

# HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

## Personnel Policy Manual for Hartland Public Library Staff

Policy Updated: June - August 2025

Approved by the Board of Trustees September 17, 2025

*Personnel Policies not addressed in this Hartland Public Library Personnel Manual shall default to the Town of Hartland Personnel Manual. In cases where Library Staff follow the Town's Policies exactly, we have included inline text of the Town's Policy Manual.*

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## 1. THE LAW OF PUBLIC LIBRARIES

The [Law of Public Libraries](#) provides that, for a municipal public library, created by a vote of the electorate, the elected Board of Trustees “shall have full power to manage the public library, make bylaws, elect officers, establish library policy, and receive, control, and manage property...” 22 V.S.A. § 143(a). The Library’s Board of Trustees (the Board) shall delegate day-to-day responsibilities for the operation of the library to the Library Director, and all policy decisions are the responsibility of the Board.

[<https://www.drml.org/wp-content/uploads/2018/03/1.8-law-of-public-libraries.pdf>]

Likewise, municipal public libraries and Towns must follow [Vermont Statutes: Title 22, Chapter 3, Subchapters 1 & 3](#), which state:

- (a) The State of Vermont declares that free public libraries are essential to the general enlightenment of citizens in a democracy and that every citizen of the State of Vermont should have access to the educational, cultural, recreational, informational, and research benefits of a free public library.
- (b) The trustees, managers, or directors of a public library may use library resources as a community center. Community centers may serve as forums and exhibition areas for the exchange of ideas that encourage the growth of artistic, educational, literary, and scientific knowledge as well as the intercultural understanding of the Vermont citizenry. Public libraries may cooperate with community groups to provide these services.
- (c) To ensure that Vermont libraries protect and promote the principles of free speech, inquiry, discovery, and public accommodation, it is necessary that the trustees, managers, or directors of free public libraries adopt policies that comply with the First Amendment to the U.S. Constitution and State and federal civil rights and antidiscrimination laws.

[<https://legislature.vermont.gov/statutes/chapter/22/003>]

For policies the library follows that stem from the Town Manual: when the “Town” is referenced, substitute “Library,” for references to the “Town Manager” substitute “Library Director,” for “Selectboard” substitute “Board of Trustees.”

Any personnel issue not covered by the Hartland Public Library Personnel Policy Manual and not covered by the Town of Hartland Personnel Policy will be resolved by the Hartland Public Library’s Board of Trustees by developing policy that will resolve that issue going forward.

The Board of Trustees reserves the right to amend any of the provisions of this Personnel Policy for any reason through a periodic review of content.

This Personnel Policy will be administered by the Library Director.

## 2. HARTLAND PUBLIC LIBRARY MISSION STATEMENT

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The Hartland Public Library is a focal point of the community, a gathering place for all people. The purpose of the library is to provide free access to materials, resources, and programs for the educational, recreational, and informational needs of the community.

### 3. HARTLAND PUBLIC LIBRARY STATEMENT OF PURPOSE

*We envision the library as:*

- A hub for lifelong learning, information and community engagement
- A gathering place to connect with other community members
- A place to collaborate, innovate, learn new skills, and be creative

*We will achieve this through:*

- Digital literacy training and other technology support
- Ongoing early literacy education to support a lifelong love of reading
- Educational and recreational resources that serve community needs and interests
- Flexible spaces for collaboration, socialization, creative production, play and quiet study
- Ongoing collaboration with community groups and other libraries
- Excellent customer service and responsiveness to community needs
- Creative community engagement and outreach

### 4. PATRON CONFIDENTIALITY AND VERMONT LAW

In Vermont, library patron records are confidential and protected by state law. 22 V.S.A. § 172 states that library registration and transaction records are confidential and cannot be disclosed to third parties except in response to a valid court order or warrant. Vermont law also exempts these records from public inspection and copying. Furthermore, libraries generally do not voluntarily disclose patron information to third parties without the patron's written permission or a court order.

Library staff shall act in accordance with library policies and procedures, following Vermont patron privacy statutes. [[Vermont Statutes: Title 22, Chapter 4, § 171 - § 173](#)]

### SECTION 1: PERSONS COVERED BY THIS MANUAL

This Personnel Policy applies to full-time and part-time employees of the Library.

For the purposes of this Policy, a full-time employee is an employee who works at least 30 hours per week on a regular and continuing basis. A part-time employee is an employee who works fewer than 30 hours per week on a regular and continuing basis. This manual is the first stop for Library employees. In some instances, Library staff are covered by townwide policies covered in the Town of Hartland's Personnel Manual.

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### SECTION 2: EQUAL EMPLOYMENT OPPORTUNITY

The Hartland Public Library is an Equal Opportunity Employer and values diversity. The Library is committed to creating and maintaining an environment of inclusion, and respect. It values diversity across staff, patrons, viewpoints and the collection. In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

It is the policy of the Library and the Town of Hartland to provide equal opportunity to all employees and applicants without regard to race, color, religion, ancestry, sex, sexual orientation, gender identity, age, national origin, place of birth, marital status, disability, veteran's status, HIV status, pregnancy, health coverage status, genetic information, crime victim status, or any other category of person protected under state or federal law.

### SECTION 3: GUIDING PRINCIPLES AND SALARIES

Library salaries are determined by the Library Board of Trustees. The Hartland Public Library will strive to establish and maintain a staffing level which provides excellent patron and community services, and a positive work environment. The Library's Board of Trustees strives to hire and retain excellent staff. To this end, the Board strives to establish fair, equitable, and transparent wages, benefits, and policies. Recognizing the tension between small town budgets and compensating staff expertise, the Board's approach is to be mindful of both.

The Board will regularly review job descriptions and compensation packages for Library staff, as well as regional salary surveys, to ensure wages are commensurate with employee expertise, training, responsibilities, experience, education, and other positions within the Town. The Library will endeavor to offer an annual cost of living (COLA) increase for all staff, and to budget for and review Library Director recommendations for merit-based wage increases. Library personnel benefits will be equivalent to those offered to other Town employees, with exceptions for the "in-lieu" of work week, and several exceptions related to staffing on or around the holidays, and professional development.

[Read more about the Federal "In lieu of" determination here:

<https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/Federal-Holidays-In-Lieu-Of-Determination>]

### SECTION 4: LIBRARIAN EXPECTATIONS

#### **Core Values of Librarianship**

*(adopted by the American Library Association, 2024)*

The American Library Association's Core Values articulate the profession's principles and highest aspirations. They guide and unite library workers, including staff, volunteers, trustees,

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advocates, and others who contribute their talents, expertise, and dedication to furthering the library mission.

The Core Values uplift and support other foundational documents, the [Library Bill of Rights](#), the [Code of Ethics](#), and [Libraries: An American Value](#). These foundational documents represent the common ground upon which we can build policies, make decisions, set goals, and prioritize actions to bring equitable library access to all users. The Core Values describe the rights we seek to protect and the ethical guidelines we look to for direction.

Our Core Values are for the people who make libraries work, not the buildings they reside in or the American Library Association itself. They declare a shared set of ideals and professionalism that unites and motivates library workers, volunteers, trustees, and advocates throughout the nation.

### **Core Values Follow:**

#### **Access**

Access provides opportunities for everyone in the community to obtain library resources and services with minimal disruption. Library workers create systems that ensure members of their community can freely access the information they need for learning, growth, and empowerment regardless of technology, format, or delivery methods.

#### **Equity**

Library workers play a crucial role in fostering equity by actively working to dismantle barriers and create spaces that are accessible, welcoming, and beneficial for all. This is accomplished by recognizing and addressing systemic barriers, biases, and inequalities to create inclusive library environments where everyone can benefit from the library's offerings and services.

#### **Intellectual Freedom and Privacy**

Intellectual freedom empowers people to think for themselves and to make informed decisions while respecting each individual's dignity and independence. Library workers encourage people to cultivate curiosity and form ideas by questioning the world and accessing information from diverse viewpoints and formats without restrictions or censorship. The right to privacy is a crucial safeguard to this freedom, ensuring everyone has the right to develop their thoughts and opinions free of surveillance.

#### **Public Good**

Public good is working to improve society and protect the rights to education, literacy, and intellectual freedom. Libraries are an essential public good and are fundamental institutions in democratic societies. Library workers provide the highest service levels to create informed, connected, educated, and empowered communities.

#### **Sustainability**

Sustainability means making choices that are good for the environment, make sense economically, and treat everyone equitably. Sustainable choices preserve physical and digital

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resources and keep services useful now and into the future. By supporting climate resiliency, library workers create thriving communities and care for our common good for a better tomorrow. [[\*ALA: Core Values of Librarianship\*](#), January 2024]

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Employees are considered representatives of the Library and the Town of Hartland, and while on duty are expected to conduct themselves in a courteous, helpful, and respectful manner in all interactions with the public, their colleagues, other departments, and town officials.

Employees are expected to execute the duties and responsibilities of the library to the best of their ability, including carrying out library policies and procedures. When questions or observations arise about policies or procedures, library staff should raise them directly with the Library Director, or with the Board.

- **Librarian Guiding Principles:** Library staff work shall be directed by the library's Mission, Statement of Purpose, most recent Strategic Plan, the ALA and VLA guiding principles of librarianship, as well as the Library Director and Board of Trustees' vision and initiatives.
- **Follow all Policies in the Hartland Public Library Policy Manual:** Staff should read, adhere, and uphold all policies as stated in the Hartland Public Library Policy Manual. Policies are rules for how the library should run according to the Library Board of Trustees. It is the duty of the Library Director and staff to carry out these policies during daily operations of the library.
- **Respect for Colleagues:** Staff should treat other staff with dignity and respect. This includes fostering a sense of patience and understanding, and learning from one another. Staff should cohere with the Library's Mission and Purpose; in particular, "to create a place to collaborate, innovate, learn new skills, and be creative."
- **Timeliness:** Staff are expected to adhere to a regular work schedule and be on time for shifts. "Late for work" shall be considered showing up at least 10 minutes after your shift has begun. If repeatedly late for work, staff will be subject to disciplinary coaching (see Section 10).
- **Clear Communication:** If sick or running late, staff will make every effort to notify the Library Director (or Board Chair in the Director's absence) of any tardiness or absence. Staff should communicate all time off requests via email and give reasonable notice of days off for scheduling and coverage purposes. When the Library Director is unexpectedly sick or running late, they will inform the Board Chair and staff.
- **Demeanor:** Staff should be professional in demeanor while working with the public. Staff should make efforts to remain neutral on topics such as politics and religion, and be

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inclusive to all people regardless of race, color, religion, ancestry, sex, sexual orientation, gender identity, age, national origin, place of birth, marital status, disability, veteran's status, HIV status, pregnancy, health coverage status, genetic information, crime victim status, or housing status. The Library welcomes all people and staff are the representatives who embody that welcoming presence to all.

- **Dress:** Employees (substitutes and volunteers) shall be professional in dress. No ripped clothing, or shirts showing mid-driffs are allowed. Employees should refrain from wearing shirts that advertise any company, corporation, or political affiliation. Clothing should reflect the demands of the library, which include carrying boxes of books and possibly conducting Story Times.
- **Respect for Shared Spaces:** Staff should show basic courtesy and cleanliness for shared spaces such as the kitchen area, refrigerator, staff, and circulation areas. Staff should make efforts to keep desk areas clean and free of crumbs and dirty dishes.
- **Outside Employment:** Employees may not engage in any outside business activities during their normal working hours. Employees are prohibited from undertaking outside employment that interferes with their job performance.
- **Internet Usage:** Library employees consistently conduct research and look up items for patrons, and it is our priority to provide accurate information. Browsing for personal use is allowed during breaks and lunch periods.

Please refer to the Town's Personnel Policy Manual for additional prohibited behavior during work hours or on Town property (Sections 9-12). Employees should check with the Library Director if there are any questions about work expectations.

### SECTION 5: HOURS OF OPERATION

The Library follows a Tuesday through Saturday work week and as such, takes paid holiday time in lieu of a Monday through Friday work week. As such, if a holiday falls on a Monday, the library will be closed that Tuesday in lieu of the Monday holiday. If a holiday falls on a Saturday, the library will observe the holiday the following Tuesday. This gives Library staff parity with other Town employees, and/or any state and federal employees who also work a 5-day work week. [Read more about the Federal "In lieu of" determination here: <https://www.opm.gov/policy-data-oversight/pay-leave/work-schedules/fact-sheets/Federal-Holidays-In-Lieu-Of-Determination>]

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The Library is open 36 hours per week, Tuesday through Saturday as follows:

Day of the Week	Library Hours	# of Hours Open
Tuesday	10:00 AM to 6:00 PM	8 Hours
Wednesday	10:00 AM to 6:00 PM	8 Hours
Thursday	10:00 AM to 6:00 PM	8 Hours
Friday	10:00 AM to 4:00 PM	6 Hours
Saturday	10:00 AM to 4:00 PM	6 Hours

The library will remain open later for after-hour events at the discretion of the Library Director – and if open for events, the library will be closed for Library operations, but the Community Room shall remain open for the event.

Library employees, substitutes, and volunteers are encouraged to take 10-15 minute breaks when necessary, and employees receive a paid 30 minute lunch break for shifts 4 hours or longer.

### SECTION 6: LIBRARY CLOSURES

The Library will be closed on the following days and library staff will receive holiday pay for the following days:

- New Year's Eve: Early closure at 2:00 PM
- New Year's Day: Closed
- Martin Luther King Jr. Day: Closed the Tuesday following
- President's Day: Closed the Tuesday following
- Town Meeting Day: Closed until adjournment, or at 2:00 PM
- Memorial Day: Closed the Tuesday following
- Juneteenth: Closed
- Fourth of July: Closed
- Labor Day: Closed the Tuesday following
- Indigenous People's Day: Closed the Tuesday following
- Veteran's Day: Closed day of, or the Tuesday following if the holiday falls on a Saturday
- Day Before Thanksgiving Day: Early closure at 2:00 PM
- Thanksgiving Day: Closed
- Friday after Thanksgiving Day: Closed
- Christmas Eve: Early closure at 2:00 PM
- Christmas Day: Closed
- Day after Christmas: Closed if falls on a library day of operation
- Two Staff Development Days per year



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On the day before Thanksgiving, December 24, and December 31, the Library will close at 2:00 PM. On Federal holidays that land on a weekend, the library will be closed the following Tuesday.

The library will be closed due to inclement weather at the discretion of the Library Director in consultation with the Library Board of Trustees. Staff will be paid their regularly scheduled hours for holidays, snow days, and other unexpected building closures or emergencies.

The library will close two days per year for Staff Development days. These two days are designated for staff to improve upon their knowledge of the library field; best practices for public library work; to stay up-to-date on library technologies and public outreach, to receive professional training, and work on special projects within the library. The library will be closed on Staff Development days, giving at least one month's notice to the public.

In order for the Hartland Public Library building to be open to the public and operational, there must be two persons on duty – which could at minimum be one paid staff member and one experienced volunteer. There are exceptions for events and programs that occur before or after Library hours, which will be decided on a case-by-case basis by the Library Director and staff.

### **SECTION 7: PROBATIONARY PERIOD**

There is an introductory period of six months for all newly hired employees. Through this time, employment can be terminated without cause. Evaluations will be conducted at the employee's six month anniversary, as well as yearly on the anniversary of the employee. Staff will be evaluated by the Library Director and the Director will be reviewed by the Board of Trustees.

### **SECTION 8: CHECK-INS, STAFF MEETINGS, AND YEARLY REVIEWS**

The Director will hold weekly check-ins with staff to provide an opportunity for direct communication, to review general work, work-load, performance, and upcoming time off. Likewise, the Library Director will conduct yearly performance reviews with staff to discuss job performance, assess job descriptions, and create short and long term goals.

There are once-a-month staff meetings to check in as a team and report on individual work and library needs. The Library Board of Trustees reserves two days per year for Staff Development, whereby the library is closed for library staff special projects, trainings, seminars, and other in-library training. Generally, these closures occur on a Wednesday, roughly six months apart. Library staff give the public advance notification of these library closures.

- Weekly Check-ins between Staff / Library Director
- Yearly Reviews between Staff / Library Director
- Monthly Staff Meetings / All Library Staff
- Staff Development Days - 2-per year / All Library Staff

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### SECTION 9: PROFESSIONAL DEVELOPMENT

Staff are encouraged to participate in library-related training programs, workshops, meetings and seminars, and library conferences, all of which are subject to approval by the Library Director.

Travel expenses and entry fees will be paid for attending the yearly Vermont Library Association (VLA) Conference, as well as for continuing education and professional meetings, such as those sponsored by the Vermont Department of Libraries – *as the Professional Development budget allows*.

Time spent traveling to and from workshops is considered paid work time. Employees are encouraged to attend meetings virtually and during work hours when feasible in order to minimize travel time and mileage.

Employees who do not have a Master's degree in Library Science (MLS or MLIS) are encouraged to sign up for the Vermont Department of Libraries [VT Certificate of Public Librarianship program](https://libraries.vermont.gov/services/continuing-education-and-certification/certificate-public-librarianship), which is free for library staff.  
[<https://libraries.vermont.gov/services/continuing-education-and-certification/certificate-public-librarianship>]

### SECTION 10: UNSATISFACTORY PERFORMANCE PROCEDURE

If, for whatever reason, an employee's job performance is unsatisfactory after working through performance-related issues in regularly scheduled check-ins between staff person and Library Director, the following procedure will be used:

#### Step 1

The Library Director (or the Board of Trustees in the case of the Library Director) will inform the employee verbally of the continuing problem(s) and indicate the expected improvement(s). The employee will be notified that this is a "verbal warning" and the first step in disciplinary action.

#### Step 2

If the unsatisfactory performance continues after the verbal warning, the employee will receive a written warning outlining the problem and corrective actions to be taken by the employee under the guidance of the Library Director (or Board of Trustees in the case of the Library Director.)

#### Step 3

Further action could include a re-instated short-term probationary period, the terms of which will be approved by the Board of Trustees. If the performance has been particularly unsatisfactory, a probationary period will be forfeited and the employee will be terminated.

#### Step 4

Further unsatisfactory performance following a verbal and written warning will result in

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termination of employment. In the case of termination of employment by reason of unsatisfactory job performance, the employee will be entitled to receive two weeks severance pay, but will be expected to leave the position immediately upon notice.

### **SECTION 11: LIBRARY SUBSTITUTES AND VOLUNTEERS**

Library substitutes are temporary library employees paid a minimum of \$15.00 per hour to fill in, or substitute, in case of employee absence or unfilled shifts. The Library Director and Board of Trustees will try to find volunteers to fill in unscheduled gaps in staff shifts in cases of illness, emergencies, or last-minute cancellations. Library substitutes will be called on as a last resort, or for pre-planned time off by multiple staff such as during holidays or summer vacations.

Library substitutes and volunteers shall act in accordance with library policies and procedures, following Vermont patron privacy statutes. [[Vermont Statutes: Title 22, Chapter 4, § 171 - § 173](#)] Should volunteers or library substitutes have questions about patron confidentiality, please speak with the Library Director.

### **SECTION 12: PERSONNEL RECORDS**

*Text from Town Manual*

Personnel records will be maintained for each employee of the Town. In accordance with Vermont's Public Records Law, any employee or the employee's designated representative may inspect or copy their personnel file at a mutually agreeable time during regular office hours. The Town reserves the right to have its representative present at the time its files are examined or copied.

### **SECTION 13: PATRON BEHAVIOR**

Library staff interact with members of the public, which includes a range of people from all kinds of backgrounds, and close, day-to-day interactions. As such, the Library Policy has a robust behavior policy meant to protect staff from uncomfortable or dangerous situations. Library staff are not to endure abuse or mistreatment by the public. Staff should read and periodically review Section 2c in the Library's Policy Manual, which states:

#### **2c: Behavior Policy**

The Hartland Public Library should be a place where the public and library staff feel safe and secure. This policy is designed to provide clear and reasonable guidelines governing patron behavior within the library, on library premises, and through telephone and electronic interactions with library staff.

Unacceptable behavior includes but is not limited to behavior within the library, on library premises, or through phone or electronic communications that interferes with the use of the library by other patrons, creates a risk of injury to other patrons or

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library personnel, interferes with the work of library personnel, or creates a risk of damage to library property.

These rules apply to all patrons of the library regardless of age. Violations may result in the person being told to leave and/or contacting the Town Constable or other law enforcement officer(s).

1. Show respect for everyone in the library; patrons and staff members;
2. Allow others to use the library in peace. Loud, boisterous behavior is not acceptable. Profanity, abusive or threatening language is not acceptable. Threatening gestures or unwanted physical, or excessive electronic contact, is not acceptable;
3. Treat library materials and other library property with care;
4. Neither the library or its staff is responsible for patrons' personal belongings left unattended;
5. Talking on a cell phone is limited to closed meeting rooms or the foyer;
6. Eating and drinking is allowed in library meeting rooms, using caution to not spill;
7. Appropriate attire, including shirts, pants, shorts, or skirts, and shoes, must be worn at all times;
8. Sleeping is not allowed inside the library;
9. Smoking, vaping, and the use of alcohol or drugs are prohibited on library premises;
10. No weapons of any kind (guns, knives, tasers, axes, swords, etc.) in the Library or on the Library grounds unless carried by a law enforcement officer.

### **Respect of Library Staff**

The safety and security of library staff is of the utmost importance. The library's staff has the right to work in a safe and respectful work environment. Accordingly, patrons will use appropriate language and tone when engaging with staff, either in person or through electronic means. In-person or electronic conduct that causes or threatens harm to staff, interferes with their performance of duties, or constitutes persistent, unwanted, hostile or aggressive behavior will not be tolerated. Patrons who persistently harass staff will have library card and library access privileges revoked.

### **Sanctions**

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In most cases, one verbal warning will be issued to any patron who violates the Behavior Policy. A second violation may result in revoked access to the library and its services. No warning will be required, however, if in the judgment of the library staff, the behavior in question (a) violates federal, state, county, or municipal laws, or (b) poses an immediate threat to the safety or well-being of other library patrons or staff. Library staff are authorized to enforce these rules.

The library reserves the right to revoke or restrict library privileges of any patron for behavior contrary to these rules and regulations. In cases where the offending individual does not comply with library directives, the Town Constable or the police may be called for assistance.

*(Policy updated April 2025)*

### **SECTION 14: LIBRARY STAFF & BUILDING SAFETY**

The Library has safety procedures in place to ensure best possible patron and staff experience for all. Likewise, staff are responsible for building safety at closing time, ensuring that all important doors are locked and the alarm is set.

Staff are not permitted to work alone in the library building unless authorized by the Library Director or the Board of Trustees.

In order for the library to be open and operational, two staff – or one staff and one experienced volunteer – must be present in the building.

All incidents (accidents, injuries, falls, cuts, and other patron-related issues) that occur in the library or on library grounds – whether staff or patrons – shall be reported using an “incident report form” and given to the Library Director. All incidents and/or accidents must be reported to the Vermont League of Cities and Towns (VLCT) per our municipal building insurance coverage. Incident reports can be found behind the circulation desk. If staff are unsure about filling out a form, talk to the Library Director or the Board Chair about the incident.

#### **Basic Safety Procedures**

Call 911 and/or press the emergency button(s) in case of an emergency. Please ensure that there are no patrons on the second floor who need assistance getting to the first floor, and help get all patrons safely out of the building. Lead patrons to the Community Oven and wait for the fire department and/or police to arrive.

Emergency contacts are listed throughout the staff area. Please refer to the emergency information sheets for all contact information, including:

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- State Police - Non-emergency police dispatch - 802-436-2600 or 802-457-1416
- Town Constable - James Dow - 802-698-8341
- Power Outages - GMP - 800-451-2877
- Towing - Meunier Towing in Windsor - 802-674-6568

### **Active Threat Safety Procedures**

In case of active threat emergencies run to the safest location - the Director's office - or the safest place you can find that has access to the outside. If in the Director's office, close the curtains and jump out the window, run along the tree-line – NOT THROUGH THE EMPTY FIELD toward the Rec Center. Call 911 as soon as you are safe.

If there is time, yell to all patrons to run or vacate the building. Otherwise, please exit the building in the safest manner possible, then call 911.

### **Internet Down**

Brief: If we do not have access to our Internet Service Provider, we lose access to our ability to check out items to patrons. We can mitigate this by two methods: one, by accessing the internet through a [mobile hotspot](#); or, two, by manually taking down the information and integrating the data with the ILS (Koha) once the internet is back.

### **Method One - Mobile Hotspot**

1. Get a Staff Laptop from the cabinet next to the Registration Computer.
2. Get a Mobile Hotspot from the Library of Things closet
3. Plug in and turn on the Hotspot near the Circulation Desk
4. Open the Wifi settings on the Laptop and connect to the Hotspot wifi (a password is written on the hotspot itself; you can also press the [WPS button](#) to enable direct connection)
5. Open an internet browser and go to [staff.kohavt.org](http://staff.kohavt.org)
6. You can now use the ILS as normal!

### **Method Two - Manual Checkout**

1. Get the Manual Checkout clipboard from the left-hand side of the Circulation desk ([additional Checkout sheets can be found here](#))
2. Write down the relevant information. For repeated information (such as patron info) you may use ("") to indicate a duplicate.
3. When the internet is restored, update the ILS with the checked out materials.

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4. Use the following table to determine due dates:

Item Type	Due Date
Museum Pass, Equipment	1 week
New Items, Board Games	2 weeks
Books, DVDs, Audiobooks	3 weeks

### SECTION 15: HARASSMENT AND DISCRIMINATION

#### *Text from Town Manual*

The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is unlawful to retaliate against employees or applicants who have alleged employment discrimination.

Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, health coverage status, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures; physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment. Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

The Town will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, crime victim or veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.

All employees, including supervisors and other management personnel, are expected and required to abide by this Policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any employee who believes that they

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have been the target of this type of harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Any employee who wishes to report harassment should file a complaint with:

The Library Director and/or the Board of Trustees.

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of harassment or retaliation may also be filed with the following agencies:

### **Civil Rights Unit**

Vermont Attorney General's Office

109 State Street

Montpelier, VT 05609-1001

802-828-3657 or 888-745-9195

Email: [ago.civilrights@vermont.gov](mailto:ago.civilrights@vermont.gov)

Visit: <http://ago.vermont.gov/about-the-attorney-generals-office/divisions/civil-rights/>

### **Equal Employment Opportunity Commission**

JFK Federal Building

475 Government Center

Boston, MA 02203

800-669-4000

Email: [info@eeoc.gov](mailto:info@eeoc.gov)

Visit: [www.eeoc.gov](http://www.eeoc.gov)

These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe unlawful harassment occurred, they may take a case to court.

## **SECTION 16: SEXUAL HARASSMENT**

### *Text from Town Manual*

Sexual harassment in the workplace is illegal under federal and Vermont law and is strictly prohibited. The Town is committed to providing a workplace free from this unlawful conduct. All employees have the right to work without being subjected to insulting, degrading or exploitative treatment on the basis of their sex, sexual orientation, or gender identity. It is against the policies of the Town for any individual, male or female, to sexually harass another individual in the workplace. In accordance with 21 V.S.A. §§ 495 and 495h, the Town has adopted the



## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

following sexual harassment policy. All employees are required to read this policy before signing the employee acknowledgement form.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following, when such instances or behavior come within one of the above definitions:

- Explicitly or implicitly conditioning any term of employment (e.g., continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- Touching or grabbing a sexual part of an individual's body;
- Touching or grabbing any part of an individual's body after that party has indicated, or it is known, that such physical contact was unwelcome;
- Continuing to ask an individual to socialize on- or off-duty when that person has indicated they are not interested;
- Displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- Continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- Referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- Regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- Retaliating in any way for having filed or supported a complaint of sexual harassment (e.g., ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- Making derogatory or provoking remarks about or relating to an employee's sex, sexual orientation, or gender identity;
- Directing harassing acts or behavior against a person on the basis of their sex, sexual orientation, or gender identity;
- Any off-duty conduct which falls within the above definition and affects the work environment.

It is also unlawful to retaliate against employees for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

Any employee who believes that they have been the target of sexual harassment, or who believes they have been subjected to retaliation for having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

Employees who are found to have engaged in sexual harassment may face disciplinary action up to and including termination.

Any employee who wishes to report sexual harassment should file a complaint with:

The Library Director and/or the Board of Trustees

A prompt, thorough, and impartial investigation will be conducted, and confidentiality will be protected to the extent possible. If it is determined that unlawful harassment has occurred, the Town will take immediate and appropriate corrective action. No person will be adversely affected in employment with the Town as a result of bringing a complaint of unlawful harassment.

Complaints of sexual harassment or retaliation may also be filed with the following agencies:

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These agencies may conduct impartial investigations, facilitate conciliation, and, if they find that there is probable cause or reasonable grounds to believe sexual harassment occurred, they may take a case to court.

## **SECTION 17: HEALTH BENEFITS**

*Text adapted from Town Manual*

Health benefits, accidental death, long term disability and life insurance, vision and dental insurance will be available to all full-time employees working at least 30 hours or more.

## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

part-time employees working at least 24 hours, shall receive Vermont Municipal Retirement System VMERs retirement benefits.

### SECTION 18: VACATION LEAVE

Full-time employees will accrue vacation at the following rates:

<b>Years of Service</b>	<b>Annual Accrual @ 40 Hrs</b>	<b>Amount to be Carried Over (2 Years)</b>
0-3 Years	10 days (80 hours)	160 hours
4-9 Years	15 days (120 hours)	240 hours
10+ Years	20 days (160 hours)	320 hours

<b>Years of Service</b>	<b>Annual Accrual @ 36 Hrs</b>	<b>Amount to be Carried Over (2 Years)</b>
0-3 years	10 days (72 hours)	144 hours
4-9 years	15 days (108 hours)	216 hours
10+ years	20 days (144 hours)	288 hours

<b>Years of Service</b>	<b>Annual Accrual @ 20 Hrs</b>	<b>Amount to be Carried Over (2 years)</b>
0-3 years	10 days (40 hours)	80 hours
4-9 years	15 days (60 hours)	120 hours
10+ years	20 days (80 hours)	160 hours

Part-time employees will accrue a pro-rated amount of vacation based on their average work schedule.

Vacation leave accrual begins on the date of hire and is awarded per pay period, however, an employee may not take vacation during the employee's probationary period. An increase in the annual rate of accrual of vacation time will occur on the anniversary of the date of hire.

Full-time employees will receive vacation leave pay at the employee's regular rate of pay. Part-time employees will receive prorated vacation leave pay based on the number of hours the employee is regularly scheduled to work in a week.

## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

If an employee does not use all of the employee's accrued vacation leave in a year, the employee may carry unused, accrued vacation leave forward to the next year up to a maximum of 2 years of vacation days. Any unused, accrued vacation leave that exceeds the amount carried forward will be forfeited.

An employee who resigns will be compensated for unused accrued vacation leave provided that the employee gives at least two weeks written notice of the resignation, with the exception that any employee who terminates during their probationary period will not be entitled to compensation for any accrued vacation time.

Employees will receive 3 personal days per year. Personal leave is leave with pay for personal business, without loss of vacation time. A request for personal leave should be made in advance. Personal days may not be carried forward to next year and employees will not be compensated for unused personal leave.

### **SECTION 19: SICK LEAVE**

*Text from Town Manual*

#### **Definition**

For the purposes of this Section of the Policy, the following definition shall apply: "eligible employee" means an employee or an elected official of the Town who: (a) is age 18 or older; (b) works an average of 18 or more hours per week during the year; and (c) is expected to work more than 20 weeks in a 12-month period. This definition includes newly hired employees and those who are still in their probationary period of employment. This definition does not include an individual who: (i) works on a per diem or intermittent basis; (ii) works only when he or she indicates that he or she is available to work; (iii) is under no obligation to work for the Town; and (iv) has no expectation of continuing employment with the Town.

#### **Earned Sick Leave**

Eligible employees will earn 12 days of paid sick leave annually. Such leave is awarded to employees in a lump sum at the beginning of the annual period.

#### **Accrual Limit**

The amount of leave that an eligible employee may accrue in a 12-month period is limited to 12 days or 96 hours.

#### **Waiting Period**

An employee may take sick leave during the employee's probationary period.

#### **Use of Paid Leave**

Sick leave with pay in excess of three consecutive working days shall be granted only after approval at the appropriate level of supervision. Such approval may require presentation of a written statement by a licensed physician certifying that the employee's condition prevented performance of the duties of the position.

## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

Eligible employees may use paid leave in increments no smaller than one hour. Cases of chronic absence or abuse of sick leave privileges will be reviewed by the Library Director and the Board of Trustees. Abuse may be grounds for termination.

An employee may use sick leave for the purposes below:

- The employee is ill or injured.
- The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
- The employee cares for a sick or injured parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the employee's parent, grandparent, spouse, or parent-in-law to an appointment related to their long-term care.
- The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee's parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, "domestic violence," "sexual assault," and "stalking" shall have the same meanings as in 15 V.S.A. § 1151.
- The employee cares for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.

Employees must provide notice as soon as practicable of the intent to use earned sick time and the expected duration of the employee's absence. Employees must make reasonable efforts to avoid scheduling routine or preventive health care or other appointments during regular work hours.

Compensation for use of Paid Leave will be at the employee's regular rate of pay.

Use of this Paid Leave does not diminish the rights that an employee may have under the Vermont Parental Family Leave Act.

### **Carryover of Paid Leave**

If an employee does not use all of their accrued sick leave in a 12-month period the accrued, unused sick leave carries over into the next 12-month period up to a maximum of 36 total sick days or 288 hours.

### **Compensation at Time of Separation from Employment**

The Town will not compensate employees for unused, accrued sick leave at the time of separation from employment.

## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

### **SECTION 20: BEREAVEMENT LEAVE**

#### *Text from Town Manual*

Employees may be provided with up to 3 paid bereavement leave days (pro-rated for part-time employees) related to the death of a close family member, domestic partner or member of an employee's household. The exact amount of time off depends upon the circumstances and subject to supervisor approval. For purposes of this Policy, "close family member" is defined as the following: *spouse, civil union partner, romantic co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt, uncle, niece, nephew, parent-in-law, or sibling-in-law.*

If additional time off is needed, or if time off is needed for the funeral of a friend or a relative who is not included above, the employee's supervisor may grant, on a case-by-case basis, the use of a reasonable amount of accrued sick leave, if available, or unpaid leave, if unavailable. The amount of such time off, if approved, will depend upon the individual circumstances such as the distance to be traveled, closeness of the employee's relationship with the person who died or the employee's family, and the employee's level of responsibility in making funeral or other arrangements.

Paid bereavement leave does not accrue and thus, when not used, is not carried forward into the next year nor compensated upon separation from employment.

### **SECTION 21: PARENTAL AND FAMILY LEAVE**

#### *Text from Town Manual*

Eligible employees may receive leave as described in the Vermont Parental and Family Leave Act (VPFLA). This State law will determine employee eligibility, the qualifying reasons for such leave, and the length of leave.

The Town reserves the right to designate any qualifying leave of absence granted under this Policy as leave under FMLA or the VPFLA. A request for leave must be made to the Library Director and the Board of Trustees. Where an employee's leave request is covered by the VPFLA and the FMLA, the Town will adhere to the law that provides the most benefits to the employee. If an employee is entitled to leave under both the VPFLA and FMLA, the leave periods will run concurrently.

For the purposes of determining the 12-month period in which an employee may be entitled to VPFLA and/or FMLA leave, the Town will use a rolling 12-month period measured backward from the date an employee uses such leave.

### **SECTION 22: SHORT TERM FAMILY LEAVE**

#### *Text from Town Manual*

## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

In accordance with 21 V.S.A. § 472a, eligible employees may be entitled to take unpaid leave not to exceed four hours in any 30-day period and not to exceed 24 hours in any 12-month period for the following purposes:

- To participate in preschool or school activities directly related to the academic educational advancement of the employee's child, stepchild, foster child, or ward who lives with the employee, such as a parent-teacher conference;
- To attend or accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse or parent-in-law to other appointments for professional services related to their care and well-being; or
- To respond to a medical emergency of the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse or parent-in-law.

The Town may require that leave (including accrued paid leave) be taken in a minimum of two-hour segments. At the option of the employee, accrued paid leave may be used. Before taking leave under this section an employee shall make a reasonable attempt to schedule appointments outside of regular work hours. An employee shall provide the Town with the earliest possible notice of the intent to take short term family leave, but in no case later than seven days before leave is to be taken, except in an emergency where the required seven-day notice could have a significant adverse impact on the family member of the employee.

### **SECTION 23: CRIME VICTIM LEAVE**

#### *Text from Town Manual*

In accordance with 21 V.S.A. § 472c, eligible employees who are crime victims may be entitled to take unpaid leave for the purpose of attending a deposition or court proceeding related to:

- A criminal proceeding when the employee has a legal right or obligation to appear at the proceeding;
- A relief from abuse, neglect, or exploitation hearing when the employee is the plaintiff; or
- Hearings concerning an order against stalking or sexual assault, when the employee seeks the order as plaintiff.

A "crime victim" is a person who has:

- Obtained a relief from abuse order against a family or household member,
- Obtained a court order against stalking or sexual assault,
- Obtained a court order against abuse of a vulnerable adult; or,
- Sustained physical, emotional or financial injury as the direct result of the commission or attempted commission of a crime or act of delinquency and is identified as a crime victim in an affidavit filed by a law enforcement official with a prosecuting attorney. This includes the victim's child, foster child, parent, spouse, stepchild or ward of the victim who lives with the victim, or a parent of the victim's spouse, provided that the individual is not identified in the affidavit as the defendant.

## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

At the option of the employee, accrued sick leave, vacation leave, or any other accrued paid leave may be used.

### **SECTION 24: LEAVE OF ABSENCE WITHOUT PAY**

*Text from Town Manual*

Other requests for leaves of absence without pay for any reason other than those covered by federal or state law must be submitted in writing to the employee's supervisor and must set forth the purpose for which the leave is requested. All leave requests must be for a definite period of time and include a specified date of return.

If a leave of absence without pay is granted, the employee may, at the Town's sole discretion, continue the employee's group health plan coverage by paying the required premium in accordance with the payment schedule established by the Town. Other employee benefits (e.g., sick leave, vacation, seniority, etc.) will not accrue during an unpaid leave period that exceeds 5 days.

### **SECTION 25: MILITARY LEAVE**

*Text from Town Manual*

The Town will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. §§ 4303 et seq., and 21 V.S.A. §§ 491 et seq. Employees who take military leave subject to the provisions of these laws will be granted leave without pay. At the option of the employee, any paid leave accrued prior to the commencement of the leave may be used.

### **SECTION 26: JURY LEAVE**

*Text from Town Manual*

The Town will compensate employees for their service as jurors or witnesses when unrelated to their status as a Town employee at the employee's regular hourly rate. In accordance with 21 V.S.A. § 499, employees will otherwise be considered in the service of the Town for purposes of determining seniority, benefits, credit towards vacations, sick leave, and other rights, privileges, and benefits of employment.

When Town employees are called to serve as a witness in a court proceeding due to their status as an employee of the Town, the Town will compensate the employee for the difference between their regular rate of pay and their compensation as a witness. The Town will pay the difference only when the employees' regular rate of pay exceeds their compensation as a witness.

### **SECTION 27: RESIGNATION AND RETIREMENT**

A library employee wishing to resign from employment must notify the Library Director – and in the case of the Library Director's resignation or retirement – the Board of Trustees, as soon as



## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

is practical. The Library requests a minimum notice of two weeks' notice. For the Library Director, a notice of at least one month is preferred.

### **SECTION 28: GENERAL**

It is the policy of the Hartland Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of the State and Federal laws and regulations.

**Physical Requirements:** Frequently required to see, walk, sit, bend, stoop, kneel, crouch, stand, talk, and hear. Physical dexterity to reach shelves of various heights, push full carts and lift (up to 20 lbs). Ability to read, write, and communicate fluently in English. Dexterity to perform data entry on a computer, laptop, iPad or other electronic device.

In order to meet the needs of the Hartland Public Library, employees may be assigned other duties, in addition to or in lieu of those described in their job descriptions, and any duties are subject to change at any time with a vote by the Board of Trustees.

### **SECTION 29: TOWN OF HARTLAND STATEMENT OF INCLUSION**

Town Declaration of Inclusion Statement: at the selectboard meeting dated September 19, 2022, the town of Hartland Selectboard voted to accept a Declaration of Inclusion Statement that reads:

*The Hartland Vermont Declaration of Inclusion: Recognizing that diversity strengthens and enriches a community, The Town of Hartland denounces discrimination and welcomes all persons, regardless of race, color, religion, national origin, sex, gender identity or expression, age, or disability. We strongly commit ourselves and our institutions to the fair and equal treatment of everyone who lives or works in or passes through our three villages. We strive to ensure that all of our plans, policies, programs, procedures, statements, and actions reflect this commitment and support a town in which all persons feel safe to express their opinion and participate in the community.*

Any personnel policy issue not covered by the Hartland Public Library Personnel Policy Manual and not covered by the Town of Hartland Personnel Policy will be resolved by the Hartland Public Library Board of Trustees.

## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

### SECTION 30: POLICY REVIEW AND APPROVAL

Adopted July 13, 2010  
Revised May 22, 2016  
Revised April 3, 2018  
Revised November 16, 2021  
Revised December 20, 2022 (Section 1 & 14)  
Total Revision - June 2025

Policies may be reviewed at any Board meeting and may be revised by the Board of Trustees. Annually at the meeting in March, these policies will be reviewed and discussed by the Board members, in accordance with the requirements of the State Library Standards, which calls for yearly review.

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Board Chairperson

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Board Vice-Chair

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Board Treasurer

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Board Secretary

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Board Member

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## HARTLAND PUBLIC LIBRARY PERSONNEL POLICY

### SECTION 31: EMPLOYEE SIGN AND DATE

**Signature:**

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**Print Name:**

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**Date:**

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