

## Statement of Inclusivity

Inclusive services reflect equity in accessibility for all members of the community. The D. A. Hurd Library Board of Trustees, along with library staff, strives to create an environment of belonging where all persons are given dignity and respect.

The Board of Trustees reaffirm the D. A. Hurd Library values empowerment, connection, and equity. All people have the right to access information and the freedom to read. The D. A. Hurd Library represents the community we serve, and we must continue working toward the creation of the equitable and inclusive library that we envision in the defining principles and values set forth below for the D. A. Hurd Library:

## D. A. Hurd Library Mission:

To offer the resources and encouragement necessary to promote the joy of reading, increase awareness of the world, broaden cultural horizons, and foster life-long learning; to provide a comfortable and welcoming place for all members of the community.

## Defining Principles

*Access:* We provide information and resources equally and equitably to all individuals through a variety of delivery methods.

*Diversity:* We value a diverse world and strive to reflect that diversity by providing a full range of resources and services to the communities we serve.

*Service:* We provide service with empathy, compassion, and excellence. We continually seek to enhance our professional knowledge and skills through learning opportunities for all library staff.

## Values

*Civic Engagement:* Our library is a safe and welcoming space where all people belong, whether to meet and interact with others or to acquire information through borrowing books and resources when they visit. Libraries are vital in creating opportunities for people of all backgrounds to connect, engage, exchange ideas, and collaborate as a means of building relationships, trust, and unity, and countering trends of community fragmentation.

*Literacy:* We believe in providing resources for patrons to improve their literacy skills. By providing free and equal access to information for all people in the communities we serve, we uphold the first amendment right of free expression.

*Social Responsibility:* Libraries are fundamental to democratic societies with broad social responsibilities to support efforts to inform and educate people on these critical issues of society, to encourage people to examine the many views on and the facts regarding each problem, and to assist in bettering or solving these problems. *Our library is an essential public good.*

Public libraries have long been democratic institutions as one of the last public institutions where all individuals are welcome. Public libraries champion First Amendment rights and promote free access to information for all. Public

libraries offer services, programs, and educational resources that promote inclusion and diversity to all members of the community. The D. A. Hurd Library provides service to all races, all genders, all sexual orientations, all religions, all abilities, all ages, all national or ethnic origins, all languages, all citizenship statuses, all economic statuses, all political affiliations, all people. The D. A. Hurd Library is a community hub where people intersect, connect, and thrive.

-North Liberty Library, IA policy manual used as resource on Statement of Inclusivity

#### D. A. Hurd Library Land Acknowledgement:

The D. A. Hurd Library offers this Maine Wabanaki Dawnland Confederacy land acknowledgement as a sign of respect to elders and ancestors of the Indigenous people both past and present on whose land this library is located and recognize their relationship to this land. The Maine tribes, the Mi'kmaq, Maliseet, Passamaquoddy, Penobscot, are now known collectively as the Wabanaki, "People of the Light" or "Dawnland."

The Negutaquet River flows through North Berwick, the town where our library is located. The Negutaquet River has different spelling variations such as Neoutaquet River. "Neoutaquet River (Maine, York Co.) said to be from Abenaki (Algonquian name meaning 'at the solitary river' (Huden 1962.))\*

As we live and recreate on this land and water, we remain mindful of the history and respectful of our relationship to it.

Resources:

<https://www.abbemuseum.org/about-the-wabanaki-nations>

<https://native-land.ca/maps/territories/wabanaki-confederacy/>

<https://www.mainewabanakireach.org/>

<https://www.nonprofitmaine.org/answer/land-acknowledgements/>

\*from "[Native American Placenames of the United States](#)" by William Bright" page 322

#### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of

politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy:

that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to

that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea

at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe, but why we believe it

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life.

Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channels by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of

cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

A Joint Statement by: American Library Association  
Association of American Publishers

Subsequently Endorsed by:

American Association of University Professors  
American Booksellers Foundation for Free Expression  
American Society of Journalists and Authors  
The American Society of Newspaper Editors  
Anti-Defamation League of B'nai B'rith  
Association of American University Presses  
Center for Democracy & Technology  
The Children's Book Council  
The Electronic Frontier Foundation  
Feminists for Free Expression  
Freedom to Read Foundation  
International Reading Association  
The Media Institute  
National Coalition Against Censorship  
National PTA  
Parents, Families and Friends of Lesbians and Gays  
People for the American Way  
Student Press Law Center

The Thomas Jefferson Center for the Protection of Free Expression

\*Misinformation/Disinformation details added 1/25/2022:

- Misinformation is when false information is shared, but no harm is meant.
- Disinformation is when false information is knowingly shared to cause harm

The spread of disinformation and/or misinformation can have disastrous results. As the ALA and Institute of Museum and Library Services states, "combined, mis/disinformation can have an alarming impact on public opinion, our trust of the media, and our understanding of democracy." The D. A. Hurd Library makes every effort to ensure that the materials in its collections do not promote false or inaccurate information of any kind.

\*Definitions provided by *Media Literacy in the Library: A Guide for Library Practitioners* (ALA, 2020)"

## **Freedom to View**

The "Freedom to View," along with the freedom to speak, to hear and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials, which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed by the ALA Council January 10, 1990

### **Challenged Materials**

The D. A. Hurd Library actively supports and adheres to the Library Bill of Rights and abides by the laws of the State of Maine and the U.S. Constitution concerning intellectual freedom. These laws and documents will be key factors in reconsidering materials.

Should an individual library user object to a specific item in the collection, the request should be handled in the following manner:

1. Staff will respond courteously, but make no commitment.
2. If the explanation of the selection policies does not satisfy the citizens, they shall be given the Request for Reconsideration form to complete and submit to the D. A. Hurd Library Director.
3. The D. A. Hurd Library Director and the D. A. Hurd Library Staff/Board will review the challenge and take appropriate action.
4. No citizen may reissue a challenge for the same material for three years.

### **Gift and Donation Policy**

The D. A. Hurd Library encourages community support by accepting gifts of money, time and talent to enhance the D. A. Hurd Library programs. Donations to the D. A. Hurd Library may be tax deductible. The valuation of gifts of tangible personal property and gifts-in-kind shall be the responsibility of the donor.

#### **Books, pamphlets, periodicals donations**

The same principles of selection applied to materials purchased by the D. A. Hurd Library shall apply to donated library materials. The D. A. Hurd Library will keep materials only if they can be of active value to the collection.

The D. A. Hurd Library reserves the right to offer materials to other public libraries in the community or other publicly funded agencies, sell them at its book sale, or otherwise discard them.

#### **Gifts and monetary donations**

Donors may indicate preferences for the types of materials to be purchased. However,

the D. A. Hurd Library staff is ultimately responsible for the selection of gift materials and will base their decisions on the needs, mission and goals of the D. A. Hurd Library. Gift materials purchased in memory or in honor of an individual shall not be housed in special collections. The D. A. Hurd Library encourages potential donors to make monetary gifts. These gifts will be used to enhance the programs and resources of the D. A. Hurd Library.

## **Volunteers/Unpaid Interns**

Volunteers are accepted at the D. A. Hurd Library on an as needed basis. We may encourage individuals to donate their time and talents to the D. A. Hurd Library.

## **Photography and Filming in the Library**

The most significant priority for the D. A. Hurd Library is to provide library services to our constituency, as fully described in the Library's Mission Statement. In order to protect the rights and safety of Library patrons, volunteers, and staff, photographing and filming in the library is allowed only to the extent that it does not interfere with the provision of library services and is consistent with the Library's Mission Statement.

Any persons approved to photograph or film for commercial purposes on library premises have sole responsibility for gaining all necessary consents and releases from persons who are filmed or photographed. (See Application below). The Library undertakes no responsibility for obtaining these releases.

The recording of a library program provides the opportunity to widely promote a program and engage broad public awareness and interest. Library-initiated programming permissions have priority over other requests. All requests are processed by application. Please submit the Filming Application Form to [hurddirector@dahurdlibrary.org](mailto:hurddirector@dahurdlibrary.org)

News media photographers and reporters who are doing stories or projects that directly involve the library and its programs must obtain advance authorization for such photography.

Casual amateur photography may be permitted (by Library management) in library facilities for patrons and visitors wanting a remembrance of their visit. Photographing must not interfere or disturb other patron use.

The Library may grant permission for school-age students to use its facilities for stories or projects that do not relate to the library itself upon written request and after review by Library management.

We ask that you refrain from the use of flash equipment in reading rooms and other areas in which it might disturb Library users.

Equipment such as tripods may not obstruct passageways or cause disturbances to Library users.

Reference:

<https://filminmaine.com/permits-procedures/>

[https://www.maine.gov/msl/about/policies/photography\\_filming.shtml](https://www.maine.gov/msl/about/policies/photography_filming.shtml)

REQUEST TO PHOTOGRAPH OR FILM IN THE LIBRARY for Commercial Purposes  
*To be filled out by the applicant requesting permission to photograph or film.*

*Please print.*

Name of Organization and/or Individual Name of Person Completing Form:

\_\_\_\_\_

Relationship to Organization:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Date and Time of Proposed Photographing/Filming:

\_\_\_\_\_

Describe the Purpose of Photographing or Filming:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any persons photographing and filming in the Library or on Library premises must comply with the Library's Photographing and Filming Policy (see attached).

\_\_\_\_\_  
Signature of person completing this form

\_\_\_\_\_  
Date

FOR LIBRARY USE ONLY

Approved \_\_\_\_\_

Not approved \_\_\_\_\_

\_\_\_\_\_  
D. A. Hurd Library representative

*A copy of this form should be retained by the applicant.*



**Emergency procedures:**

First Aid kit and Fire extinguisher are on the D. A. Hurd Library premises.

Some members of the D. A. Hurd Library staff may be CPR certified.

**Fire**

Remain calm, do not panic

Locate the fire in the D. A. Hurd Library, or proximity to the D. A. Hurd Library.

Notify all patrons in the D. A. Hurd Library.

Evacuate the area immediately.

Confine the fire or smoke by closing doors as you leave, if fire is in the D. A. Hurd Library

Call the fire department/911 once you are in a safe location

**Severe Weather/Flood**

The D. A. Hurd Library programs, events, and building may be canceled/closed due to inclement weather or severe weather warnings.

As with all weather related emergencies, if there are any severe weather/flash flood warnings issued, go to the nearest high ground that is safe from floodwaters, or follow issued instructions to reach safety

**Hostage**

During hostage situations, notify law enforcement agencies immediately and evacuate all other staff and D. A. Hurd Library patrons from the area if possible

**Shooting**

Any incident related to a firearm or any other deadly weapon, D. A. Hurd Library staff and patrons must leave the area immediately. Evacuation routes should be as far away from the incident as possible.

Notify law enforcement agencies immediately

**In ANY emergency -- PLEASE KEEP CALM.**

Your reaction will greatly affect the way the patrons behave.

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This is a working document, subject to changes, edits, and updates as needed for the D. A. Hurd Library. *Information from sources such as ALA, ABOS, MSAD #60, North Liberty Library, IA, was used to create these guidelines*

D. A. Hurd Library Request for Reconsideration of Material Form

The Board of Trustees of the D. A. Hurd Library has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

D. A. Hurd Library  
41 High St.  
North Berwick, ME 03906  
(207) 676-2215

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent yourself?  Or an organization?  Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)  Movie  Magazine  Audio Recording

Digital Resource  Game  Newspaper  Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

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

\_\_\_\_\_

4. What concerns you about the resource? (site examples such as page numbers, and quote paragraphs)

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

6. What action are you requesting the board committee consider?

\_\_\_\_\_