs or political positions.

Patrons may not request to work exclusively with a particular staff member.

Staff set reasonable limits on the amount of time and level of response given to patron requests for information in order to ensure equal and fair access to library services for all patrons.

When it is not possible to answer a question by traditional means, staff may refer questions to another agency as appropriate.

Patrons must comply with the Southington Public Library policies, including patron behavior, when engaging in reference and readers' advisory services.

Staff does not provide editorial, typing, tutoring, resume or translation services.

Reading and interpretation of materials provided is solely the responsibility of the patron.

Last reviewed by the Southington Public Library and Museum Board June 13, 2022.

Computer/Internet Access

The Southington Public Library and Museum does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

Library's staff's availability to assist users with Internet access is limited. Users should have basic computer skills including the ability to use a mouse. Staff will provide training and instruction on a scheduled basis.

Patrons are barred from engaging in any and all illegal activities while using the Internet. This includes, but is not limited to, violation of copyright or software licenses and attempting to violate system security. Library staff will not knowingly tolerate children under the age of 17 accessing sites containing obscene material, as defined by the Connecticut State Statutes (53a-193). Users may not access pornographic materials or gambling online.

Patrons may not load their own software into library computers or save any files on the hard drive. Patrons may save their work to flash drives.

Patrons must leave computers with Internet access exactly as they were found. Users cannot add or delete bookmarks or change preferences.

The library does not censor nor does it protect children from controversial or inappropriate resources. Parents or guardians, NOT THE LIBRARY, are responsible for information accessed by their children.

Any user who is found to have violated this policy is subject to loss of computer privileges.

Last reviewed by the Southington Public Library and Museum Board March 14, 2016.

3D Printer Use

To use the Southington Library 3D Printer you will:

Have a valid Southington Library card.

Have basic proficiency in the use of a 3D printer (video instruction is available on the Library's website).

Be age 13 or older. Children age 12 or younger must be accompanied by a "trained" parent or guardian.

Sign the Library Rule of Use Card.

Rules of Use:

You may book a two hour block of time, with all sessions ending one hour before the Library closes.

You may reserve a maximum of two sessions per calendar month.

You may book up to 30 days in advance.

Absolutely no weapons are to be printed.

Users must stay at the workstation at all times.

No food or drinks are allowed at the workstation.

By signing below, I agree to the above rules. I understand that failure to adhere to these rules will result in termination of the right to use the 3D printer.

Approved by the Library Board: September 8, 2013.

Local History Room

Purpose:

The Local History Room at the Southington Public Library (Library) will collect, organize, preserve and provide access to a non-circulating collection of primary and secondary sources that document the history of the Town of Southington, its inhabitants, government, environment, businesses, institutions and organizations.

Collection Statement:

The collection includes but is not limited to: published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, and scrapbooks of historical materials that relate to Southington. Found in the collection in various physical formats are: yearbooks, periodicals, newsletters, demographic information, city directories, phonebooks, reports, studies, plans, obituaries, local histories, maps and images.

Local History Room Use:

If you are interested in viewing an item from the Local History Room, requests must be made at the Reference Desk. Library staff will pull items from the room for you to use in-library only. Library staff will hold your photo ID or library card until the item is returned to the Reference Desk. Items from the Local History Room may not leave the Southington Public Library. Items may be scanned, photocopied, or photographed with the exception of those deemed too fragile by Library staff.

If admittance to the archive is required, a patron may complete a request for exception form available at the reference desk. Once approved by the Board of Directors, admittance will be permitted with the following stipulations:

Appointments are required

Users may be accompanied staff at their discretion

Users may only bring pencil, paper, and phone into room (no bags, food, beverages, etc.)

Items may not be removed from the Local History Room, staff will assist with copies and scanning as needed,

All items used must be left in the designated area and refiled by Library staff

Users may be asked to wear archival gloves

Collection Development Policy:

The following criteria are used to select items for inclusion in the local history collection:

Relevance to Southington history

Authenticity of record

Suitability of the subject to the local history collection

Non-duplication of material within the collection

Quality of physical form of material

Ease of use for patrons

Cost to preserve, store and process

Security requirements to store and/or display

Restrictions by donor

When appropriate Library staff will consult with local experts

Monetary Appraisals:

The Library will not conduct any monetary appraisals for donors or otherwise.

Donations:

Those wanting to make a donation to the Southington Public Library Local History Room should contact the Reference Department. We will gladly accept donations that add to the quality of the collection and adhere to the Local History Room collection development policy. The suitability of donated items is solely determined by Southington Public Library staff.

Donations will be accepted only if the Library believes it can make good use of the material. In cases where the collection would fit better in a different institution, the Library will work with the donor to place it elsewhere.

The Library reserves the right to refuse an offered donation. The Library will not accept material that can harm other material in the collection, such as anything that shows damage from mold, mildew, water, insects, smoke, or dirt. The Library may also decide not to accept items which it cannot properly store, display, or otherwise care for.

The Library reserves the right to decide how the donated material will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the local history collection (especially photographs and negatives) may be scanned and placed on the Internet for viewing, may be moved from the local history collection to other sections of the library, may be sold, or may be transferred to another library.

The additional stipulations as set forth in the Donations, Gifts, Memorials policy will also pertain to the Local History Room.

Reappraisal and Deaccession:

The Southington Public Library reserves the right to reevaluate and/or remove materials that do not fall within the scope of the Library's mission. Options include returning materials to donors, selling items, and offering collections to other institutions.

Approved by the Library Board of Directors March 14, 2022.

Gallery/Artwork Loan

The Southington Public Library provides gallery and display space for local artists and collectors to display their work. Artists may be offered the option of holding a reception in the Library cafe, dependent upon availability. Hanging and removal of artwork is the artist's responsibility.

All exhibits shall be offered to the Library at no cost and shall be lent under the terms and conditions of "the Gallery at the Library Application." The artist agrees to release and hold harmless the Town of Southington and the Southington Public Library and Barnes Museum from any and all claims pertaining to its exhibit, including but not limited to the loss and/or damage to the art while on display.

Artwork will be shown for one-month periods, beginning the first day of the month and ending the last day of the month. With artist permission, an additional virtual exhibit/slideshow will be posted on our website and social media channels for a one-month period to increase artist exposure. Artists may use gallery space as a means of selling their work, but they are responsible for providing contact information and handling all sales.

A completed application is not a guarantee of exhibit space. All exhibits are hosted at the discretion of Library staff and applications must include samples of work to be displayed.

Approved by the Southington Public Library and Museum Board November 8, 2021.

POLICY:

COMMUNITY FOUNDATION OF GREATER NEW BRITAIN COMMUNITY ROOM

Southington Library & Museum (heretofore "Library") maintains a Community Room named "The Community Foundation of Greater New Britain Community Room," primarily for library-related and non-profit community-based activities.

When the room is not needed for Library activities, community organizations headquartered in Southington and/or serving the Southington community may use the room for educational, civic, or cultural programs. No commercial use of the Community Room is permitted. Rooms are not available for social events, money-raising events, or for the benefit of private individuals. Library sponsored fund-raising events are permitted.

The Board subscribes to Article IV of the Library Bill of Rights which states that facilities should be made available to the public served by the given library on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The fact that a group is permitted to use the rooms does not in any way constitute an endorsement of the group's beliefs or purposes by the Library.

All rooms are handicapped accessible.

Priority Booking

Library functions will have first priority for use of the Community Room and the Library reserves the right to preempt non-library use. Library use may include meetings of Town Departments, agencies or use by elected officials representing Southington.

The use of the rooms shall be governed by the following descending order of priority:

1. The Southington Public Library
2. Friends of the Southington Public Library
3. Town Departments, Elected Officials, and Town Boards and Commissions
4. Southington community organizations
5. Other groups in Southington

The Library will assign the rooms available according to group size, space needs and other Library requirements. The Library cannot guarantee the same room to groups that meet on a regular basis.

No admission may be charged for any event. No collection, free will offering or otherwise, may be taken, nor funds solicited, nor any sales made except in conjunction with library-sponsored programs, limited to works of personal authorship.

Activities in the meeting room are subject to recording by security cameras accessible by library administration and designated Town of Southington officials.

Applications to use the Community Room are available at the Library Reference Desk and on the Library's website at http://www.southingtonlibrary.org. An application should be submitted at least six weeks in advance. Applications will not be accepted further than three months in advance. See form appended to this policy.

An adult must contract for use of the room by juvenile groups, and adequate adult supervision must be provided and present at all times.

In accordance with Connecticut State Law, no smoking or vaping is allowed. Serving food and drink, including alcoholic beverages, is subject to the Food and Drink Policy.

Groups using the Community Room are responsible for arranging, setting up, and putting away furniture within the time reserved, or submitting a room set-up form with their application. Applicants may be required to attend a brief tutorial if audio-visual technology will be used.

The Library will not be responsible for equipment, supplies, exhibit materials or any other items owned by an individual or group used in the Community Room. Materials may not be stored at the Library in advance of the organization's event.

The organization will be responsible for any damage to Library equipment or premises. Such damage must be reported promptly to the Library, which will arrange for professional repairs or cleaning, the cost of which will be promptly paid by the organization.

For public meetings at the library, a statement of sponsorship must appear in all advertising and press releases using the following phrase: "*This program is sponsored by (organization's name) and will be held in the Community Foundation of Greater New Britain Community Room of the Southington Public Library, 255 Main St., Southington, CT 06489. The views, opinions and content do not necessarily represent that of the Library or the Town of Southington."*

The organization using the Community Room is responsible for supervising the meeting, and ensuring that meeting attendees adhere to the Library's Patron Behavior Policy, acknowledgement of which will be submitted with the room use agreement. Meetings which interfere with normal library use will not be permitted, or are subject to immediate termination.

The organization using the Community Room is responsible for program registration and promotion for their meeting or event. In all advertising and press releases it must be made clear that the sponsoring organization (and not the Library) should be contacted directly for information regarding the program. A contact name and telephone number must be published. Events that are open to the public may be displayed on the Library's electronic "Community Calendar" by request.

Notice of cancellation of a reservation to use the Community Room will be given as far in advance as possible.

There will be no soliciting inside the Library or on Library property.

Maximum capacity of the Community Room is 200. The space is apportioned into three rooms, each with a maximum capacity of 75 persons, theater-style. The Library reserves the right to deny requests for use of the room, or cancel a reservation which has been made, at its discretion in extenuating circumstances.

Use of the CFGNB Community Room before or after operating hours is limited to days when the Library is open, and staffing is adequate to allow such bookings. These will be assessed on a case-by-case basis, and are subject to a separate agreement being submitted and approved at least six weeks in advance of the requested date. (Please see Appendix 1.)

Approved by the Southington Public Library and Barnes Museum Board of Directors, April 14, 2025

COMMUNITY ROOM USE REQUEST FORM (APPENDIX 1)

Date of Application: _____

Name of Organization: _____

Organization representative:

Name: _____

Address: _____

_____

Phone: _____**Email:** _____

Date requested: _____

Times:

Set-up _____ **Event: from** _____ **to** _____ **Breakdown:**_____

Equipment requested:

_____ **Chairs** _____ **Quantity**

_____ **Tables** _____ **Quantity**

_____ **Projector** _____ **Screen**

_____ **Microphone** _____ **Speakers**

_____ **Audio-visual tutorial date (assigned or waived by initialing library staff)**

_____**Completion of A.V. tutorial (initialed by library staff)**

_____ **Patron Behavior Policy agreement (initialed by requester)**

Approved by the Library Board of Trustees, 10/15/2024

Study Room Policy

The Library offers six small meeting rooms ("Study Rooms") for use by one to four persons. Please note that these rooms are not soundproof, and volume level during use should be considerate of neighboring users.

These rooms may be booked for up to two hours per day per individual or group. Reservations are per group and not per individual within the groups, so individuals with the same group are not allowed to make sequential reservations. A user or group may remain in place past that limit absent other room reservations following their end time, with the understanding that the room must be vacated on demand if a new reservation is made. Bookings for study rooms can be made up to 7 calendar days in advance, and may not be booked with a standing day and time. Bookings will be forfeited 15 minutes past the scheduled start time if the requesting patron does not appear. Reservations may be made at *www.southingtonlibrary.org* or in person at the Information Desk.

In case of emergency, meeting participants must exit the library immediately.

Patrons are responsible for the security of their personal property when using the Study Rooms.

Patrons utilizing the study rooms must adhere to the Patron Behavior Policy, Unattended Children Policy, and Food and Drink Policy.

Failure to comply with this policy may result in a cancellation of use of the space and/or a denial of future requests.

Approved by the Southington Public Library and Barnes Museum Board of Directors, October 14, 2025; amended June 8, 2026.

Programming Policy

Purpose:
Chapter VI, Section 609 of the Southington Town Charter charges the Board of Directors of the Southington Public Library to be responsible for all activities and programming of the Library. Our mission is to provide a wide range of programming for children, teens and adults, with priority given to programs that promote reading and literacy, the dissemination of information, and the appreciation of science, culture, and the arts. Programs are provided for the interest, information, and enlightenment of all residents and aim to represent a wide range of varied diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The Library recognizes the importance of programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the Library.

Key Definitions:
A library program is a free event, virtual or in-person, planned by the library staff for the benefit of those members of the public who opt to attend. It may involve outside presenters, facilitators, or performers and may be presented in cooperation with other entities. Note: Use of a public meeting room by an organization or individual to hold a public event is not a Library program.

Scope:
This policy applies to all Library programs.

Roles and Responsibilities:
The Library Board of Directors delegates development, presentation, and oversight of programs to the Library Director, and, under their direction, to other staff members who are qualified for this activity by reason of training and/or experience.

Designated library staff are responsible for the development, coordination and supervision of library programs. The final responsibility for the library program is held by the Library Director, but day-to-day responsibility is shared by library employees throughout the library that are professionally trained to curate and develop programs.

Attendees are responsible for complying with the Library's Patron Behavior Policy.

Procedures:
1. **Program Selection:** Library staff will use the following criteria when making decisions about program topics, speakers, community partners, and accompanying resources:
    - Relation to library mission and service goals
    - Community needs and interest
    - Presentation quality and treatment of content for intended audience
    - Presenter background/qualifications/reputation

- Availability of program space or suitability for virtual programming
- Budget and staffing considerations
- Connection to other community programs, exhibits, or events

a. Library programs must have an educational, informational, cultural or recreational value to the community. A program will not be excluded because its topic may be regarded by some as controversial. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the Library.
b. In order to facilitate the exchange of information and ideas, the Library may, at the discretion of the Director, partner with local organizations to present programs or acquire materials of local interest.
c. Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the Library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.
d. Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of library patrons.
e. Library sponsorship of a program does not constitute endorsement by the Library, staff or Board of the program content or of the views expressed by presenters or participants.

2. **Program Development, Coordination and Supervision:** Library programs may originate from Library staff, partnering institutions or members of the public.

   In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending upon the timing and venue of the program. All programs sponsored or co-sponsored by the Library, however, must abide by this policy regardless of where they are hosted.

3. **Program Access:** Library programs are free and open to the public on a first-come first-serve basis. Advance registration for programs may be required. Space limitations of the program space may further limit attendance. For programs targeted to a specific audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the Library deems appropriate. Any individual requiring accommodation to participate in a library program should contact Library Administration two weeks prior to the program.

4. **Virtual Program Delivery:** Some Library programs may be offered using a Library approved virtual meeting platform that registered patrons may use to access the virtual program from their own internet-enabled devices. This may include programs that are simultaneously run at the physical Library as well as programs that are offered only virtually. While hosting the virtual

program, Library staff, partnering organizations, and program facilitators will follow industry standard best practices for virtual events.

Some virtual programs may be pre-recorded and broadcast via the internet or recorded as presented for later viewing. In the event an interactive program is being recorded, attendees will be informed of that fact at the start of the program.

Live virtual programs require advance registration. Registered participants will receive via email a link to log on to the program and must not share that link with others. Information collected during the registration process will be used only to communicate information about that program or to confirm eligibility to participate in that program.

Patrons attending virtual programs are expected to adhere to the Library's Patron Behavior Policy and failure to do so may result in their immediate removal from said program. The Library will make all reasonable efforts to ensure the digital security of virtual events, however attendees must understand that all online activity carries some degree of risk.
Patrons are required to provide their own equipment and internet connection to attend virtual programs. The Library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every library program successfully. Nor can the Library guarantee the quality of the audio, video, or internet connection of program presenters or attendees.

5. **Program Materials**: The sale of books or other media by presenters or authors may be permitted as part of a program with advance permission from the Executive Director. Presenters will be responsible for their own sales; library staff will not be made available to assist.

6. **Program Evaluation:** To provide the highest quality and most useful programming, Library staff will gather information about program results to guide future programming decisions. Outputs, such as the number of attendees at a program, will be gathered for all or almost all programs. Outcomes, such as how well the content of a program helped attendees learn about the program's topic, will be gathered at times when such data is required for grant reporting or would be helpful in evaluating a new program topic or format.

7. **Request for Reconsideration:** The Library limits consideration of requests to reconsider material, displays or programs to residents of Southington. Any challenge or complaint about the content or suitability of a library program must be referred to the Director. The patron will be offered the option to complete a "Request for Reconsideration of Library Materials, Programs, and Resources" form. The Director will review any such challenge and inform the patron in writing of the Library's decision. Depending on the timing and the nature of the challenge, the Library's response may be sent to the patron after the program at issue has taken place. The Library Director will report to the members of the Board of Directors, at the

next board meeting, when a “Request for Reconsideration” form has been submitted. Decisions of the Library Director may be appealed in writing to the Library Board of Directors. Please see our Request for Reconsideration of Library Materials, Programs, and Resources Policy for more information on this process.

All library materials and programs are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the CT general statutes.

Approved by the Southington Public Library and Barnes Museum Board of Directors, October 14, 2025

Virtual Meetings

The Board of Directors for the Southington Public Library and Barnes Museum permit the use of virtual meetings at the discretion of the Board Chair, or Committee Chair for committee meetings, in special circumstances.

A request by a Board or Committee member to attend a scheduled meeting virtually will be permitted at the discretion of the Board Chair, or Committee Chair for committee meetings. Such requests are only for special circumstances and require three business days notice.

Last reviewed by the Southington Public Library and Museum Board June 13, 2022.

Library Display and Exhibit Policy

Purpose

The Southington Public Library's Display Policy provides a basis for the display of library materials by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the library's mission, which is "to provide materials, information, and services for the enrichment, enjoyment, and educational needs of all of the residents of Southington. We provide a space for the community to come together regardless of age, background or circumstance. The library building serves as a community hub with a variety of spaces where everyone is welcome. The library shall embrace diversity, equity, and inclusion through programming for children, teens, and adults."

Policy

The Southington Public Library recognizes the importance of displays as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming. A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant library contributes to a strong community. Displays are provided for the interest, information and enlightenment of all residents, represent a wide range of varied and diverging viewpoints, and provide access to content that is relevant to the research, independent interests and educational needs of residents.

Principles and Criteria for Library-Initiated Displays

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by library employees throughout the library that are professionally trained to curate and develop displays. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- The Library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

The library provides displays created or curated by librarians or staff members of the public library as well as allowing displays created by members of the public or community groups to be exhibited in the public library. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Southington Public Library of the content of the display or exhibit, or of the views expressed in the materials on display.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the CT general statutes.

Policy and Procedure for Patron-Initiated Displays, Exhibits, Bulletin Board Postings, and Distribution of Informational Literature

The Southington Public Library allows for announcements of local cultural, educational and/or recreational events and programs by members of the public.

All advertised events must be open to the public, regardless of where the event is held.

The fact that a group/individual is allowed to post/distribute materials in the Library does not in any way constitute an endorsement of the group's/individual's policies and/or beliefs by the Library or the Town of Southington.

Display space in the Library is available on a first-come, first-served basis. Preference is given to:

- Library, Friends of the Library, & Library Foundation events
- Town-sponsored events
- Events sponsored by a Southington group
- Events sponsored by a regional group
- Events sponsored by other groups

Flyers should be given to library staff at the circulation desk, who will post on the public bulletin board if the material meets the criteria of this policy and if space is available. Preference is given to posters/announcements that are 8.5" x 11" or smaller. Larger signs are posted space-permitting.

Posters/flyers advertising commercial or private for-profit endeavors (tag sales, flea markets, classified ads) are prohibited.

Posters/flyers advertising local non-profit fundraisers are accepted.

All posters/announcements are confined to available bulletin board space. NO notices are attached to the walls in the building.

The Library will make available information on political issues and platforms of the major political parties in the Reference Department. This information is for the use of the public to help make an informed decision. The Library will NOT post or distribute anything that supports or opposes a specific candidate(s) or political issue(s).

Individuals/representatives from non-profit organizations may set up displays/exhibits in the Library with advance approval of the Adult Services Librarian, Children's Librarian, or Library Director as appropriate.

Intellectual Freedom and Censorship

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. The Southington Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations.

Request for Reconsideration Procedure

The Library limits consideration of requests to reconsider material, displays, or programs to residents of Southington. Any challenge or complaint about the content or suitability of a library display must be referred to the Director. The patron will be offered the option to complete a "Request for Reconsideration of Library Materials, Programs, Resources" form. The Director will review any such challenge and inform the patron in writing of the Library's decision. Displays will not be removed while the request is considered. The Library Director will report to the members of the Board of Directors, at the next board meeting, when a "Request for Reconsideration" form has been submitted. Decisions of the Library Director may be appealed in writing to the Library Board of Directors. Please see our Request for Reconsideration of Library Materials, Programs, and Resources Policy for more information on this process.

Approved by the Southington Public Library and Barnes Museum Board of Directors, October 14, 2025

Social Media

Social media provides a valuable and timely way for the Southington Public Library (Library) to disseminate information about and promote library news, events, projects and services. It also serves to inspire conversation and expand the Library's connection with the community. The Library and/or Library departments can establish, with the Director's permission, any social media accounts which they are able to maintain at a high, professional standard.

The Library welcomes the comments, posts, and messages of the community and recognizes and respects differences in opinion. However, the Library reserves the right to hide public posts or comments if they include spam or advertisements, hateful or harassing speech, obscenity, personal disparagement or defamation, or any other comment that violates the library's code of conduct. The Library reserves the right to ban or block users who have repeatedly posted in violation of this policy.

Users should have no expectation of privacy in postings on Library social media sites. The Library reserves the right to reproduce comments, posts and messages in other public venues; such reproduction may be edited for space or content while retaining the original intent of the post.

The Library is not responsible for the content of posts made by third parties, including but not limited to customers, reviewers and advertisers. Public posts by third parties do not reflect the positions of the library, its employees, or the Town of Southington.

* See also Town of Southington Social Media Policy, located in Town of Southington Handbook

Adopted by the Southington Public Library and Museum Board December 14, 2020. Amended February 15, 2022.

Test Administration

To support continuing education and lifelong learning, Southington Public Library (Library) staff may act as test administrators for distance learning students and other students who may need to have a test or exam administered.

The Library will provide this service under the following conditions:

Appointments are required for test administration and can be made by contacting the Reference Desk.

The Library must agree to receive the exam. When contacted by the student, the Library will arrange a time for the exam to be taken.

Students need to present a current photo ID upon arrival on the day of their exam. The name on the ID must match the name on the exam the student is registered to take.

The student must not require supervision while taking the exam. The Library is unable to provide one-on-one monitoring of students.

The student must understand and be aware that the library environment and noise level will vary. The Library is unable to determine or predict the noise level at any given time or day.

The student must understand that they can only utilize the areas of the library that are open to the public to take the exam. The Library does not provide any special rooms for students to take exams.

If the exam is to be taken online, then the student agrees to the Library's public computer use policy. The student must arrange with the Library in advance for extended time on the public computers. Students may use their own laptop computers to access the Library's wireless network and take their exam.

If the student must take the exam online, the Library is not responsible for any failure to connect, loss of power, or other interruption to the test taking process.

The Library staff will hand out the exam or access the exam online, collect it when completed or complete the process online if required, and mail, email, or fax it back to the appropriate educational institution.

These services are available at the discretion of the Reference Desk staff and may be unavailable due to staffing or if the exam's conditions cannot be reasonably accommodated.

This policy is subject to change at the discretion of the Southington Public Library Board of Directors, the Executive Director or their designee.

Adopted by the Southington Public Library and Museum Board March 14, 2022.

Notary Services

A Notary Public (Notary) is a public servant appointed by the Connecticut Secretary of State to witness the signing of important documents and administer oaths. When qualified staff are available, Southington Public Library (Library) offers Notary services free to all patrons. Staff facilitating Notary services must follow all guidelines set forth by the State of Connecticut.

Notary services are available during most normal Library hours, no less than 30 minutes before closing. Appointments for Notary service are required. Patrons are expected to contact the Reference Desk ahead of time to ensure availability of appropriate staff and the document is eligible for notary at the Library. If no qualified library staff are available, patrons will be referred to the Town Clerk's office.

Connecticut law requires that the signer of the document to be notarized provides the notary with at least two (2) forms of identification containing the individual's signature, at least one (1) of which also contains the photograph of the signer, or a physical description.

Acceptable forms of primary ID include:

A current passport

A valid driver's license

A valid state ID

Acceptable forms of secondary ID include:

A signed library card

A signed credit card/debit card

A work ID with signature

Birth certificates and Social Security cards are NOT acceptable forms of identification.

The Library also sets forth the following expectations and limitations:

All documents must be complete and ready for signature. Do not sign the document until you are in the presence of a Notary and are told to sign.

Library Notary service is not available for certain items, including deeds, mortgages and other real estate-related documents, wills, living wills, living trusts, codicils, depositions, birth certificates, and marriage licenses. Note that certified copies of these can be obtained from the issuing authority.

The Library cannot guarantee availability of witnesses. If your document requires witnesses, please bring them with you.

Library staff will not provide legal advice.

Notary service will be declined if the document, the identification, the circumstances or the capacity of the signer to understand the proceedings raises any questions of authenticity, or if the Notary does not understand the language of the document. Notaries reserve the right to decline service for any reason. Walk-ups may not be able to be accommodated based upon limited notary availability. We cannot notarize more than one document without a scheduled appointment.

Adopted by the Southington Public Library and Museum Board March 14, 2022; revised December 8, 2025

Warming/Cooling Station

The Southington Public Library acts as a warming and cooling center for the town of Southington at the discretion of the Department of Health during hours of operation.

Adopted by the Southington Public Library and Museum Board December 14, 2020.

Privacy

Confidentiality of Library Records:

The Southington Public Library (Library) keeps patrons their priority at all times and is committed to protecting user and provider information as legally required.

In accordance with Connecticut statutes*, and as recommended by the Connecticut Library Association and the American Library Association, the circulation records and other records identifying the names of Library users and other personally identifiable information shall be considered confidential in nature and may be revealed only to record holders for their own use. This includes titles and number of items checked out, held on reserve, or overdue on any individual patron's record.

*Section 11-25(b): "Notwithstanding the provisions of Section 1-19, personally identifiable information contained in circulation records of all public libraries shall be confidential."

Such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

The issuance or enforcement of any such process, order, or subpoena shall be resisted until such time as a proper showing of good cause has been made in a court of competent jurisdiction. Upon receipt of such a process, order, or subpoena, the Library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form. If the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Except as stated above, all records maintained or kept on file by the Library are considered public records, and every person shall have the right to inspect such records promptly during regular business or office hours or to receive a copy of such records.

Collection and Use of Email Address:

Email addresses provided for the purposes of communication regarding library usage, holds, and other circulation matters will not be used for additional purposes.

Patrons and community members are encouraged separately opt-in to Library communications about programs and other information via an e-newsletter service.

Email addresses provided for either purpose will not be shared.

Last reviewed by the Southington Public Library and Museum Board March 14, 2022.

Security Cameras

Video surveillance is conducted on portions of the interior of the Southington Public Library (Library). Signage at the main doors notifies visitors of this monitoring.

Video surveillance is for the express and sole purpose of enhancing the physical security of the library, its property, staff, and users. Cameras will not be installed for the purpose of monitoring staff performance.

Library staff may, but do not always, monitor what is happening in real time; thus, staff and visitors should take appropriate precautions to safeguard their safety and personal property. The Library is not responsible for loss of property or personal injury.

Recordings, triggered by motion, are stored in a secure location by the Town of Southington (Town) Information Technology (IT) Department. The Executive Director and Town IT staff have access to those recordings.

Confidentiality and privacy issues prohibit the general public from viewing security camera footage, and recordings will be kept confidential except as required by law.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

Last reviewed by the Southington Public Library and Museum Board April 11, 2022.

Photography/Video

The Southington Public Library (Library) may elect to take photographs or video at events for educational and promotional purposes. The forum for the posting of this media shall include, but not be limited to, the Library website, social media, and marketing materials.

Patrons who do not want their photographs or videos or those of their minor child taken at events should inform the Library staff present and we will do our best to accommodate those wishes.

Last reviewed by the Southington Public Library and Museum Board April 11, 2022.

Financial

Donations, Gifts, and Memorials:

The Southington Public Library accepts gifts that help further the Library's mission to provide resources and services for lifelong learning and enrichment to serve all of our community. The Southington Public Library accepts and greatly values all donations, gifts, and contributions aligned with our mission and values. We reserve the right to refuse any contributions that are not so aligned.

Donations and gifts must be freely given without commitment to final disposition. The Library will assume unconditional ownership of all items donated and retains the right to use or dispose of them at will.

When the Library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature of the subject area of the materials to be purchased shall be based upon the wishes of the donor. However, the library staff, in accordance with the needs and selection policies of the Library, shall make selection of specific titles.

Gift items must meet the same selection criteria as purchased materials. Items in poor physical condition will not be kept. Duplicate copies of items already in the collection will be added only if needed. Gift materials will not be accepted with restrictions or conditions that necessitate special and separate housing, processing, or treatment.

All gifts shall be acknowledged by the Southington Public Library as a means of both accepting the gift, thanking the donor, and providing certification for tax purposes. The library cannot give a dollar valuation for gifts of materials, but it will provide the donor with a statement verifying the number and type of materials donated upon request.

Adopted by the Southington Public Library and Museum Board October 12, 2021.

Transfers:

From time to time a transfer between operational line items of the budget may be necessary. Due to the often time sensitive nature of these needs, the Executive Director has authority to transfer up to $3,000 at a time. These transfers must be reported to the Board of Directors (Board) at the next regularly scheduled board meeting. Transfers in excess of $3,000 should be brought to the Board for discussion; if there is not time to wait for a board meeting, the Executive Director can seek approval from the Board executive committee.

Last reviewed by the Southington Public Library and Museum Board April 11, 2022.

Grants:

As opportunities arise, the Executive Director will pursue grants as additional methods of revenue. Provided matching funds are not required, the Executive Director will seek approval from the Town Manager to submit the application. The Executive Director will inform the Board of Directors (Board) in a timely fashion of any applications and awards.

In instances where matching funds are required, the Executive Director will seek permission from the Board and Town Manager. At the discretion of the Town Manager, the request to apply may be presented to the Town Council prior to submission of the grant application.

Last reviewed by the Southington Public Library and Museum Board April 11, 2022.