

Laws & Guidelines That Affect Your Work

This is intended to be a resource for current laws and guidelines that affect Vermont libraries.

It is not intended to be comprehensive or to be considered legal advice from the Department of Libraries.

VERMONT LAWS	Description	Link
Incorporated, Municipal, or Community	Types of Libraries. Important to know because the specifics of some laws depend on the type of library.	
Vermont Statute Title 22: Libraries, History, and Information Technology	The VT State Statute on Libraries, History, and Information Technology	https://legislature.vermont.gov/statutes/title/22
22 V.S.A. § 172 Vermont Patron Privacy Law	Law that covers privacy of patron registration records and patron transaction records.	https://legislature.vermont.gov/statutes/chapter/22/004
Minimum Standards for Vermont Public Libraries, 1986	State Law; offer criteria and direction for assessing and upgrading local library service.	https://libraries.vermont.gov/sites/libraries/files/LawLibrary/VTLegalDecision/LibraryLaw/REVISED%201986%20standards.pdf
Open Meeting Law	Applies whenever a quorum of the trustee board meets to discuss library business.	https://sos.vermont.gov/municipal-division/open-meetings/
Fiduciary Laws	Established by over 200 years of Common Law court cases in Vermont: Duty of Care or Diligence, Duty of Loyalty, and Duty of Obedience	https://libraries.vermont.gov/sites/libraries/files/PublicLibraries/Trustees/Friends/Fiduciary%20Duties%20for%20Trustees.pdf
Vermont Workplace Rights & Wages	Includes: Sick/leave time, wages, overtime rules, Parental and Family Leave Act, sexual harassment, etc.	https://labor.vermont.gov/rights-and-wages
21 V.S.A. § 495 Vermont Fair Employment Practices	State statute protecting against employment discrimination based on race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity, place of birth, crime victim status, age, disability.	https://legislature.vermont.gov/statutes/section/21/005/00495

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VERMONT LAWS - <i>continued</i>		
21 V.S.A. § 495h Vermont Sexual Harassment Regulations	Provides guidelines to protect applicants or employees from unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature or about a person's sex.	https://legislature.vermont.gov/statutes/section/21/005/00495h
VT Beer and Wine Law	Provides a permitting method for public libraries to conduct an event at which malt or vinous beverages or both are served by the glass to the public, provided that the event is approved by the local licensing authority.	https://liquorcontrol.vermont.gov/which-license/other

LOCAL LAWS	Description	Link
Local Ordinance	A piece of legislation enacted by a municipal authority.	See your Town Clerk
Vermont Statute Title 24 Appendix: Municipal Charters	Part of VT State Statute that applies to some towns and may include information about the Library.	https://legislature.vermont.gov/statutes/title/24/APPENDIX
Bylaws	Outline board responsibilities, board purpose, how and when members are elected/appointed, terms, meeting information, etc.	

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FEDERAL LAWS	Description	Link
ADA	Requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public.	https://libraries.vermont.gov/services/inclusive-services/accessibility
Form 990	Federal Tax Law Paperwork for Nonprofits	https://www.irs.gov/forms-pubs/about-form-990
Fair Labor Standards Act (FLSA)	Federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards.	https://www.dol.gov/agencies/whd/flsa
Family and Medical leave Act (FMLA)	Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.	https://www.dol.gov/agencies/whd/fmla
Occupational and Health Safety Administration (OSHA)	Federal law that covers workplace health and safety standards.	https://www.osha.gov/laws-regs

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GUIDELINES	Description	Link
Library Policies	Set by library trustees; reflect a board's philosophy of service and help ensure that the staff will put that philosophy into place when developing procedures; offer guidelines for crises and conflicts, but they also offer a framework for everyday business.	
American Library Association (ALA) Code of Ethics	Translates the values of intellectual freedom that define the profession of librarianship into broad principles that may be used by individual members of that profession as well as by others employed in a library as a framework for dealing with situations involving ethical conflicts.	http://www.ala.org/tools/ethics
ALA Freedom to Read	A 7-point statement from ALA that concludes "We believe... that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society."	http://www.ala.org/advocacy/intfreedom/freedomreadstatement
ALA Library Bill of Rights	A statement from ALA that details 6 basic policies that should guide library services.	http://www.ala.org/advocacy/intfreedom/librarybill

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