

Laws That Govern Your Work

Law/Guideline	Description	Link
Vermont Laws		
Incorporated, Municipal, or Community	Types of Libraries. Important to know because the specifics of some laws depend on the type of library you are.	
“The Law of Public Libraries”	A publication created by the VT Secretary of State and VTLIB	http://libraries.vermont.gov/sites/libraries/files/PublicLibraries/Trustees/law_of_public_libraries.pdf
Title 22	The VT State Statute on Libraries, History, and Information Technology	https://legislature.vermont.gov/statutes
VT Patron Privacy Law	Law that covers privacy of patron registration records and patron transaction records.	https://legislature.vermont.gov/statutes/chapter/22/004
Open Meeting Law	Applies whenever a quorum of the trustee board meets to discuss library business	http://libraries.vermont.gov/services/public_libraries/trustees
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	(See Law of Public Libraries publication above)
VT Human Resources Laws	Includes: Sick/leave time, wages, overtime rules, Parental and Family Leave Act, sexual harassment, etc.	http://labor.vermont.gov/wage-hour/
Minimum Standards for VT Public Libraries	State Law; offer criteria and direction for assessing and upgrading local library service.	http://libraries.vermont.gov/sites/libraries/files/LawLibrary/VTLegalDecision/LibraryLaw/REVISED%201986%20standards.pdf
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.	http://liquorcontrol.vermont.gov/which-license/other
Local Laws		
Local Ordinance	A piece of legislation enacted by a municipal authority.	See your Town Clerk
Charter	Part of VT State Statute for some VT towns. May include information about the Library.	https://legislature.vermont.gov/statutes/title/24APPENDIX

Bylaws	Outline board responsibilities, board purpose, how and when members are elected/appointed, terms, meeting information, etc.	
Federal Laws		
ADA	Requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public.	Checklist for Existing Structures: https://www.ada.gov/racheck.pdf
Form 990	Federal Tax Law Paperwork for Nonprofits	https://www.irs.gov/forms-pubs/about-form-990
FLSA	Federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards.	https://www.dol.gov/whd/flsa/
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/whd/fmla/
USA PATRIOT Act	Federal law that expands law enforcement's surveillance and investigative powers.	ALA Info: http://www.ala.org/advocacy/advleg/federall egislation/theusapatriotact
OSHA	Federal law that covers workplace health and safety standards.	https://www.osha.gov/law-regs.html
Title VII of the Civil Rights Act of 1964	Federal law to "provide injunctive relief against discrimination in public accommodations... to protect constitutional rights in public facilities... to prevent discrimination in federally assisted programs, to establish a Commission on Equal Employment Opportunity, and for other reasons."	https://www.eeoc.gov/laws/statutes/titlevii.cfm
EEOC 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://www.eeoc.gov/laws/types/sexual_har assment.cfm

Guidelines		
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.	
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
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
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



Lara Keenan
 State Library Consultant, Governance and Management
 Vermont Department of Libraries
 60 Washington Street, Suite 2
 Barre, VT 05641
 (802) 636-0026
 lara.keenan@vermont.gov