Jackson/Madison County Library
Policies and Procedures

HOURS OF SERVICE

Hours of Operation

Main Library  9 A.M. to 8 P.M. Monday through Thursday
              9 A.M. to 5 P.M. Friday and Saturday.

Tennessee Room Hours: 9 A.M. to 6 P.M. Monday through Thursday
                        9 A.M. to 5 P.M. Friday
                        9 A.M. to 3 P.M. Saturday

North Branch     Sunday and Monday Closed
                 9 A.M. to 6 P.M. Tuesday, Wednesday, Thursday, Friday
                 9 A.M. to 1 P.M. Saturday

Holidays

The Library will follow Holiday closings of the Madison County Government.

Weather and Other Closings

Weather and other closings will be at the discretion of the Director. Unauthorized absences will be charged to personal or annual leave, or to time off without pay.
USE OF THE LIBRARY

General Uses
The use of the collection within the library is free to everyone. Borrowing privileges shall be free to all persons residing, working, owning property, or attending school full-time in Madison County. Proof of eligibility may be required.

The use of the library may be denied for failure to abide by the rules of the library, destruction of library property, or objectionable conduct on library premises.

Use by Non-Residents
The use of the collection within the library is free to everyone. Borrowing privileges shall be free to all persons residing, working, owning property, or attending school full-time in Madison County. Proof of eligibility may be required.

The use of the library may be denied for failure to abide by the rules of the library, destruction of library property, or objectionable conduct on library premises.

Fee: $25 a year will be charged to those who do not live, work, own property or attend school full-time in Madison County.

Limited Uses
The use of the library shall be limited when excessive demands of groups or individuals tend to curtail service to the general public.

For more efficient use and for security reasons, some restrictions may be placed on uses of certain areas:

- The Tennessee Room is for the use of adults researching genealogy and/or local history. Youth under the age of 16 who are conducting genealogy and/or local history research must be accompanied by an adult.

- The Children’s Library area is restricted for children accompanied by an adult or caregiver of at least 13 years old. Other adults may browse the collection for borrowing but are not allowed to linger in this area.

- The Teen Room is designated and maintained to provide a dedicated safe, supportive and positive place for our teen patrons to socialize, study, relax, attend programs, read, access information and otherwise make use of library resources. All Teen Room rules and guidelines are implemented with the intention of supporting this goal.

- The computers, gaming system, tables and lounging area are reserved for patrons in 6th grade and at least 11 years old through those in 12th grade and no older than 19. Teens may be accompanied by a parent or guardian. If a younger child is present with the teen’s parent or guardian, that child may be present but may not use the Teen room computers, gaming system or lounging area. Circulating materials (books, DVDs, audiobooks) are available for patrons of all ages to browse and check out.
Behavior and Conduct in the Library

As a public institution for the benefit and use of all local citizens and visitors, certain limitations on behavior and conduct are necessary. These are not designed to restrict the rights of individuals but rather to guarantee the equal use of the library by all. They protect the rights of persons to use library materials and services; of library employees and volunteers to be able to conduct library business without interference; and ensure the integrity and security of facilities, collections, patrons, employees and volunteers.

The Library Director has the authority to revoke or restrict library privileges of any person who violates these rules, and to pursue any legal recourse as necessary. Library staff and security personnel have the delegated authority to monitor these rules and to notify individuals when they are in violation and what actions must be taken. Continued violations or refusal to change behavior may result in denial of privileges or being barred from the library. If a person does not leave voluntarily, the police will be notified.
The following are prohibited:

1. Eating or drinking uncovered beverage in the library.
2. Writing on or damaging by tearing, cutting or breaking any newspaper, magazine, book, equipment, furniture or other materials, or walls, etc. of the library.
3. Unnecessary or unusual noises, including loud talking.
4. Running, horseplay, or physical abuse, harassment, or threatening harm to library staff or patrons.
5. Disregard for library rules, including use of materials or areas of the library.
6. Any activity defined as illegal by city, county, state or federal ordinances or laws.
7. Profanity or other abusive language toward other individuals.
8. Use of tobacco products, alcohol, or other drugs.
9. Sleeping or inappropriate use of library furniture for such activity.
10. Buying or selling of any kind, soliciting for personal gain or for charitable purposes.
11. Using radios, compact disc players, cellular telephones, or other personal listening devices at a level that can be heard by others.
12. Skateboarding or other sports anywhere on library property.
13. Distributing literature, taking surveys, or asking individuals or employees to sign petitions or similar activities without express permission of the Library Director.
14. Bringing animals or pets into the library other than service animals.
15. Using emergency exits at times other than emergencies.
16. Firearms or weapons.

The library reserves the right to limit the number of individuals who may sit together. It also reserves the right to inspect all bags, purses, briefcases, packs, for library materials, especially if the security gates are alarmed when passing through them. Bicycle racks are provided for patrons' use.

The library will not be responsible for personal materials left behind or left unattended. Staff will attempt to return identifiable items of significant value, including wallets, but are not liable for long term storage or security.

Except for special events sponsored or co-sponsored by the library, no food or uncovered drinks are allowed to be consumed within the public areas of the library. Groups using the meeting room are allowed to have limited refreshments (beverages and snacks), but these must be restricted to that room. Signs indicating "No Food or Uncovered Drink" will be posted. No alcoholic beverages may be consumed on library premises.
Solicitation

Solicitation, by the public or members of the library staff, is not permitted on library properties. This includes the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, or anything not connected with the work of the library. The only exceptions to the non-solicitation policy are: those authorized and directed by the library administration and those for fundraising projects conducted by the Friends of the Library or the Jackson/Madison County Library Foundation.

Money Changing

The library maintains a minimum amount of cash to make change for payments of fines or other transactions. It is not the duty or the policy of the library to make change for citizens for other, non-library use reasons. The library will not accept checks with the exception for services rendered in the Tennessee Room. Staff members are not allowed to write checks for cash. Money will be deposited into the library’s account no later than three business days after receipt.

Telephone Use

The library’s telephone system is for the use of the staff and for business purposes only. A courtesy telephone is available for public use in the foyer of the Lafayette entrance. It will allow outgoing calls in the 731 area code but it does not accept incoming calls.

Cellular Phones & Electronic Devices & Laptop Computers

With advances in technology, many citizens are connected to others and to the world through cellular telephones, electronic beepers, laptop computers and other devices. As a provider of connections to the Internet, the library allows patrons to use its computers.

Patrons are requested to maintain the volume, especially of the ringers, on cellular phones and beepers at the lowest level and to refrain from loud personal conversations while inside the library. Notices will be posted.
Photography & Videography

Photography or videography is generally permitted if it is for general public library promotion by the media, student projects, and/or strictly for personal use. In order to protect the rights of individual library patrons and to reduce distractions, photographing and videotaping on library property are restricted as follows:

Under no circumstances may the public, members of the media, or library staff take photographs or videotape without the express permission of any library patrons who would be prominently included within the composition.

Photography or videotaping for commercial purposes is not permitted without approval by the Library Director. Requests for permission to photograph, videotape or duplicate library-owned prints for commercial purposes must be submitted in writing for review by the Library Director.

City Directory Information

Telephone requests for city directory information must specify enough information to resolve the request. Information on locations nearby will not be given over the phone. Anyone wanting such information may review the city directories within the library’s collection.

Photocopiers and Copyright

The library has available, for public use, coin-operated photocopying machines and other equipment, which can reproduce copyrighted materials. In accordance with the Copyright Law of the United States, Title 17 (appended), the library will display notices by all such equipment stating that making a copy may be subject to the Title and its subsections 107 and 108. The law also applies to the “fair use” of copyrighted materials for individual use.

Fees for Services

The library may collect fees for specialized services, e.g., fax transmissions, printing images of microfilm/microfiche, photocopies, word processing and Internet pages. Library officials may adjust these fees as necessary to cover supply costs.

Public Injury/Accident

Injuries by public citizens on library property shall be reported on the Incident/Accident Report (appended). Medical attention shall be given or summoned as soon as possible and as necessary.
Unattended Children

The library welcomes patrons of all ages to use its resources and facility. The behavior and the well-being of young children is the responsibility of parents or legal guardians and not of library staff members. While the library attempts to maintain a safe and secure atmosphere at all times, younger patrons may become frightened or anxious if left unattended.

Children under the age of eight years must remain with an adult or caretaker who is at least 13 years old by their side at all times while in the library. Children ages 8-10 must be under the supervision of an adult or caretaker who is at least 13 years old while in the library. If appropriate caregiver or parent cannot be found in the building or at home within fifteen minutes, law enforcement personnel will be contacted to pick up the children.

During children’s programs conducted by library staff, adult caregivers must remain within the library and be available for the care of their children as necessary and especially after the end of such programs.

If unattended children remain at the library at closing time an attempt will be made to contact parents or caregivers. If contact cannot be made within fifteen minutes, the Jackson Police Department will be notified to pick up the children. Two library staff members will stay with the children until the police arrive. If parents or caregivers are contacted by phone, they will have a maximum of fifteen minutes to pick up the unattended children. After fifteen minutes, the Jackson Police Department will be notified to pick up the children.

When the police have been called and have picked up any children, a note will be left on the library doors for the parents. Staff members will not drive children home.

In situations regarding the safety and health of children and specifically when parents or caregivers are not present, library staff will notify the proper authorities and parents. An Incident Report will be completed and retained.

Use of Materials from the Historical Collection Policy

All materials copied, displayed or published from the historical and/or genealogical collections must be accompanied by an appropriate citation, as follows:

Photographs and other visual materials: Courtesy Jackson/Madison County Library.

Other materials, diaries, logs, pamphlets, notes, or any library publication: cite the appropriate collection, file, etc. followed by “Jackson/Madison County Library.”
CIRCULATION POLICIES

Application for Library Card
In order to borrow materials, patrons must make application with their correct name, address, date of birth and telephone number. Proof of current address and photographic identification are required for adult patrons and for parents or legal guardians of minor children under 17 years of age.

Any child may apply for his/her own library card upon enrollment in school; the parent, grandparent or legal guardian must complete the application process for any patron up to 17 years of age.

While patrons are encouraged to bring their library cards, materials may be checked out with a photographic identification for adults, or for the adult guardian of minors.

One free replacement card will be issued in a three-year period. A charge of $1.00 per card will be assessed for additional cards within the three-year period.

Loan Periods and Limits
Books (Non-Fiction): 5 on one specific subject
Books (Adult Fiction): 20
Compact Discs (CDs): 5 per patron
DVD's: 4 per patron
Other audiovisual items: Scheduled by Library Director

Books and CDs are checked out for a period of two weeks. DVDs are checked out for a period of one week. All of these items may be renewed (if not on request by other patrons) by phone, online, or in person, for up to two more loan periods. Renewals must be requested on or before the due date to avoid fines. Overdue fine balances of over $5 must be paid before any additional checkouts or renewals are possible. Magazines, newspapers, microfilm, microfiche, Reference materials and items in the Tennessee Room do not circulate.

Fines for Overdue Materials
Books, compact discs: $.10 per day, maximum $5.00
DVD’s: $1.00 per day per DVD, maximum $10.00

Charges for lost or badly damaged material shall be the cost of the item(s). After materials are five weeks overdue, patrons will be charged the replacement cost for the item(s) plus any applicable fines.

The library may pursue every possible, legal method to recover library materials, including due process and collection agencies. Final notification about overdue library materials shall be sent by certified mail. The Library Director is authorized to allow special times for reduced or no fines.
CONFIDENTIALITY OF RECORDS

The library maintains records for its business purposes. Records are considered confidential and disclosure of those records is governed by TCA 10-8-102 and can be disclosed under the following circumstances:

1. Upon the written consent of the library user;
2. Pursuant to the order of a court of competent jurisdiction; or
3. When used to seek reimbursement for or the return of lost, stolen, misplaced or otherwise overdue library materials.
INTERNET USE AND SAFETY POLICY

Purpose: To clarify the use of Internet resources by staff, volunteers and the public in facilities operated by the Jackson-Madison County Library.

Policy: The Jackson-Madison County Library offers free and open access to the Internet to all as an opportunity to access materials and resources not available locally. Its use reflects the library’s mission to provide "...quality public library services, programs and materials to all citizens of Madison County, Tennessee in order to meet their educational, cultural, vocational, and recreational needs and interest."

The Internet is a global resource. Resources available on the Internet supplement and complement the collection and resources available at Library facilities. The Library does not monitor and has no control over the information available over the Internet. The Internet is an educational but open resource, and information found on it may be inaccurate, incomplete, outdated, or biased. The Internet may contain material of a controversial nature. Patrons should critically evaluate the information found. Some desired information may be more current, more accurate, and more easily located in other library resources.

It is the policy of the Jackson-Madison County Library to:

- Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized online disclosure, use or dissemination of personal identification information regarding minors.
- Comply with Children's Internet Protection Act (CIPA) / Neighborhood CIPA

All Library computers with Internet access use a technology protection measure to block, filter or otherwise protect against access to visual depictions that are obscene, child pornography or harmful to minors and to any other materials considered inappropriate for or harmful to minors.

Patrons who are 17 years of age and over may, at their request, have the technology protection measure disabled during their use to enable access for bona fide research or other lawful purposes. Procedures for disabling or otherwise modifying any technology protection measures (for use by adults) shall be the responsibility of the Library Director or designated representatives.

Public wireless Internet access is also filtered, and all Library policies concerning legal, acceptable and safe use of computers and the Internet apply.

As is the case with any electronic media system provided by the City or County, Library users should not have an expectation of privacy when using any form of electronic media. Library staff is available to assist patrons in getting access to the Internet but cannot help in searches or in-depth personal training in the use of it.
Supervising Computer Use by Children:

Access for all patrons under age 17 will be filtered. Filtering software may not block all material users find offensive. Library staff members do not act as substitute parents for children who use the library’s resources. It is the responsibility of parents, grandparents or legal guardians to determine what is most appropriate for their children, including accessing various forms of information on the Internet. Parents who do not wish their children to have access to the Internet should bring in their child’s card and ask to have the PIN removed. Consent given on the part of parents, grandparents or legal guardians for a Library card constitutes acknowledgment by the parents, grandparents or guardians that they have a responsibility for monitoring their child’s use of all Library resources, including the public computers.

The following are recommended guidelines for parents, grandparents and guardians to ensure that children have positive online experiences, whether at home or at the Library.

- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Teach children to never give out personal identification information (name, address, password, telephone number, social security number, credit card number) about themselves or others without first asking a parent for permission.
- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.
- Teach minors to exercise discretion and caution when communicating using the Internet, electronic mail, chat rooms, and other forms of direct electronic communications in order to remain safe and secure (e.g. avoidance of predators, cyberbullying, and scams).

Internet Acceptable Use Rules for All Users

Use of Library technology by each and every staff member, volunteer, or patron shall constitute that person’s acknowledgment of and agreement to abide by this Internet Use and Safety Policy, including guidelines for use of the Internet by minors.

Patrons must have their own card and PIN in order to use the Internet.

Patrons are expected to adhere to all rules governing the use of the Internet in libraries, including the duration and frequency of sessions. Patrons who violate library policy regarding the use of the Internet or who behave in a disruptive manner will be asked to either modify their use appropriately or have their Internet usage access terminated.

All Internet users need to be considerate of others and respect their privacy. Excessive noise and actions that disrupt others will not be permitted. If viewing material that others find offensive, you may be asked to stop. Failure to do so may result in revocation of computer privileges.
Users shall not disclose, use or disseminate personal identification information regarding minors without proper authorization.

Users shall utilize the Library network for lawful activities only. They shall not use the network to cause harm to others or damage the property of others. They shall not intentionally upload, download or create computer viruses or other forms of malicious programming, attempt to harm or destroy equipment, manipulate the data of any other user, or seek unauthorized access to networks and systems, including so-called "hacking."

Staff members are to use the Internet for library related purposes only. Unacceptable use of the Internet is prohibited and is grounds for disciplinary action up to and including dismissal from the Jackson-Madison County Library.
POLICY FOR USING PERSONAL ACCESS COMPUTERS

1. Patrons must sign in with their library card and PIN or a guest pass. Time is limited to two, one hour sessions per day including all locations.

2. The computer is for use by one person at a time except when a minor is accompanied by an adult.

3. Library computers cannot be used for any illegal activity.

4. Only installed software can be used. Library staff can provide only basic help. The “HELP” menu within the program is available.

5. Files created by patrons cannot be saved to the computer’s hard drive, but may be saved to flash drive provided by the patron. Any personal data found on the hard drive will be deleted.

6. Patrons are not allowed to make any changes to the computer’s settings except for specific settings within the program, e.g., margins.

7. The library is not responsible for damages or loss of data from power problems, or computer failure. The use of the personal computer is at the patron’s own risk.

8. Patrons must take care in the use of the computer and its software. Any abuse or misuse will result in denial of future use or repair costs.

9. Excessive noise and actions that disrupt others will not be permitted.

10. Printing will be $.15 per page for black and white copies, $.30 for color copies. Patrons should determine the exact number of pages to print (by using File, Print Preview or magnifier icon). Refunds will not be given for unused pages.

11. Only library-owned and-connected hardware may be used with the computer.

12. Problems with the computer or other connected equipment must be reported to the library staff immediately. Patrons must not disconnect or reconnect any equipment.

13. The library cannot be listed as a business address for individuals.
ART DISPLAYS AND EXHIBITS

It is the desire of the Board of Trustees and the staff of the public library to provide for the public as many attractive, educational, and cultural exhibits as possible. The use of exhibit space is based on these criteria: visual arts, crafts, paintings, and collections for educational, cultural, informational and artistic purposes.

Exhibit space is available to community individuals and groups on an equitable basis, regardless of the beliefs or affiliations of those requesting space. Space is not available for partisan political, specifically religious or commercial promotions, or for one side of controversial matters. Reservations for this space are placed on the library’s schedule calendar, and the Library Director grants use. Library needs take priority in the use of all display areas.

In order to make exhibit space available to as many community residents as possible, each will be scheduled for one month and normally for once a year, or at the discretion of the Library Director. The location and arrangement of display cases and areas are subject to the needs of the library. If an exhibit is not removed within thirty days, it will be disposed of in accordance with local law.

The library’s insurance may not provide coverage for exhibit items. Exhibitors are responsible for having coverage for such items, as deemed necessary. The exhibitor will sign the Exhibitor Form (appended) which releases the library from responsibility for loss, damage, or destruction.

Exhibit spaces include display cases, wall spaces with art hanging tracks, and other limited displayers. The exhibitor is responsible for setting up and dismantling displays on a timely basis, usually near or on the first and last days of a month. If the library staff is required to dismantle an exhibit for any reason, the library is not responsible for any damages. The exhibitor should provide neat and legible labels to be attached to or near the items and not affixed to walls. No price or sale cost for items is permitted, and no sales may take place on library premises, except for and by the library and the Friends of the Library. A name and phone number will be available through the library for any desired contacts.

The library shall cooperate with others in co-sponsoring and arranging exhibits and displays which enhance its role as the Information Center for Jackson and Madison County.

The use of exhibit spaces shall conform to the Library Bill of Rights (see Section 503). The library shall have a notice posted which states:

The Jackson/Madison County Library does not advocate or endorse the viewpoints of meeting room discussions, exhibits, displays, and available literature but permits these in its role as the Information Center for the community.
PERSONAL APPEARANCES BY AUTHORS & ARTISTS

In association with its efforts to provide culture, literature and information in various formats, the library welcomes local authors and artists whose works are deemed appropriate (according to the approved Collection Development Policy) to make personal appearances and to be available for talks and autographing their works. The opportunity to sell copies of their work at that time only may be permitted, with the approval of the Library Director. Authors are encouraged to make a contribution to the library. The library will not be a storage facility or a re-seller of such works.
POSTERS, BROCHURES, LEAFLETS, ETC.

Items that publicize community organizations and local events enhance the role of the library as the central source for civic, cultural, educational, and recreational information. Any poster, display, exhibit, pamphlet, brochure, leaflet, or booklet to be exhibited, displayed, or placed in the library for distribution must be approved by the Library Director. Items left or posted without approval will be removed.

Limitations

Due to limited space and because of the complexity of possible items, the library will allow and permit to be displayed brochures, pamphlets, leaflets, and posters only by and for the library, library-related organizations, such as the Friends of the Library, local governmental offices and departments and those non-profit agencies which receive funding from local governments.

Political literature supporting one cause, individual or point of view is not allowed. The library will not provide storage space for copies of other leaflets.

No poster will be affixed to glass doors or windows or displayed on library furniture/desks except for library-related announcements.

Scheduling and Size

Events may be promoted for one month in advance. Posters will be dated when installed and removed on a timely basis. The Library Director will approve the arrangement of such literature.

The allowing of distribution or posting of items by the library does not indicate endorsements of the issues, events, or services promoted by those materials.
Meeting Rooms
Policies, Guidelines, and Rental Agreement

Use of Library Meeting Rooms

Policies
Providing meeting room space for library sponsored events, city-sponsored activities and Jackson-Madison County community groups is an essential component of the library's overall program. These guidelines and policies attempt to provide fair and equitable access to the meeting rooms by balancing the needs of the community, civic groups, and corporate users with the periodic needs of other user groups. Events not sponsored by the city, county, or library are scheduled according to the following policies.

Order of Priorities for Scheduling
The priorities for the use of the meeting room spaces will be:

1. Library and Library-affiliated organizations (including the Library Board, the Friends of the Library, the Library Foundation, Hatchie River Regional Library and State Library and Archives) programs and meetings;
2. Local governmental offices and departments;
3. State and Federal departments;
4. Non-profit groups and agencies;
5. For-profit groups and businesses.

Other Restrictions
The meeting rooms may not be used for private, individual parties such as birthdays, showers, wedding receptions, etc.

The permitted uses of the library meeting rooms are not endorsements by the library of the group's purposes, goals, activities or views. Any publicity must include the following statement:

"Use of the Jackson-Madison County Library's meeting facilities does not constitute endorsement of the beliefs, viewpoints, policies or affiliations of the user by the Library Board or staff."

Library meeting rooms may not be used for purposes that would interfere with the proper functioning of the Library, disrupt the use of the Library by others or violate local, state or federal laws.

No fees or admission may be charged for attendance of a meeting. A fee may be charged for materials made available but shall not be a restriction for attendance. No selling, solicitation, or taking of orders may occur without written permission of the Library Director.

The Jackson-Madison County does not discriminate in making its premises available on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation.
Meeting Rooms
Policies, Guidelines, and Rental Agreement

Reservation Policies
The library has three meeting rooms for public meetings with varying capacities, per the Fire Marshal:

1.) The Community Classroom (11 Person Capacity)
2.) The Anne Thurmond Board Room (20 Person Capacity)
3.) The Program Center (80 Person Capacity, 120 with chairs only)

The scheduling of groups in these rooms will include the size and purpose of the group, time for meetings, and any conflicts with other scheduled meetings. The Director must approve of use of any other space. In order to accommodate the greatest number of users, the Library Director or their designee reserves the right to assign meeting rooms based on room availability and group size.

Advance Reservations and Peak Use
Meeting rooms may be reserved up to three months in advance. Reservations should be made at least 7 days before the event. Rooms requested less than 7 days before the event can only be booked upon submission of Meeting Room Application/Rental Agreement.

In a given month, groups may reserve a meeting room a maximum of one time during peak hours, for a two-hour duration, and one time during non-peak hours. If a group does not use a meeting room during peak hours at any time, they may use it twice during non-peak hours instead.

The peak hours of meeting room use are defined as follows:

Monday through Thursday: Program Center from 5:00 p.m. to 7:30 p.m.
Saturday: Any meeting room from 9:00 a.m. to 4:30 p.m.

Meeting rooms are available when the Library is open, during regular business hours. No reservations can be made on holidays observed by the Library.

Paperwork and Fees Required
Reservations may be scheduled over the phone, via email, or by submitting a meeting room application on the Library’s website. First-time non-profit renters may be required to provide proof of 501(c)3 status. Rooms requested less than 7 days before the event can only be booked upon submission of Meeting Room Application/Rental Agreement.

Within 5 days of making the reservation, the Meeting Room Application must be fully completed and signed, and any room rental fees must be paid. Failure to do so may result in cancellation of booking.

Cancellation
Cancellations must be submitted in writing (mail or email) by the group’s primary contact person at least 2 days before the event. Groups failing to cancel in this time will forfeit any room rental fees. Within a year’s time, any group failing to cancel twice will receive a warning and will be asked to review the
Meeting Rooms
Policies, Guidelines, and Rental Agreement

Policy with the Director or their designee. Any group failing to cancel three times will become unable to make future reservations.

Emergencies
The Library reserves the right to cancel a reservation in an emergency situation. In the event of an emergency, or under other conditions requiring evacuation of the room, all meeting room occupants must expeditiously evacuate the room either by exiting the building or going to approved library safe shelter areas in the library as directed by library staff.

Rental Fees
- Nonprofit
  - Nonprofit groups will not be charged a fee to use the room.
- For Profit
  - For Profit organizations will be charged for use of the meeting rooms, determined by size of the room and the length of the meeting.
- Overage Fees
  - Groups occupying the meeting room beyond the scheduled block of time will be assessed an hourly overage fee at double the contracted rate.

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<tr>
<th>Meeting Room</th>
<th>Meeting 4 hours or less</th>
<th>Meeting more than 4 hours</th>
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<tbody>
<tr>
<td>Community Classroom</td>
<td>$30</td>
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<tr>
<td>Anne Thurmond Board Room</td>
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<td>$50</td>
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<tr>
<td>Program Center</td>
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<td>$160</td>
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Equipment Availability
All equipment needs should be noted on the Meeting Room Application upon submission, but should be planned 7 days prior to the event at minimum. The Library has similar equipment accessibility in each meeting room, but please note that the Program Center is the only meeting space with a microphone and sound system. Each meeting room allows access to the following:

- Projector/Television Screen
- Laptop (for presentation use)
- Remote Controls (for projectors, televisions, and PowerPoint Presentations)
- Adapters (to allow personal laptops to be connected to our projectors or televisions)

Lessee groups will initial beside any equipment they use during their meeting upon sign-in. The Lessee will be responsible for any repair and/or replacement of any and all damage to the equipment.
Meeting Rooms
Policies, Guidelines, and Rental Agreement

General Policies

Pre-Meeting and Post-Meeting Walk-Throughs
The primary contact person or other authorized individual must walk through the meeting facility and report/record any damage to the room before and after the meeting. The primary contact person is responsible for all activities during the time the room is reserved.

The primary contact person or authorized individual will be required to initial beside any equipment borrowed, as well as to sign in and out of the rooms.

Room Setup
The lessee is responsible for setting up the room, including tables and chairs, and for all materials they require. Staff will not be able to set up room or to move chairs or tables. Tables are heavy and will often require more than one person to move or set up.

Emergency Exits
Emergency Exits and the entrance doors must remain clear of obstructions at all times.

Food and Drink
Groups are allowed light refreshments. No hot foods are allowed in the Community Classroom. Food and drink must not be carried into the main areas of the library. Alcoholic beverages are not permitted in any library meeting area.

Sound and Noise
Use of the Program Room’s sound system must not interfere with library operations. Sound and noise must be confined to the reserved space and must not bleed over into the main library area.

Decorations and Signs
- No decorations may be attached to ceilings, walls, or woodwork.
- Candles are prohibited.
- Live plants must be in appropriate storage containers to protect furniture and floors.
- One sign may be placed in the hallway outside of the meeting room. Up to three directional signs not larger than 24” square may be placed outside of the meeting room. Signs may not be posted more than one hour before the meeting begins and must be removed at the end of the meeting.
Meeting Rooms
Policies, Guidelines, and Rental Agreement

Deliveries, Supplies, and Other Property of the Lessee
Vehicles may drop off large items to be used by the lessee, but must stay on paved parking lot areas. The Library staff will not be responsible for receiving any delivered items needed for meeting, such as copies of documents, extra furnishings, etc.

The library will not be responsible for any items, supplies, materials, or equipment brought in by the lessee. The Library will not provide storage facilities or supplies of any kind.

All personal property must be removed from the room after the meeting. Items remaining in the rooms will be discarded.

Parking
Lessee and guests should use the parking lots. Under no circumstances will parking/driving on the sidewalks, brick pavers or grass be tolerated. Deposits will automatically be forfeited.

Advertising
No easels, story boards, large poster boards, table displays, or other advertising media may be placed in the Library to advertise the lessee’s activities without prior approval. Promotional materials about programs scheduled by non-library groups should not include indications of library co-sponsorship. A copy of any promotional materials must be submitted to the library Director prior to public release.

Lessee is responsible for all advertising and notification of event.

Open Access
A Library representative must be allowed to enter the room at any time.

Smoking and Alcohol
No smoking or alcohol shall be permitted in the building or meeting rooms during operating hours.

Clean-Up
Meeting rooms must be cleaned after the function. Trash must be removed and tables wiped. Lessee must dispose of their own garbage by removing it from library property or by using the Library’s dumpster (located at the corner of the Lafayette Street parking lot). Garbage bags are provided by the library.

All tables used must be wiped down. Lessee is advised to bring a household spray cleaner and paper towels with them for table and chair cleanup. Tables and chairs must be returned to their original configuration. Tables and chairs must not be removed from the room or placed into the hallway.

Kitchen must be completely cleaned, counters wiped down, trash removed and floors swept.
Meeting Rooms
Policies, Guidelines, and Rental Agreement

Failure to Clean/Damage
If the room is left unclean or damaged, future use of the Library Meeting Rooms may be limited. (Examples of failure to clean are: failure to wipe down tables; carpet stains because of spills; damage to wall requiring wall painting, etc.) The Lessee will be responsible for any repair and/or replacement of any and all damage to the Library building and grounds, as well as equipment.

Leaving the Building
All Meetings must be concluded and the room exited 30 minutes prior to closing time. Groups must be completely out of the building by Library closing time. Please be sure to conclude the meeting early enough to allow time to perform required cleanup.

Responsibility
The library staff will deal exclusively with the primary contact person and authorized individuals. These persons must take possession of the room and perform the pre-meeting walk-through and be present at the scheduled event to implement the rental agreement, user guidelines, and policies. They must be present when the room is opened for the group. Staff at the Circulation Desk and primary contact person/authorized individual will perform a post-meeting walk-through at conclusion of reservation and cleaning of the meeting room.

Non-Compliance
Failure to comply with any of these rules may result in refusal by the Library to allow future meetings by the offending group or individual.

Exemptions
Programs sponsored or co-sponsored by the Library may be exempt from these restrictions.

Authority
The Library Director or designee is responsible for the implementation and enforcement of the above user guidelines and policies. Room bookings are subject to cancellation with two weeks’ notice if the room is needed for library programming. In the best interest of the library, the Director may deny use of the room. The Director’s decision may be appealed to the Library Board.
Meeting Rooms
Policies, Guidelines, and Rental Agreement

Rental Agreement

These Guidelines and Policies and the Rental Agreement form the rental contract and are the binding agreement between the Jackson Madison County Library and the group (lessee) leasing space. This instrument made and entered into on the date shown on the Meeting Room Application, by and between the Jackson Madison County Library, hereinafter referred to as "Lessor" and the group represented by the signer below, hereinafter referred to as "Lessee". Lessor hereby leases the Jackson Madison County Library's meeting room space for the rental period specified on the Event Worksheet. Said lease is made under the following terms and conditions:

1. In consideration of being granted permission to use the meeting room space, Lessee does forever release and discharge the City of Jackson and Madison County, its successors and assigns, and its officers, employees, agents and their heirs, administrators, and executors from any and all causes of action, claims, damages, liability, and loss of services which the Lessee may have against the City of Jackson and Madison County, its successors and assigns, and its officers, employees, agents and servants and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the Lessee has the use and/or custody of the meeting room.

2. The Lessee does further covenant with and agree to indemnify and hold harmless the City of Jackson and Madison County, its successors and assigns, and its officers, employees, agents, and their heirs, administrators, and executors from all damage, expense, and liability that may or might be incurred while the undersigned has use and/or custody of the meeting room.

3. The premises are to be used for the meeting or function specified on the Meeting Room Application only, and no other purpose.

4. It is agreed that the Lessee shall take good care of the premises hereby leased and the appurtenances thereof, and shall abide by the terms or this agreement and at the end or the rental term shall deliver up said premises in good order and condition.

5. The Lessee does further agree to replace and/or repair any and all damage to the library building and grounds and to replace and/or repair any and all personal property therein which may or might be damaged and/or lost while the Lessee has the use and/or custody of the meeting room. Failure to pay any damages will prohibit future use of the facility. It is suggested that the undersigned consider purchasing liability insurance to cover damages and/or injuries.

6. Lessee acknowledges that this agreement and the information provided on the event worksheet are public record and must be provided to the public if requested in accordance with Tennessee law.

The Lessee acknowledges that he/she/it has reviewed the policies adopted by the Lessor for the use of the meeting room and agrees to abide by such policies.