Maine Library Commission meeting agenda
Monday, November 9, 2026 – 1:00 pm ZOOM ONLY

ZOOM: https://mainestate.zoom.us/j/81564286001?pwd=JCSAUoO62vrQB7wjHXhLaZqRhrQly9.1
Meeting ID: 815 6428 6001
Passcode: 01672599

1. Welcome, call to order

2. Public comment (limit 3 minutes per person)
Bryce to remind public in attendance that public comment during this time at this meeting does not constitute official public comment on the current draft rule. If a member of the public wants their public comment to be considered and responded to regarding the draft rule, they need to submit that public comment via the three methods available; see https://www.maine.gov/msl/about/commission/rulemaking/index.shtml

3. Approval of the 9/14/26 draft minutes

4. Consent Calendar: State Librarian & MSL Department reports
(questions from MLC members welcome)

5. Old Business
- Lori to provide latest update on reopening MSL in the Cultural Building

6. New Business
- Review/approve slate of new MLC Van & Database Subcommittee members [VOTE]
- Review revised MSL Computer Use/Internet Safety/Wireless Usage policy [VOTE]
- Review revised MSL Photocopy policy [VOTE]
- Review revised MSL Bulletin Board policy [VOTE]
- Review new MSL Notary Services policy [VOTE]
- Review new MSL ICE/non-public spaces policy [VOTE]

7. Updates
- Maine InfoNet update (JJS)

8. Other business

9. Adjourn

2027 regular meeting schedule (all meetings are on Mondays, 1 pm – 3 pm)

January 11, 2027 (Zoom)
March 8, 2027 (Zoom or in-person)
May 10, 2027 (In-person)
July 12, 2027 (In-person)
September 13, 2027 (In-person)
November 8, 2027 (Zoom)

Draft Minutes

Maine Library Commission (MLC) Meeting

September 14, 2026

1. **Welcome, call to order**
   Meeting called to order by Bryce Cundick at 1:01 pm

MLC Members in Attendance
Bryce Cundick, Wynter Giddings, Heidi Grimm, Joe Houston, Sarah Moore, Judi Moreno, Jane Ouderkirk, Heather Perkinson, Ben Treat, Krystie Wilfong

MLC Members Absent: Andrea DeBiase

Maine State Library (MSL) Staff in Attendance
Lori Stockman, Kimberly Clark, Jenna Davis, Jenny Smith, Marijke Visser, James Jackson Sanborn (Executive Director, MaineInfoNet), Elaine Bissonnette (minutes)

Special Guest: Sarah Forster, Assistant Attorney General

Public Attendance: 15 individuals

2. **Public Comment (limit 3 minutes per person)**
   - None

3. **Approval of the 5/11/26, 6/15/26, and 8/19/26 Draft Minutes**
   - Motion to accept as written by Heidi Grimm. Seconded by Wynter Giddings. Passed with Unanimous consent.

4. **Consent Calendar: State Librarian & MSL Department Reports**

There were no formal department reports; however, Lori Stockman provided updates on the following:

- MSL does not have a confirmed reopening date at this time due to scheduling issues related to the major elevator repairs. The goal is to reopen in December, if possible, with January as an alternative.
- Work continues with Bibliotheca and EnvisionWare on the new public computer build and scheduling the installation of the RFID gates. The new lockers are scheduled to arrive on site tomorrow.
- Staff training: Opt-in training is being offered on AED, CPR, first aid, and Narcan. De-escalation training for all staff will be held Thursday, September 17. NAMI (National Alliance on Mental Illness) training is also being scheduled, along with active shooter training for October or November.
- The AI Initiative team held its first meeting on September 3. Project Manager Linda Braun and Lori Stockman provided an overview of the initiative during the statewide Zoom meeting on Tuesday, September 8. The AI team will hold focus groups with librarians and community members across the state during the week of September 28. Work is also underway on a webpage for the initiative, which is expected to be available this week.
- **Hiring News**
  - **Library Section Supervisor:** Kara Reiman is the new Library Section Supervisor in Library Development. She previously held the Library Specialized Services position in Library Development.

- **Maine InfoNet Library Specialized Services:** The hiring process is underway for the Maine InfoNet Library Specialized Services position, which is funded through LSTA funds.
- The following positions will be posted:
  - **Library Specialized Services** in Library Development — state-funded
  - **PR Specialist**
  - **Librarian Generalist**

5. **Old Business**
   - **Final Review/Discussion MLC Draft Rule [Vote]**
     - Motion made by Heidi Grimm to approve the draft rule as presented. Seconded by Jane Ouderkirk. Passed with Unanimous consent.
   - **Timeline for APA Process**
     - **Submit** the approved draft rule to the Attorney General's (AG's) Office for pre-review to ensure it meets all applicable legal standards. This review may take a couple of weeks.
     - **Submit** the draft rule to the Secretary of State's Office by October 1.
     - **October 8**: A press release will be sent to the *Kennebec Journal*.
     - **October 8–November 22**: The public comment period will be open.
     - **October 29 (tentative)**: A public hearing will be held.
     - **December**: Lori Stockman, Marijke Visser, and Sarah Forster will review the public comments and draft responses. Sarah will review the legal aspects of the comments.
     - **January 11, 2027**: The draft responses will be provided to MLC members for review at this meeting. Once finalized, the MLC will respond to the public comments.

6. **New Business**
   - **Petition to Consider Alternate Draft Rule [Vote]**
     - Heidi moved to deny the proposed alternate rule and move forward with the MLC draft rule approved today. Seconded by Jane Ouderkirk. Passed with unanimous consent.
     - The Commission will encourage the petitioner to submit their suggestions during the public comment period.

7. **Updates**
   - **Maine InfoNet Update (JJS)**
     - Interviews were held for the Library Specialized Services position. A candidate was selected and the recommendation was sent to HR for approval. Awaiting approval before extending an offer.
     - Ann Spinney was hired through a temporary staffing agency to provide part-time cataloging support. The position is funded by MSL.
     - The Ebook Task Force sent a survey to libraries across the state last week to gather input on the Download Library.

8. **Other Business**
   - **Upcoming MLC Meetings** (1:00-3:00 pm)
     - October 6 - canceled
     - November 9 - Zoom
     - January 11, 2027

9. **Adjourn**
   - Motion to adjourn made by Wynter Giddings. Seconded by Jane Ouderkirk. Meeting adjourned at 1:39 pm.

Maine State Library updates
Maine Library Commission November 2026

Maine State Librarian report to the Maine Library Commission

Cultural Building move

Due to delays with elevator repair and OIT providing our new public computers, our opening date has not been set as of writing this report on 10/29/26. I do have PR that is vetted by the Governor's office ready to go when I get timelines from both Otis and OIT. My biggest concern is not opening until the elevator is functional (so that non-able-bodied patrons can access our spaces) and allowing MSL staff one week to test out and work with the new public computers prior to opening to the public. I'll provide an update on 11/9 with the latest developments. I remain committed to reopening our space before the end of the calendar year.

IMLS LSTA grant updates

The five-year evaluation of our 2023-2027 IMLS LSTA plan for Maine is underway, using a consultant obtained through an RFP process through the Chief Officers of State Libraries in the Northeast. Currently the consultant and her team are conducting interviews with individuals and groups about how we spend our LSTA monies, and a survey has been released and distributed on all appropriate listservs. The consultant's report will be drafted in December, with review by MSL staff in January. The final evaluation will be submitted to IMLS by 3/30/27. MSL will draft a new 5-year plan for 2028-2032, using the evaluation information, for submission to IMLS in June 2027.

With the mid-term elections coming up on 11/4/26, and the continuing resolution for the federal budget in place until 12/10/26, there are a number of variables that will influence future IMLS LSTA funding. I am keeping an eye on all of these variables.

AI Initiative updates

The team has been meeting regularly since September, with 23 community conversations held across Maine the week of September 28th. Please visit our MSL AI Initiative web page to read about the team's work and the summary of themes that emerged during the community conversations.

The AI Literacy and Safety Framework will be drafted over the next few weeks and put out for public comment in December. Please make sure to read the draft when it is released and provide comment on it – that will help us to make this Framework useful for years to come as the library and AI landscape evolves.

Website Redesign in FY27

The MSL leadership team has been working with Tyler Tech to get a quote for a redesigned web site, and we're at the point of submitting a contract for procurement approval. This work should be accomplished by June 30, 2027. The MSL web site will be geared towards the general public and Mainers, with librarian-specific information/instructions/guidelines provided through our MSL LibGuides.

Maine Connectivity Authority ARRC grant

MSL, Bangor Public Library, and Portland Public Library are working diligently to order, install, and complete the ARRC grant project using MCA Treasury funds. This grant project, which MSL applied for in July, has a spending and end date of 12/31/26. This grant provides many necessary items for our ARRC services at the three libraries, including public computers, Wi-Fi infrastructure and

equipment updates, RFID equipment, self-check kiosks, new printers, privacy pods, and charging stations. The initial grant total was $707,000; the total expenditures will be around $650,000. This has been a challenging grant for MSL to administer at this time given the reopening priorities and the AI initiative, but is worth the effort given the impact on the three ARRCs to provide improved services. MSL specifically has purchased the Biblioteca lockers (installed in the atrium of the Cultural Building to allow for patron access to reserved materials outside of MSL open hours), two charging stations, and three privacy pods (including one wheelchair accessible pod) with these funds.

The Status of Public and School Libraries Working Group

The Working Group continues to meet regularly as they move into their second year of the project – please visit the MSL LibGuide for the group to review summaries of meetings. The goal is to have a draft report put out for Maine library community public comment in June/July 2027, and the final report will be submitted to the legislature on November 1, 2027.

MIN and MSL downloadable eBook/audiobook task force

The task force has unanimously decided to move the service from CloudLibrary to OverDrive. The transition date is February 1, 2027 given that the CloudLibrary contract expires at the end of February. The task force is working on FAQs for the public and library community, and will send out a press release on this transition soon. The biggest impact on patrons will be that holds and checkouts in the current system will not transfer to Libby, and the new Libby platform does include Kindle compatibility. All current content in the CloudLibrary platform, both shared statewide content and individual library content, will transfer to Libby. Please visit the MSL LibGuide page for the Task Force to see meeting agendas and summaries.

Upcoming State Librarian work travel

- Week of February 22, 2027 – Washington, DC for the COSLA spring meeting and the National Library Legislative Day events (meetings with ME Congressional delegation)
- Early April 2027 – COSLA Board retreat in Nashville, TN
- End of June 2027 – ALA conference in New Orleans, LA

Collections Development and Digital Initiatives update – Adam Fisher

Staff of the Maine State Library Collections Development and Digital Initiatives unit support the mission of the Maine State Library through the purchasing, processing, cataloging, maintenance and preservation of library collections. The group also works to enhance digital access to materials that tell the story of Maine people and places. Highlights of recent work are included below:

Shelf reading and search for missing materials

Collections development staff have been conducting an extensive shelf read to identify and correct shelving errors before a patron or staff member needs an item. Shelf reading involves checking books in sequence to ensure that each is in its correct location according to its call number. This is painstaking work, but it is particularly necessary after moving collections to temporary locations during the renovation and then returning them to the Cultural Building. Staff are also reviewing records of lost or missing materials and conducting targeted searches. Together, these efforts have located more than 100 items previously identified as missing and are helping ensure that materials can be found when needed.

Government documents catalog review
Staff recently analyzed nearly 49,000 government document item records and identified inconsistencies in shelving schemes, collection assignments, and material types. Most records are labeled as shelved by Dewey Decimal, although the government documents collections use other classification systems. Proposed cleanup includes correcting these designations, replacing generic collection assignments with the appropriate state or federal designation, and establishing consistent practices for identifying material types. The review also identified longer-term concerns involving missing barcodes and electronic resource records that require further investigation. Addressing these issues will improve catalog accuracy and our ability to locate and manage these collections.

Boothbay Register digitization
We are nearing completion of the project to digitize the historic run of the Boothbay Register. Volunteers from the Boothbay Region Historical Society have spent the past year and a half digitizing issues from the newspaper's beginnings forward to 2012, when existing PDF files provide coverage for subsequent issues. Their sustained commitment, supported by MSL staff and digitization resources, is helping preserve an extensive record of the region's history and make it easier to search and use.

Development of Maine newspaper database
We are developing a searchable database of Maine newspaper titles and the holdings of institutions across the state. A central goal is to improve discovery of smaller collections at historical societies, archives, and other organizations whose newspapers may not appear in library catalogs. Bringing this information together will help researchers locate issues, give institutions a way to document and update their holdings, and support future preservation and digitization planning.

Support for other MSL priorities
Collections development staff have also contributed to several other priority projects, including configuration of public computers, development of the website for the library's AI initiative, and creation and maintenance of the Maine Library Commission's rulemaking portal. This work supports preparations for reopening, access to AI initiative information and programming, and public participation in the rulemaking process.

Public Outreach, Research, and Innovation update – Alison Maxell

The Public and Outreach Services, Research & Innovation Division oversees the development of all direct one to one services. These services include but are not limited to direct library lending and reference services, Books by Mail, and Talking Books. This program uses the Maine State Library's public operation to test innovative library services in an effort to continuously offer efficient and world class service to constituents and also provide the Library Development program with tested solutions for all libraries in Maine.

Cultural Building
During the relocation and preparation for reopening, staff have continued to provide reference, interlibrary loan (ILL), curbside pickup, and outreach services, with in-person services temporarily suspended.

Staff continue working with the Office of Information Technology (OIT) and vendors to reimage public computers and restore technology services, including Envisionware (session management and printing), Bibliotheca (self-service kiosks, RFID equipment, and holds lockers), and ViewScan (microfilm software). This extensive process has involved ongoing coordination among OIT,

Procurement, Bibliotheca, Envisionware, Maine InfoNet, and Clarivate/Polaris since early spring. All Bibliotheca equipment has been received, and partial installation is underway. However, final completion depends on successful reimaging and deployment of the 13 public computers. Once installation and functionality testing are complete, public services staff will require training on the new equipment and software. These delays associated with OIT's imaging of public computers continue to negatively affect the establishment of an official reopening date.

Circulation

Circulation staff have established new workflows, resumed full mail and ILL deliveries, maintained daily telephone coverage, and continued curbside pickup.
In the last month, MSL welcomed two new Circulation staff members:

- Cynthia (Cindy) Hawthorne, Contracted Services, part-time (20 hours/week).
- AnneMarie Jirkovsky (AJ), Librarian Generalist, full-time (40 hours/week).

Reference

In-person reference services remain temporarily suspended as staff focus on collections management and public-space installations.

Reference staff Kelly Burnham and Jeffrey Knox completed the design and curation of the second-floor public space. Melanie Mohney and Lisa Shaw are leading special projects involving collections processing, identification, labeling, and relocation, including safe items, first-floor special collections, maps, and vertical files.
Recent professional activities include:

- Reference and Collections staff met with OCLC representative Marian Carney on October 13 to review OCLC services and library usage. Staff received FirstSearch logins.
- Melanie Mohney attended the URSUS Reference Group Meeting in Bangor on October 16.
- Lisa Shaw attended the Partners for Public Libraries Advancement Meetings (PLAM) virtual meeting on October 28.
- The three Area Reference and Resource Centers (ARRCs)—Bangor (Ben Treat), Portland (Sarah Skawinsky), and MSL (Alison Maxell)—continue monthly meetings to review existing services and explore additional support for Maine libraries.
- Reference Librarian Lisa Shaw joined the ARRC discussions and helped draft a proposed service outline for consideration by Library Development and PLAM later this fall.

Outreach Services

Talking Books and Books by Mail (Homebound) services have continued without interruption during the move. Additional outreach activities include:

- MSL staff participated in LSTA evaluation interviews.
- Following Lithgow Public Library's visit, the libraries are planning a Talking Books display at Lithgow featuring a DA2 player, cartridge, and promotional materials.
- Sarah Duggan and Chris Boynton attended the virtual National Library Service (NLS) conference in September.
- Sarah Duggan attended the COSLINE conference in New York in September.
- Chris Boynton, Sarah Duggan, Lisa Shaw, and Alison Maxell will attend the New Directors' Orientation on November 10 to promote ARRC and Outreach Services.

Programming and Special Events

2026 Read ME Program

The 2026 Read ME summer programming concluded successfully with two author events:

- July 27, 2026: A Conversation with Read ME Author Lewis Robinson.
- August 11, 2026: A Conversation with Read ME Author Margot Anne Kelley.

Declaration of Independence 250th Anniversary
Alison Maxell represented MSL on the host committee responsible for site planning for the statewide tour of the Declaration of Independence.

Maine Historical Society (MHS) stewarded one of the 26 surviving copies of the Dunlap Broadside, printed in Philadelphia on July 4, 1776. Following its exhibition at MHS through July 4, 2026, the document traveled to all 16 Maine counties from July through October. The tour included two- to three-day stops featuring public and student visits, community celebrations, readings, and special events. MHS partnered with 16 libraries, museums, schools, and community organizations to bring this historic document to communities statewide.

Maine Historical Society, Maine State Archives, Maine State Library, and Lithgow Public Library collaborated on programming during the Declaration's visit to Augusta, October 21–23, 2026.
Featured Event: What Should We Remember About the Declaration of Independence in 2026?
- Date: October 21, 2026
- Location: Maine State Cultural Building, 230 State Street, Augusta
- Reception: 5:00–6:00 p.m.
- Lecture: 6:00–7:00 p.m.
- Speaker: Liam Riordan, Department Chair and Adelaide and Alan Bird Professor of History, University of Maine.

The illustrated lecture explored the historical and contemporary significance of the American Revolution, examining the creation and meaning of the Declaration in 1776 and its relevance today.

Upcoming Program
Author Talk: Douglas Rooks – *Transformational: Ken Curtis, Maine's Reform Governor*
- Date: Thursday, November 12, 2026
- Time: 6:00–7:00 p.m.
- Location: Maine State Library, 230 State Street, Augusta.

Maine journalist, author, and historian Douglas Rooks will discuss his book. The program will explore Curtis's significant contributions to state government, including Cabinet-level administration, education funding, environmental protection, conservation, housing, historic preservation, and the creation of several state agencies. Drawing on the challenges and accomplishments of the Curtis administration, Rooks will consider the lasting impact of these reforms and their relevance to Maine today.

Library Development update – Marijke Visser

Staffing
Library Development is growing! In August Kara Reiman became Library Section Supervisor and will oversee the team of consultants in addition to assisting with the overall direction of the department. A significant focus of her work includes establishing an effective evaluation and assessment structure to assist the department with setting annual goals and priorities. She will also continue to support youth services. We are actively recruiting for an open consultant position (Librarian Specialized Services), funded through the FY27 Supplemental budget. This position focuses on library governance and legal issues and will serve as liaison to one of the library regions. The posting closes on November 4.

Professional Development
As part of our commitment to providing accessible services, Kimberly Clark, Jared Leadbetter, and Kara Remian completed the University of Maine's Accessible Digital Content Micro-Credential program and each have earned the level three badge. Through the 3 levels of courses, they learned the basics of how to create and remediate documents and media, ending with a project that uses their own work to showcase what they have learned. They will share some of what they learned with MSL staff as well as use some of their newly gained skills in support of libraries that also need to be compliant with the WCAG requirements. We are also exploring options to offer scholarships for a library cohort to go through the credentialing. For more information about the credentials see https://www.maine.edu/student-success/micro-credentials/list-of-micro-credentials/accessible-digital-content/.

Public Library Annual Report
After libraries submitted their Annual Report in April, Jenny Smith reviews, cleans, and verifies submitted reports, contacting libraries as needed to clarify or confirm information. During the summer, the data moves through the national submission and review process with the data collection agent for IMLS. Reports are submitted by July 31. Salary data is available for libraries first followed by the full data set which will be posted early November this year. This year Jenny fielded 561 calls and emails and held 16 1:1 Zoom office hour sessions. This year 100% of the libraries submitted their report.

Grant Projects
After several years' hiatus, we reinstated the Maine Public Library Fund grant program, with a focus on capacity building. We received 17 applications totaling about $90,000 in requests. The department is currently reviewing the applications and plans to make final awards by the end of the month. The department will award up to $50,000 in grants for this round. We also revamped the scholarship program and are accepting requests for professional development support of up to $800 by library staff at all levels. Applications are accepted on a rolling basis.

The Remote Work through Libraries cohort (40 libraries) wrapped up their projects in September. MSL will submit its final report to the Department of Economic and Community Development at the end of the year. We are currently finalizing an evaluation report of the project to illustrate the variety of approaches libraries took to support remote and hybrid workers.

Library Development will again partner with the Gulf of Maine Research Institute on the third phase of its Learning Ecosystems Northeast grant project funded by NASA. This phase is also a 5-year program. We will hire a Library Engagement Coordinator who will establish a library-centered community of practice and help connect library staff to local learning ecosystem groups. The coordinator will also support the reach arch needs of the project participants, specifically working to connect NASA assets to the local learning ecosystem priorities and projects. For information about the program see https://www.gmri.org/projects/learning-ecosystems-northeast/.

Special Projects update - Beth Crist

Van Delivery
STAT Courier's contract renewal began July 1. We welcomed 9 new libraries to the service, including 8 that newly meet the requirements to receive a subsidized day from MSL. Van delivery improvements continue overall, despite a few noted disruptions due to driver issues. MSL continues to pay fuel surcharges for the entire service.

There was a strong showing of applicants for the subcommittee positions vacant due to term expirations. The selected candidates will be presented to MLC for confirmation on 11/9.

Databases and Digital Maine Library (DML)

Our database contracts were all renewed for our Digital Maine Library and MSL subscriptions with EBSCO, ProQuest, World Book and Gale.The EBSCO Explora for Young Learners Task Force provided specific recommendations to EBSCO to shape the Explora interface and content to be more user friendly for kids preK-8th grade. The task force consists of both school and public librarians enthusiastic about improving the resources for its youngest users. We have not received a response from EBSCO about the recommendations. Later this fall, MSL will convene a task force to redesign the DML website. This will be a comprehensive redesign to improve usability, navigation, accessibility, content organization, and resource discovery. The task force will include librarians from all types of libraries. MSL and the Database Subcommittee continue to track new and updated AI features in DML's databases. We are working with vendors to provide additional training in this area through the winter. There was a strong showing of applicants for the subcommittee positions vacant due to term expirations. The selected candidates will be presented to MLC for confirmation.

Early/Family Literacy & Dolly Parton's Imagination Library (DPIL)

As reported earlier, due to the lack of funding voted in by the state legislature during the Biennium budget process and no additional funds in the supplemental budget that will provide the needed 50% match for local DPIL programs for FY2027, the state funding for DPIL sun-setted on June 30. Several local and county wide programs are continuing at least for the short term as their funding lasts. VISTA member Nancy McGinnis and Beth Crist will continue to support all DPIL local and county wide programs. Currently about 8,700 children in Maine receive books through DPIL.

Meanwhile, Nancy and Beth are continuing work on the Rising Tide initiative to raise awareness about and support early and family literacy. It will be public library centered, scalable for all sizes of libraries, and simple to implement. In collaboration with Maine Humanities Council, Nancy and Beth are also providing support for public libraries' 2027 summer reading programs. Nancy was able to secure an excellent opportunity with the Bureau of Motor Vehicles to display three slides on digital kiosks in all BMV waiting rooms in Maine promoting MSL services. These will begin running sometime in November and will include dynamic QR codes linking to additional information. The featured services will be Talking Books, early literacy, and DML.

Librarian-Specialized Services MIN/MSL Position

We are very pleased to announce that Jeremy Loyd has been hired to fill the joint MSL/MIN Librarian-Specialized Services position to work with MIN staff in Orono. Jeremy will begin on November 2 and will make an excellent addition to the MIN staff.

PR Specialist Position

We have finished the hiring process for this position, and Rylan Hynes (they/them) will start on 11/23/26.

Maine State Library Computer Use and Internet Safety Policy

Introduction

It is the policy of the Maine State Library (MSL) to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

As with other library resources, the use of the library's computer or Internet resources by a minor are the responsibility of the parent or legal guardian.

Use of the MSL computers or Internet connection is considered de facto acceptance of these policies.

Computer Use Requirements for Patrons:

- Maine State Library uses session management software for public devices. Patrons must abide by pre-set time limits.
- Pay for all printed copies (10 cents/page for black and white, 8.5" x 11" or 8.5" x 14")
- Do not change settings, wallpaper, etc. and do not install hardware/software.
- Do not shut down computers; click the Home icon when finished.
- Patrons may save to their own memory sticks (the Library is not responsible for loss or damage).
- The user is responsible for any damage resulting from connection of users' personal computer equipment or peripherals to MSL computers.
- Privacy cannot be guaranteed; all computers are in public areas and must be used as such.
- Any copyright law infringement by the patron is solely his/her responsibility.

Internet Safety

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") are used to block or filter Internet.

DRAFT

Specifically, as required by the Children's Internet Protection Act, blocking is applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Upon request and subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Maine State Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Failure to abide by the provisions of this policy will result in the loss of library privileges including, but not limited to, use of the Library computers. Illegal acts involving the public computers or Internet connection will be subject to prosecution by local, state and federal authorities.

Education, Supervision and Monitoring

Members of the MSL staff endeavor to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet to insure in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Circulation Manager or designated representatives.

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Maine State Library Public Access Wireless Network

Connecting to the MSL Public Access Wireless Network

Acceptance of the conditions below (through a pop-up screen when connecting to the the Maine State Library (MSL) Public Access Wireless Network) is a requirement for access:

DRAFT

I understand that the Maine State Library (MSL) Public Access Wireless Network is an "open network" which means that information transmitted on this network is unencrypted and unsecured.

The Internet is an unregulated medium. Unlike other library resources, it is not organized, cataloged, or indexed. The information available on the internet includes much that is personally, professionally, and culturally enriching. It also provides access to material that may be offensive or disturbing to some individuals, as well as access to information that may be factually incorrect and/or illegal.

The Maine State Library has no control over the information available through the Internet, and specifically disclaims any warranty as to the information's accuracy, authoritativeness, timeliness, usefulness or fitness for a particular purpose. The Maine State Library endorses the Library Bill of Rights, American Library Association, including the new interpretation on electronic access, as adopted by the American Library Association, and supports the democratic principle of every citizen's right to free access to information. The Maine State Library's electronic resources may be used only for purposes that are legal and consistent with the Library's mission.

Conditions for Use of Maine State Library Wireless Network

- MSL wireless network is an "open network" which means that information transmitted on this network is unencrypted and unsecured.
- Connecting to the MSL Wireless Network is at the individual's risk and Maine State Library shall have no liability for any damages, direct or indirect, occurring as a result of the use of MSL electronic resources.
- Maine State Library staff does not provide any technical assistance for wireless connectivity and that I am solely responsible for connecting and configuring my own equipment.
- MSL computer and Internet resources cannot be used unlawfully. This includes, but is not limited to, using MSL resources to violate copyright agreements, harass others through the Internet, or exploit security holes in computers or networks.
- Patrons must not to tamper with MSL systems or settings in any way, nor can patrons save or download programs or files to the network.
- Patrons using electronic equipment in a public areas acknowledge that privacy cannot be guaranteed. Patrons must not view sexually graphic and/or explicit material, as this is prohibited on Maine State Library computers.
- Patrons who disregard any of the provisions in this policy may have the privilege to use the Maine State Library's wireless computer resources revoked.

DRAFT

Approved by the Maine Library Commission: May 17, 2021

Reviewed by the Maine Library Commission: _____

DRAFT

Maine State Library

Photocopy Policy

Photocopying/Reproduction Services

Within the parameters of copyright, items in our collection may be copied unless they are too fragile, rare or old. The Reference Staff reserves the right to make that determination on a case-by-case basis, unless the item in question has been clearly labeled. Digital photography is allowed in most cases. Patrons must supply their own cameras. A stabilization stand is available.

Fees

Patrons may make black and white, 8 ½" x 11" or 8 ½" x 14" copies in the library at a cost of $0.10 per page, from our photocopiers and computers. Payment must be received in full prior to a patron leaving the premises with photocopies. If payment is not made, library staff may refuse future photocopy services to patrons with an overdue balance.

At this time, MSL does not have the capability to offer color photocopy services or services in format sizes larger than 8 ½" x 14".

Approved by the Maine Library Commission: _____

DRAFT

Maine State Library Bulletin Board Policy

MSL maintains a public bulletin board(s) for the benefit of the general public. Content of posted items should not be interpreted as expressing the views of, or receiving endorsement from, the Maine State Library.

Materials must be submitted to the Circulation or Reference staff and approved by the State Librarian or their designee before being posted.

Materials accepted include:

1. Library-oriented activities (state, public and school)
2. Postings for local educational or cultural activities
3. Non-profit functions
4. Postings by any federal, state or local government agency providing services to citizens

Postings without a specific date will be removed after 30 days or as space is needed.

Materials <u>not</u> allowed for posting include:

1. Political advertising
2. Religious proselytizing
3. Advertising for profit
4. Business cards
5. Anything larger than 8.5” x 11”

DRAFT

Approved by the Maine Library Commission: July 22, 2010

Reviewed by the Maine Library Commission: _____

Maine State Library
Notary Service Policy

Notary service is available during regular library hours by appointment. The Library's **free** notary service is intended for simple documents that do not require special expertise. The Notary's role is limited to authenticating the signature presented. Patrons should be aware that notarizing a document does not constitute a legal review of the document's contents. It is recommended that you review the guidelines below to ensure a Notary is available and to confirm that we are able to notarize the type of document(s) that you plan to bring with you.

The guidelines for the Maine State Library Notary Policy are as follows:

Availability:

- To schedule an appointment or see if a notary is available contact the library at reference.desk@maine.gov or call the Reference Desk at (207) 287-5608.

What to bring:

- Your completed unsigned documents(s) to be notarized
- A valid government issued ID with signature and photo. The name printed on the ID must be an exact match for the signer's name:
    - Driver's license
    - State ID card
    - Military ID
    - Passport
    - Indian OCI card
- Witness, or witnesses, if required by your document. The library does not provide witnesses and witnesses may not be solicited from staff or patrons using the library.

We cannot notarize:

- Documents that are not in English
- Documents with blank spaces other than the space for signature
- USCIS Form I-9 – Employment Eligibility Verification
- Real estate documents
- Public record documents or photocopies of public record documents including birth certificates, death certificates, naturalization certificates, marriage licenses, divorce certificates or civil union certificates. **Only the recording office that holds the original document may issue certified copies.**

Limitations:

- Notaries public are not attorneys and may not direct patrons on how to word their documents, nor provide legal guidance.
- Notaries cannot pre-date or post-date an action or notarize documents in which they have a personal interest

DRAFT

- Documents to be notarized must contain a Notary Public jurat or acknowledgement. If the document(s) does not include this, the Notary will have to attach a certificate to the document before it can be notarized.
- In accordance with Maine law "Authority to refuse to perform a notarial act": https://www.mainelegislature.org/legis/statutes/4/title4sec1908.html, Notaries will not provide service if the document or circumstances of the request for Notary Service raise any issues of authenticity, ambiguity, doubt, or uncertainty for the library. In this event, the Notary may at his/her sole discretion, decline to provide Notary Service. Library notaries reserve the right to decline service if the patron is insufficiently prepared, and/or request a return at a later date owing to complexity and time constraints.
- Notary services are a courtesy provided by the Library and not the Notary's primary duty, therefore, we may need to ask you to wait.

Approved by the Maine Library Commission: _____

DRAFT

DRAFT

Maine State Library Policy on Limiting Authority to Consent for Entry or Records Review

The intent of the policy is to ensure that these facilities remain safe and accessible to all state residents regardless of immigration status by limiting, to the fullest extent possible, consistent with state and federal law, voluntary consent for entry into nonpublic areas of the library by law enforcement officers for immigration enforcement purposes and disclosure of protected patron records held by the library to law enforcement officers for immigration enforcement purposes.

I. Definitions

A. **"Law enforcement officer"** means a person who by virtue of public employment is vested by law with a duty to maintain public order, to prosecute offenders, to make arrests for crimes, whether that duty extends to all crimes or is limited to specific crimes, or to perform probation functions, or who is an adult probation supervisor.

"Law enforcement officer" includes the following federal officers who are authorized to carry firearms in the performance of their duties as federal law enforcement employees or officers[1]:

- **Special Agents:** A federal officer who is a special agent of the United States Secret Service of the Department of Homeland Security; and
- **Immigration, Customs, or Border Security:** A federal officer of an agency within the Department of Homeland Security that has administrative and enforcement jurisdiction over immigration, customs, or border security matters. This may include, for example, a federal officer within the United States Customs and Border Protection, United States Immigration and Customs Enforcement, or United States Citizenship and Immigration Services.

B. **"Nonpublic area"** means an area of a building or facility that the public is not free to enter or access and includes a restricted access area within a building or facility that is otherwise predominately open to the public. "Nonpublic area" also includes all areas within a building or facility during any time the building or facility is closed for operation.

C. **"Protected patron record"** means a record maintained by a state library or public library that is confidential pursuant to Title 27, section 121, subsection 1, because it contains:

1. A library patron's personally identifying information, including but not limited to the library patron's name, address, phone number, and e-mail address; or

2. Information that identifies a library patron as having requested, obtained, or used books or other materials, in any medium at the library, or provided by the library.

D. **"Public library"** means a library freely open to all persons that receives its financial support from a municipality, private association, corporation, or group and serves the informational, educational, and recreational needs of all the residents of the area for which its governing body is responsible.

E. **"State library"** means the Maine State Library

II. Policies

A. Entry Into Nonpublic Areas

A person acting on behalf of a state library may not voluntarily permit a law enforcement officer to enter a nonpublic area of the state library for immigration enforcement purposes.

The library should ensure all library staff are informed of this policy, and that those staff persons have the name, title, and contact information of a Maine State Library designated administrator (a Maine State Library department head or the State Librarian) who can advise them in implementing this policy.

If a law enforcement officer presents at a state library and seeks to gain entry to nonpublic areas, the staff person should ask the law enforcement officer to identify their purpose for accessing nonpublic areas. If the law enforcement officer indicates an immigration enforcement purpose,[2] the staff person should ask the law enforcement officer to produce a court-issued warrant or any other documents the officer contends authorize access. The staff person should inform the officer of the need to consult with a designated administrator to review the warrant or other legal documents prior to allowing access to any nonpublic areas of the library. The designated administrator should review the documents presented and consult with legal counsel, as necessary, before giving direction to the staff as to how to respond.

If the law enforcement officer insists on accessing nonpublic areas without a court-ordered warrant or other valid order authorizing access under federal or state law, or before the designated administrator has reviewed the documents presented and provided direction to staff, the officer should be informed that the state library objects to the officer's entry into the nonpublic areas. The staff should immediately inform the designated administrator but should not attempt to physically interfere with the officer or obstruct the officer's entry into the nonpublic areas.

B. Access to protected patron records

A person acting on behalf of a state library may not voluntarily permit a law enforcement officer to access protected patron records for immigration enforcement purposes.

The library shall ensure all staff are informed of this policy, and that those persons have the name, title, and contact information of an administrator who has been designated to advise them in implementing this policy.

If a law enforcement officer seeks access to protected patron records, the staff person acting on behalf of the library should ask the law enforcement officer to identify their purpose for accessing protected patron records. If the law enforcement officer indicates an immigration enforcement purpose, the staff person should ask the law enforcement officer to produce a court-issued warrant or any other documents the officer contends authorize access under state or federal law. The staff person should inform the officer of the need to consult with a designated administrator to review the warrant or other legal documents prior to allowing access to any nonpublic areas of the library. The designated administrator should review the documents presented and consult with legal counsel, as necessary before giving direction to the staff as to how to respond.

C. Mandatory Compliance Activities

If required by federal law to permit the inspection of protected patron records or to conduct interviews regarding the eligibility of noncitizens to work in the United States or to attend school in the United States:

1. The state library shall designate a nonpublic area (see definition above) within the library where law enforcement officers may conduct these inspections and interviews; and

2. The state library may permit law enforcement officers to access a specific location to verify eligibility for employment or school attendance if the applicable federal

law requires that law enforcement officers be provided access to that specific location within the library when conducting these inspections and interviews.

V. Legal Authority

5 M.R.S.A. § 200-O (effective July 29, 2026)

27 M.R.S.A. § 109-A (effective July 29, 2026)

Footnotes

[1] The definition of "law enforcement officer" also includes federal officers assigned to or acting in concert with certain task forces. See 25 M.R.S. §1502-A(1)(E). Those are not referenced here because they are not likely to be relevant to immigration enforcement.

[2] Nothing in this policy should be construed as limiting or restricting access to nonpublic areas of a public library by a law enforcement officer who presents for a lawful reason that is not for immigration enforcement purposes.

Approved by the Maine Library Commission: