Mission Statement

The Jackson Madison County Library is a highly effective learning resource for developing young readers, connecting people to printed, electronic and online resources, and providing lifelong learning opportunities. The library allocates its resources to meet the important information needs of Jackson-Madison County residents and uses efficient best practices for serving all demographic and socio-economic segments of the population.
Jackson/Madison County Library Board of Trustees 2022-2023

Mr. Phillip Mullins   Chairman
email: pmullins@eplus.net

Dr. Susan Francisco   Vice-Chair
email: susan.francisco1@outlook.com

Mr. Greg Parsons   Treasurer
email: Greg.Parsons@firstbankonline.com

Ms. Beth Ann Simpson
email: bethann@downtownjacksontn.com

Ms. Kortney D. Simmons
email: ksimmons@csbfirm.com

Ms. Olivia Abernathy
email: oabernathy@madisoncountyttn.gov

Ms. Sue Vegors
email: suevegors@bellsouth.net

Appointed by:
Madison County
City of Jackson
City of Jackson
City of Jackson
Madison County
Madison County

The Library Board normally meets at 3:30 P.M. on the fourth Wednesday each month in the Library Board Room, 433 East Lafayette Street

Ex-Officio Members:

County Liaisons

City Liaisons

Ms. Karly Bond
kbond@madisoncountyttn.gov

Marda Wallace
mwallace@jacksontn.gov

Ms. Cindy Bryant
cbryant@madisoncountyttn.gov

City Mayor
Mayor ScottConger
City Hall
sconger@cityofjackson.net

County Mayor
Mayor A.J. Massey
Room 302, Courthouse
amassey@madisoncountyttn.gov
BY-LAWS FOR THE BOARD OF TRUSTEES
JACKSON-MADISON COUNTY LIBRARY

Article I

Identification

This organization is the Board of Trustees (Board) of the Jackson - Madison County Library, located in Jackson, Tennessee, established by the City of Jackson and County of Madison according to the provisions of Title 10 of the Tennessee Code Annotated (TCA.) Libraries, Archives and Records: Chapter 3, Libraries in Counties, Cities and Towns, and exercising the powers and assuming the duties granted to it under said statute. The public library shall be under the control, management and supervision of a Board of Trustees composed of seven (7) members who shall serve without pay or compensation for terms of three (3) years.

ARTICLE II

Membership of Board of Trustees

Section 1. Appointments and terms of Office.

Appointments and terms of office are as provided by the relevant sections of Title 10 TCA., Chapter 3.

New members shall be recommended by the Board to the appointing officials to fill vacancies. Membership shall be limited to two consecutive terms, with past members eligible for reappointment after a three year interval. A term shall be for three years, from July 1 to June 30.

New members shall be informed of their responsibilities as Board members by the Board Chair and Library Director. Upon motion and majority vote, members missing three consecutive meetings without good cause shall be asked for their resignation. Upon receipt of such resignation, the Board shall direct that the appointing authority be advised of the vacancy and request that the vacancy be filled by a new appointment.

Section 2. Ex-Officio Members

In addition to the Library Director, other ex-officio members invited to attend all regular monthly Board meetings are the Director of the Hatchie River Regional Library System; the President of the Friends of the Library, or designate; the President of the Library Foundation, or designate; and, the liaisons from the Madison County Commission and the Jackson City Council.
Section 3. Committees

Board committees shall consist of two (2) or more members and shall be standing committees or ad hoc committee(s). The Board Chair will serve as ex-officio of each committee.

Standing committees shall include Budget and Finance, Planning and Policy, Building and Grounds.

Members of Standing Committees shall serve from the time of their appointment until the yearly organizational meeting of the Board, typically the first Board meeting of each fiscal year, July.

Ad hoc committees for the study and investigation of special issues and for such short-term task(s) as the nomination of new members and/or officers shall be appointed by the Chair, to serve until the completion of the work for which appointed.

Board committees shall have power only to advise the full board, unless the Board shall specifically authorize a committee to act on behalf of the Board.

All committees shall have an active Board member as chair but may contain members from the general public.

SECTION 4. Duties of the Board of Trustees

A. Legal responsibility for the operation of the Jackson/Madison County Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

B. The Board shall select, appoint and supervise a properly certified and qualified librarian to serve as Director.

C. The Board shall approve the library budget and working with the local government entities, seek to secure adequate funding to finance the approved budget.

D. The Board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library capital improvement fund and shall audit and approve all library expenditures. The Board, however, shall consult with the Boards of the Friends of the Library and The Library Foundation, prior to the expenditure of any moneys collected by those groups.

E. Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs, to see that they meet the requirements of the total library program.

F. Attend regular and special meetings of the Board.

G. Study the general trends of librarianship and participate in the planning, goals and priorities of the library.

H. Maintain good relations with local governments and secure the library’s position in overall governmental organization and support.

I. The Board shall approve and submit the required annual report to Jackson City Council and the Madison County Commission.
SECTION 5. Conflict of Interest

A. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Jackson/Madison County Library in which they have a direct or indirect financial interest.

B. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial interest.

C. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

D. Each Board member will annually sign a Code of Ethics Statement.

ARTICLE III

Officers

SECTION 1. Election of Board Officers

The Chair shall appoint a nominating committee during the May meeting of the Board. The nominating committee shall present its list of nominees at the June Board meeting, at which time the officers of the Board shall be elected for the next year. All Board officers shall assume their duties as of July 1, following their election. The Board shall elect a Chair, Vice-Chair, and Treasurer.

SECTION 2. Duties of Board Officers

A. The Chair shall preside at all meetings, appoint all committees, authorize special meetings, certify all bills approved by the Board, and perform general duties of the presiding officer.

B. The Vice-Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair until the chair returns or a new Chair is elected. The Vice-Chair, on an as needed basis, serves as a joint signee on all checks drawn on library funds.

C. The Secretary shall be a Board appointed position, held by the Director of the Library. The Secretary shall keep a true and accurate account of all Board meetings; shall be responsible for maintaining those records on a permanent file at the library; shall issue notices of all Board meetings; shall, at the direction of the Board, notify the appointing officials of any vacancies on the Board; and, shall perform such other duties as are generally associated with the office of Secretary.

D. The Treasurer, and the Library Director, with the Chair or Vice-Chair as alternates, shall be responsible for signing all checks drawn on library funds. The Treasurer shall also attend, along with the Director, budget sessions of the appropriate city and county committees as the designated representative of the Board.
ARTICLE IV

Meetings

SECTION 1. Regular Monthly Meeting

The regular monthly meeting of the Board shall be on the fourth Wednesday of each month at 3:30 P.M. at the library, or at such other time, and place designated by a simple majority of the Board. Special meetings may be called by the Chair or by a simple majority of the members. Written notices stating the time, place and purpose of such special meeting shall be given at least five days prior to such meeting; and, only the stated purpose shall be addressed at such special meeting. The November and December Meeting will be combined and will be held on the first Wednesday of December annually.

SECTION 2. Transaction of Business

A quorum for the transaction of business shall consist of a simple majority of the members of the Board. A majority of two-thirds (2/3) vote of those present is required for approval of all items. Meeting participation by Board Members via video conferencing will be allowed and vote will be recognized.

SECTION 3. Parliamentary Rules

Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedures of meetings.

SECTION 4. Regular Meeting Order of Business

The order of business at regular meetings shall be as follows:

A. Call to order.
B. Public Comments
C. Introductions:
   a. Foundation Report
   b. Friends Report
D. Approval of Minutes of Previous Meeting
E. Treasurer’s Report
F. Committee Reports
   a. Budget and Finance
   b. Policy & Planning
   c. Building & Grounds
G. Director’s Report
H. Regional Library Director’s Report
I. Unfinished Business
J. New Business
k. Adjournment
Jackson-Madison County Library Public Comments Procedure

1. Any person wishing to address the Library Board shall so indicate that fact by signing their name and their intended agenda item on a sign-up sheet which shall be located near the entrance of the meeting room. The sign-up sheet shall be collected prior to the start of the meeting and delivered to the Board Chair. The Public Comments portion of the Library Board meeting is not a forum for debate but is simply an opportunity for interested persons to speak on any matter or issue relating to the Library Board meeting agenda.

2. The Library Board Chair shall arrange the order of the persons wishing to speak in any way he or she deems advisable.

3. Persons addressing the Library Board shall have no more than three (3) minutes. Questions from the Library Board to the speaker shall not detract from the speaker's time allotment. If persons wish to address multiple agenda items, they must do so in their three (3) minute time limit.

4. At the beginning of the Public Comments portion of the Library Board meeting, the Chair shall read aloud the names of the persons wishing to address the Library Board in the order in which they will be allowed to speak.

5. The Chair shall then call the first speaker who shall come to the table where the Library Board is seated unless otherwise directed by the Chair.

6. The speaker shall state his or her name and address for the record and then address the Library Board. The Chair shall advise the speaker of the expiration of his or her time allotment and then shall call the next speaker.

7. Speakers shall not be allowed to give all or a portion of their time to another speaker.

8. Speakers shall be courteous and shall conduct themselves in a manner befitting the dignity and nature of the meeting.

9. The Chair shall have the authority to terminate the time allotted to any speaker who does not speak on the agenda item(s) signed up for or is disorderly or unruly.

10. The Chair shall have the authority to have any person removed from the Library Board meeting if such person refuses to leave the table.

11. The Chair shall have the authority to have any person removed from the Library Board if such person is disorderly or unruly.
ARTICLE V

Library Director

SECTION 1. Duties

The Director shall be appointed by the Board and shall be responsible for the administration of the library and its services. The Director shall be considered the Chief Operating Officer (COO) of the library under the direction and review of the Board, and subject to the policies established by the Board.

A. The duties of the Director shall be:

1. Attend all meetings of the Board, except those at which the Director's performance, tenure or salary is discussed.
2. Appoint all staff personnel, subject to limitations of the of the budget and/or as instructed by the Board.
3. The Director shall have the authority to dismiss any staff personnel for good cause according to the approved policies for dismissal, subject to a procedural review by the Board.
4. Select books, materials and equipment for purchase.
5. Recommend policies and tentative budgets to the Board.
6. Act as liaison between the Board and the library staff.
7. Represent the Library at meetings of the Jackson City Council, the Madison County Commission and in other official capacities.
8. In the Director's capacity as Secretary of the Board, shall keep an accurate record of monies received and disbursed, and shall report on such funds at regular Board meetings.

ARTICLE VI

Amendments

SECTION 1. Procedure for Amendment of By-Laws

These By-Laws may be amended at any regular meeting of the Board, by a two-thirds (2/3) majority vote of the total members of the Board present and voting. Written notice shall be provided at least ten days prior to the meeting at which an amendment is to be voted on. Such notice shall include a complete copy of the proposed amendment.
BOARD OF TRUSTEES - LIBRARY DIRECTOR RELATIONSHIP

The seven voting members of the Board of Trustees are appointed in accordance with the library laws of the State of Tennessee and the contract between the City of Jackson and Madison County.

The duties of the members of this board are to:
1. Appoint a qualified librarian to serve as director.
2. Attend regular and special meetings of the board.
3. Formulate policies for the operation of the library.
4. Secure adequate funds for the operation of the library.
5. Acquaint themselves with the general trends of the development of the library, which may be done through membership and attendance at meetings of library organization.

The duties of the director are to:
1. Serve as the chief executive of the library and as such be responsible for the administration of the general policies adopted by the Library Board. The Director is directly responsible to the Board and through the Board to the community.
2. Attend all meetings of the Board. The Director has the right to speak on all subjects but does not have a right to vote.
3. Appoint staff members subject to the limitations of the budget and approval of professional personnel by the Board. The Director has the authority to dismiss staff members subject to procedures established for dismissal.
4. Select books, equipment and other materials for purchase.
5. Recommend policies and programs to the Board, including the preparation of a tentative budget.
6. Receive and report to the Board any suggestions and complaints from staff members that have been submitted in writing.
The members of the library board shall organize by electing officers and adopting bylaws and regulations. The board has the power to direct all of the affairs of the library, including appointment of a librarian who shall direct the internal affairs of the library and such assistants or employees as may be necessary. It may make and enforce rules and regulations and establish branches of travel service at its discretion. It may expend funds for the special training and formal education of library personnel. It may receive donations, devises and bequests to be used by it directly for library purposes. It may hold and convey reality and personal property and negotiate leases for and on behalf of such library. The library board shall furnish to the state library agency such statistics and information as may be required and shall make annual reports to the county legislative body and/or city governing body.
BUDGETING AND PURCHASING

The Library Director is responsible to the library’s Board of Trustees for the management of the operating budget approved by the Board. The majority of funds for the operating budget is appropriated by city and county governments and must be justified and approved each year. Other income is from donations and miscellaneous revenue generated by the library.

The Library Director and designated staff members oversee the expenditures of various aspects of the budget, especially development of various collections, maintenance, and supplies. The Library Director must approve all expenditures and initialize all invoices for payment. The library’s bookkeeper maintains the financial records, handles accounts receivable and accounts payable, and processes each check for payment. The Library Director oversees payroll timesheets which are submitted to Madison County Finance Department for payment.

All checks must have the signatures of two authorized persons, which include the Library Director, the Chair, Vice-Chair and the Treasurer of the library’s Board of Trustees.
ACCOUNTING

Audit

The financial records of the library system shall be audited annually by an independent accounting firm. Copies of the audit shall be forwarded to the library’s Board of Trustees, city and county offices, and to the Comptroller, State of Tennessee. The library’s Board of Trustees will address any results or findings.
SECURITY AND EMERGENCIES

The integrity of the library, its collections and properties will be maintained by the Library Director through the authority of the Library Board. Security will include a camera system to monitor and record activities and events during normal operating hours and an alarm system to detect any illegal entry after normal hours. At the approval of the Board of Trustees, security guards may be employed to provide more safety for patrons and to prevent or discourage illegal and improper activities on library property.

Emergencies will be handled according to the incident and the severity with appropriate speed and by persons best able to correct said problems. At all times the Library Director, or designee, will authorize any emergency procedure deemed necessary.

Names and phone numbers of at least three library staff members will be on file at the city police and fire departments. A “Knox Box” with the master keys and building layouts for the fire department will be available on the northern exterior wall.
SITE SELECTIONS FOR OTHER SERVICES

Acquisition and Ownership

The library’s Board of Trustees is empowered by state law (Tennessee Code Annotated 10-3-101) to be an authorized agent for the selection and acquisition of sites for the use of the library system. Through the City of Jackson and Madison County, properties may be made available and titled to the Board or may be titled to either or both governments. Donations or bequests may be accepted for such purposes.

The Board of Trustees and the Director will establish site selection criteria for branch libraries at appropriate times.

Other Sites for Outreach Services

The library provides opportunities for all citizens of Madison County, Tennessee, to access library materials at other locations away from the main library. These include but may not be limited to: day care centers, head start centers, youth centers, and senior citizen residential facilities.
AFFILIATION WITH OTHER ORGANIZATIONS

The Friends of the Jackson/Madison County Library

Since 1968, the Friends of the Jackson/Madison County Library, through a volunteer board of directors and members, has provided financial and other support, and has added to the many programs and services available at and through the library. The Friends group is a non-profit organization and contributes funds each year for expenses not covered by the library's operating budget. As an affiliated organization, it is permitted special considerations for use of library meeting rooms and other spaces, resources, and exemptions from some policies and procedures.

The Jackson/Madison County Library Foundation

The Jackson/Madison County Library Foundation has been established for the support and advancement of the library "by providing funds for worthy purposes that are not sufficiently funded by other sources . . . as a public benefit foundation." As a corporation exempt from Federal Income Tax under Section 501(c)(3), any contribution received by the Foundation is tax-deductible. Such funds and other donations will be distributed to the library upon request from the Board of Trustees. As an affiliated organization, the Library Foundation will have special consideration for use of space and resources of the library.

Representatives of the Friends of the Library Board of Directors and of the Library Foundation Board of Trustees will be ex-officio members of the library's Board of Trustees.
LIBRARY COOPERATION

Regional Library System

The Jackson/Madison County Library is a member of the Hatchie River Region of the Tennessee Regional Library System and will meet all requirements of such membership. The library will receive from the Regional Center the loan of books and other materials, some advisory and technical services from the staff, bookmobile and its outreach services for the county. Through the regional library system, other support, including funds, may be available from the State of Tennessee or the federal government.

Other Libraries

The resources of the state's Interlibrary Loan Network and the Tennessee State Library and Archives are available. The library shall lend and borrow books and materials in accordance with the American Library Association’s interlibrary loan code.

School Libraries

The public library and the school library have related functions. One serves the child in school life; the other serves all ages in community life. These services complement each other.

The increase in the number of students, the expansion of the school curriculum, the limited library staff, and the restrictions of the book budget make it impossible for the library to provide all the services requested by students. It shall be the aim of the Jackson/Madison County Library to provide these services as far as it is able without neglecting its obligation to the community as a whole.

The public library should cooperate with school officials and libraries to promote better library services in both the school and public libraries. Similar relationships and cooperation should be shared between the public library and the academic and special libraries within Madison County.
AGREEMENT CONCERNING DISPOSITION OF LIBRARY SURPLUS PROPERTY

WHEREAS, Madison County, Tennessee (the "County") is a political subdivision of the State of Tennessee; and

WHEREAS, the Jackson-Madison County Library (the "Library") is a free public library operating under the authority of Tennessee Code Annotated § 10-3-101 et seq., and is jointly funded by the County and the City of Jackson, Tennessee; and

WHEREAS, the Library is governed by a Library Board pursuant to Tennessee Code Annotated § 10-3-104; and

WHEREAS, the Library periodically accumulates property which it deems surplus; however, due to the nature of its operation, the Library finds the proper disposal of said surplus property is difficult; and

WHEREAS, the County has adopted policies and procedures for dealing with its surplus property, which it handles efficiently on a scale larger than that of the Library; and

WHEREAS, the County and the Library desire to enter into an agreement whereby the County assists the Library by accepting its surplus property and disposing of same pursuant to the same procedures utilized by the County in disposing of its own surplus property,

IT IS THEREFORE AGREED AS FOLLOWS:

1. That when the Library's Board makes the determination, upon recommendation from the Library Director, that property in its possession has become surplus, obsolete or otherwise is no longer useful to the mission of the Library, the Library shall notify the County of said determination in writing, executed by the Library Board Chairman and the Library Director.

2. That upon receiving said written notification, the County shall coordinate with the Library Director to assume possession of said surplus property and shall arrange for the disposition of said Library surplus property in the same
fashion and following the same procedures as are utilized by the County to
dispose of County surplus property.

3. That upon transmission of said surplus property to the County, the Library
shall surrender all ownership interests it may have had in said surplus
property and same shall be divested from the Library.

4. This agreement may be terminated at any time by the County upon written
notification delivered to the Library Director. This agreement may be
terminated at any time by the Library upon written notification delivered to
the County Mayor.

Dated this 8th day of June, 2020.

MADISON COUNTY, TENNESSEE
By: Jimmy Harris
      Jimmy Harris, Mayor

JACKSON-MADISON-LIBRARY
By: Elaine Christian
      Elaine Christian, Chairman of Jackson-Madison
      County Library Board

JACKSON MADISON COUNTY-LIBRARY
By: Dinah Harris
      Dinah Harris, Jackson-Madison Library Director
TITLE VI

The Jackson-Madison County Public Library assures that no person shall on the grounds of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964 be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or service. The library assures that every effort will be made to ensure non-discrimination in all of its programs and services.

The Board of Trustees is responsible for ensuring the implementation of the Title VI program. The library director, on behalf of the Board, is responsible for the overall management of the Title VI programs and services as the coordinator.

The title VI coordinator will coordinate the library’s effort to comply with and carry out its responsibilities under the ADA, including any investigation of complaint alleging its noncompliance with ADA.

If any individual believes that he/she has been subjected to behavior that in noncompliant with Title VI, he/she may file a complaint with the library by completing the Grievance Procedure form.

Every effort will be made to resolve complaints informally at the library level.

Every effort will be made to identify any areas that may need improvement.
Laws governing Tennessee Libraries can be found in the Tennessee Code Annotated Title 10, Chapters 1-8 and 8-44-102.
Current contracts and leases are on file at the library and are available for viewing.
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
              Closed Sunday

Tennessee Room Hours: 9 A.M. to 5 P.M. Monday through Saturday
                        Closed Sunday

North Branch:  9 A.M. to 6 P.M. Monday through Friday
               Closed Saturday and Sunday

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 is 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 is 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: People who live in an adjoining county to Madison County who do not work, own property, or attend school full-time in Madison County may obtain a card by paying $25 a year.

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 9th grade and at least 13 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 and dog guides.
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 in the Tennessee Room are alarmed when passing through them. A bicycle rack is provided for patrons’ use near the College Street entrance of the downtown library location.

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. 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 silence ringers, on cellular phones and beepers. Personal conversations while inside the library must be taken to designated areas. 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.

Photocopiers and Copyright

The library has available, for public use, 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 under 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. Magazines, DVDs, Library of Things and Wi-Fi Hotspots are checked out for a period of one week. Everything except Library of Things and Wi-Fi Hotspots will be automatically renewed (if not on request by other patrons) for up to two more loan periods. Newspapers, Reference materials and items in the Tennessee Room do not circulate.

Charges for lost or badly damaged material shall be the cost of the item(s). After materials are two weeks past final due date, patrons will be charged the replacement cost for the item(s).
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.
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. If four or more computers are not being used, patrons/guest time may be extended for two more sessions.

2. The computer is for use by one person at a time. Should two adults need to work at one computer, they may use one of the computers in the Community Classroom.

3. Young children are not permitted in the computer lab. If adults are accompanied by minors, they may use one of the computers in the Community Classroom.

4. Teens are not permitted in the computer lab without a parent or legal guardian present. If a teen has a library card, they must use the Teen Room computers.

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

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

7. 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.

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

9. 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.

10. 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.

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

12. 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.

13. 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.
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.

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. In the computer lab, Library staff is available to assist patrons in getting access to the Internet but cannot help in in-depth searches or in-depth personal training in the use of it. Individual sessions may be scheduled with the reference library for help with reference searches. Individual technology training may be scheduled with technology staff. Computer classes are also offered free to the public.
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, cyber-bullying, 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. Guests passes may also be granted to adults.

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 could be classified as pornographic, you will be asked to stop. Failure to do so will 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.
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 non-profit agencies. Political literature 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 Library does not discriminate in making its premises available on the basis of race, color, national origin, religion, sex, sexual preference, age or physical limitation.
Reservation Policies

The library has two meeting rooms for public meetings with varying capacities, per the Fire Marshal:
1.) The Anne Thurmond Board Room (20 Person Capacity)
2.) 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.

In a given month, groups may reserve a meeting room a maximum of one time during peak hours, for a
four-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 7:00 p.m.
  - Saturday: Any meeting room from 9:00 a.m. to 4:00 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 by submitting a meeting room application. A printed copy of the
application is available at the library; an electronic copy is on the Library’s website. First-time non-
profit renters may be required to provide proof of 501(c)3 status. Reservation is not confirmed until
signed agreement has been reviewed and availability determined. Confirmation will be communicated
via contact information on the application.

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 policy with the
Director or their designee. Any group failing to cancel three times will become unable to make future
reservations.
Meeting Rooms
Policies, Guidelines, and Rental Agreement

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.

<table>
<thead>
<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>Anne Thurmond Board Room</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Program Center</td>
<td>$90</td>
<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)
- Microphone (Program Center only)

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. 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.

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 1 hour 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.
Jackson-Madison County Library

Policy Overview/Lending Agreement: Library of Things and Mobile HotSpots

The Borrower signed below agrees to the policies and lending agreement for a period of 1 year past the initial signature date, and must sign a new agreement yearly to continue to use the Library of Things and Mobile HotSpots.

Guidelines for Borrowing and Use:

- Borrower must be 18 years or older.
- Borrower must have a valid JMCL card and no overdue materials.
- Borrower must be able to provide a valid photo ID that matches the name on the library cardholder account.
- Only the borrower is authorized to use the Thing or HotSpot. The Borrower shall not permit the use of items checked out to him/her by any other person unless by the express permission of the Library.
- Prior to borrowing a Thing or HotSpot, all patrons must sign this agreement.

Checkouts and Fines:

- Borrower may check out up to 3 Things at a time, and 1 HotSpot.
- Things and HotSpots check out for 1 week at a time.
  - Things may be renewed 1 time for 1 additional week, as long as there are no holds.
  - There is no renewal available for HotSpots
- A returned Thing or HotSpot must remain available in the library for 7 days before the same patron, or another patron living in the same household, may check it out again.
- Things or HotSpots must be returned to the Circulation Desk at the Main Library or the North Branch only.
- Borrower agrees:
  - To abide by the Jackson-Madison County Library lending guidelines and policies.
  - To pay entire replacement costs should the Thing, HotSpot, or any components be lost, damaged, or not returned.
Care and Operation:

- The Thing or HotSpot may only be used and operated in compliance with the library’s policies and manufacturer’s guidelines.
- Borrower shall not make any modifications or alterations to the Thing or HotSpot.
- Use care when handling and using the Thing or HotSpot.
- Return the Thing or HotSpot with all parts, components and accessories in the same condition as they were issued, barring normal wear and tear. All Things must be returned clean.
- The Borrower agrees that if any Thing or HotSpot becomes unsafe or in a state of disrepair, they must immediately discontinue use of the Thing or HotSpot and notify the Library of the issue on return, if not earlier.

Lending Agreement

In being permitted to borrow the Thing or Hotspot, I voluntarily waive, release, and discharge and covenant not to sue the Jackson-Madison County Library, its successors, assignees, officers, agents, employees, and volunteers (the “Releasees”) for any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages of death, personal injury, property damage and loss of data, and from any and all liabilities, damage, injuries, actions or causes of actions either at law or in equity, whether caused by any defect in the Thing or HotSpot, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with the borrowing of the Thing or HotSpot.

This is a legally binding release, waiver, discharge and covenant not to sue, made voluntarily by me, the undersigned releaser, on my own behalf, and on my behalf of my heirs, executors, administrators, legal representatives and assigns.

I have read the entire document and my signature below indicates my agreement with the above statements. I understand that failure to comply with any of these rules may result in the revocation of my borrowing privileges.

<table>
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<th>Library Card No.:</th>
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<tbody>
<tr>
<td>Printed Name:</td>
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<tr>
<td>Signature:</td>
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Social Media Policy

This policy applies to every employee, whether part-time, full-time currently employed by the Jackson-Madison County Library in any capacity who posts any material whether written, audio, video or otherwise on any website, blog or any other medium accessible via the internet.

An employee may not characterize him or herself as representing the Library directly or indirectly in any online posting unless at the direction of the Library Director or Library Board. The use of a professional library email address, job title, or logo on a private social media account shall be considered an attempt to represent the Library in an official capacity. Other communications leading an average viewer to conclude that a posting was made in an official capacity shall also be deemed an attempt to represent the library in an official capacity. When posting in a non-official capacity, an employee shall take reasonable care not to identify themselves as an employee of the library. When the identity of an employee is apparent, the employee shall clearly state that he or she is posting in a private capacity.

Any social media sites created for the Library must be approved by the Library Director. The Library Director will maintain a list of social media tools which are used by approved library staff with login and password information.

The Library Director may appoint members of staff to carry out postings on social media sites.

The following content is not allowed on the library’s social media accounts:

- Comments in support of or opposition to political campaigns or ballot measures
- Profane language or content
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- Sexual content or links to sexual content
- Solicitations of commerce
- Conduct or encouragement in illegal activity
- Information that may tend to compromise the safety or security of the public or public systems
- Content that violates a legal ownership interest of any other party

The Library reserves the right to restrict or remove any content commented or posted by the public on library social media pages that is deemed to be in violation of policy or any applicable law.
Unacceptable behavior that may result in the removal of a post or the temporary blocking of a user could include speech that is not protected by the First Amendment, such as copyright violations, obscenity, child pornography, defamatory or libelous comments, or imminent or true threats against the library, library staff or other users.

Repeatedly posting content that is prohibited or egregious may subject the poster to banishment from all library social media sites.

Only the Library Director at the direction of the Library Board is authorized to post policy or position statements of the Library Board of Trustees.
COLLECTION DEVELOPMENT POLICY

Library Objectives and Roles
The Jackson/Madison County Library strives to serve the constantly changing entire community of Madison County, Tennessee by providing public library services and materials to help citizens "in the pursuit of education, inspiration and in the creative use of leisure time." As a public library, it provides these services freely to all local patrons. The library has set as its major roles to be:

Popular Materials Library: current and popular materials in various formats, with a knowledgeable staff, in a building which promotes such items by displays, signs, and casual arrangements of furnishings.
Reference Library: informational and up-to-date materials for all ages and interests and in various formats, including books, periodicals, computerized access to data, etc.
Pre-Schoolers Door to Learning: materials for preschoolers and adults working with young children, with popular titles in multiple copies.
Independent Learning Center: information and materials in various formats on varied subjects which patrons of all ages can use on their own to enhance skills and knowledge in many fields.

Authority
The Library Director has the duty to "select books, equipment and other materials for purchase" but can and does delegate some of that authority and responsibility to other staff, specifically a Collection Development Committee comprised of department heads and area specialists. Other staff, with special knowledge, education or training in specific subjects, contribute to the selection process.

Selection Philosophy
To meet the goals and to fulfill the roles as defined for the Jackson/Madison County Library, the selection of books and other materials is based on various principles:
1. Local interest or demand for specific library materials
2. Currency of information
3. Suitability of formats of materials for public library use
4. Physical quality and suitability of materials for circulation
5. Availability of opposing viewpoints of major issues
6. Critical reviews in professional library literature
7. Availability of funds
8. Physical limitations of library facility to house materials
9. Value of items for public library use
10. Need for duplicates within collection or within area
Selection Aids

The selection of books and other materials will be based primarily on the recommendations of professional library periodicals and other publications. These include, but are not limited to: Library Journal, School Library Journal, Publishers Weekly, Booklist, The Tennessee Librarian, Southeastern Librarian. Selections of titles from remainder companies may be limited due to budgetary concerns.

Selection Criteria
Specific criteria for various materials include:
1. Textbooks (only if donated, if recent, and of high quality).
2. History and Religion: Impartial recognition of conflicting viewpoints. Information on all major denominations, and selections of quality materials representing those denominations. Donations for specific sects, denominations, etc. shall be reviewed and judged on the same principles as purchased items.
3. Fiction will be chosen based on patron request, best-seller lists, publication recommendations and staff selections.
4. Reference and research materials must be current and compiled by experts in their specific fields. Such materials must provide accurate and current information in easily usable formats.

Children and Book Selection

Children have an innate curiosity for knowledge in many formats and on many subjects. Public libraries provide materials for all ages and especially emphasize the needs of the younger patrons. Due to the quality and the recommendations of others, specific books may be bought in multiples, e.g., Caldecott and Newbery Award-winning and honor books, titles which are on several reading lists, such as the Accelerated Reading program, at local schools.

Children’s books shall be quality, i.e., library binding, and shall exclude formats, unusual sizes which are inappropriate for multiple circulation. The selection of children’s titles shall reflect a proper percentage for the appropriate types, e.g., fiction, non-fiction, and easy and pre-school books.

The responsibility for the selection of materials for use by children patrons rests with their parents. Library staff will aid in the location and subject selections of materials but will not limit materials to patrons based on their ages. Therefore, younger patrons may check out adult books and other materials to meet their needs.
Special Collections

The Jackson/Madison County Library is committed to the collection and preservation of local history. Its Tennessee Room provides information in various formats on local history and genealogy. To fulfill its role as a reference library in such local history, the focal points of collection development will be:

1. Local history on Jackson and Madison County
2. West Tennessee regional history
3. Tennessee state history
4. Information having significant historical influence
5. Family history, especially of local families

Book selections will be based on usefulness to research in any of the focal point areas, the physical quality of the items and lack of redundancy. Other formats of information: periodicals, microfilm, microfiche, computer-generated databases, etc. will be selected as they complement printed materials.

1. Family histories are accepted as donations if they pertain to local needs. Purchases of such materials will be based on any research value for research on Tennessee families.
2. Biographies will relate to Tennesseans, especially those from West Tennessee.
3. Fiction and other general literature will be selected if author or subject or coverage pertaining to local or state interests.
4. Scrapbooks, photographs and other collections of materials must relate to Jackson or Madison County history.
5. Maps which emphasize and illustrate Jackson, Madison County and West Tennessee and/or which are of research value to genealogical research.
6. Vertical file materials: any one of the basic areas of:
   a. Biographical sketches of local or Tennessee persons
   b. Jackson and Madison County history
   c. Tennessee history
   d. Family surnames and genealogical data
   e. General or miscellaneous information relating to above
7. Materials will be discarded from the Tennessee Room for the following reasons: unusable condition, unnecessary duplication, outdated information, not relevant to the focal points of collection and other reasons that may become apparent.
Reference Department

Reference materials, in various formats, must be the most recent and the most recommended for all subject areas and ages. At least one printed set of encyclopedias will be maintained by the library and updated at the discretion of the Reference Librarian.

Periodicals can be accessed freely online through the Tennessee Electronic Library. The library will subscribe to a few print copies of magazines for the public’s enjoyment and education.

Access to additional electronic databases addressing specific interests will also be provided as funding allows.

Audiovisual Materials

Various formats of audiovisual materials: compact discs, DVD’s, etc. will be selected by designated staff members and based on professional reviews and expert selection aids and patron requests.

Periodicals

The selection of magazines and newspapers will be based on: local interest in specific titles or subjects, quality of publication, lack of duplication, cost and value, quality of writing (as noted from professional reviews) and recommendations from other professionals.

Gift subscriptions are accepted if they meet the library's standards and needs for such publications. The library is not obligated to maintain such periodicals for historical or research use if they are not deemed beneficial for such uses.

The library subscribes to various local, state and national newspapers, but The Jackson Sun is maintained for research, on microfilm. Other newspapers will be added in appropriate formats as funds and technology allow.

Leased Materials

The library may select book-leasing plans to augment and complement the selection of books for patron demand, especially duplicate copies of best-selling and popular titles.

Computerized Resources

As another format of information, computerized databases and access to the World Wide Web (Internet) are available. The selection of individual databases will meet the basic criteria for similar printed materials, as funding allows. As an open medium, the Internet has no criteria or restrictions on the materials it includes.
Controversial Materials
By definition, a public library allows for a wide spectrum of materials, on various subjects and in various formats. The selection process may allow materials to be purchased which some individuals or groups may deem unacceptable because of content, language, philosophy, art, etc. The library will not select books or other materials which are legally obscene, but no item shall be judged for exclusion by taking single passages out of context and basing condemnation of that item on such lifted passages.

The library’s Board of Trustees has adopted the Library Bill of Rights, the Freedom to Read and the Freedom to View Statements (see Sections 503-505).

Complaint Policy
All requests for removal or reconsideration of library material shall be in writing and shall include such information as necessary for a proper decision by library and board officials. Such a form, Citizen’s Request for Reconsideration of Library Material Form, is appended. The library Director shall review this form, and if a satisfactory solution cannot be obtained, the complaint shall be brought to the attention of the Board of Trustees whose decision will be followed.

Upon request, any patron will be permitted to review this Collection Development Policy (see Section 501).

Interlibrary Loans
Patrons not finding desired books within the circulating collections may request that such be obtained for a short time period through interlibrary loans from other libraries. Interlibrary loans will be limited to two in process at any given time.

Collection Maintenance
It is recommended that at least 15% of the annual budget be spent on books and periodicals. If there is excess money from any other budgeted item, it is recommended to be used for the purchase of books, or as approved by the Board of Trustees.

Materials that are no longer useful will be systematically weeded from the library collection. Such materials may be sold or destroyed. The library will not be guilty of lowering the standards of institutional and individual collections by not eliminating soiled, damaged, mediocre, inaccurate or obsolete materials.

The guidelines for weeding will be:
- Last date of circulation (5 years or more)
- Unneeded duplicates
- Out-dated information (non-fiction: any over 10 years)
- Inaccurate information
- Changing community needs
- Inappropriateness to the collections
- Poor physical condition or appearance
**Gifts and Donations**

Gifts and donations of books and other materials will be subject to the same selection criteria as purchases. Library officials will review donated items and make a decision concerning their disposal. No item will be accepted which has the constraints of permanence or special display or special consideration. After acceptance by the library, no gift will be returned to the donor.

Donations of funds to purchase books or other library materials are gratefully accepted and acknowledged. The same criteria for selection of suitable materials apply to such gifts. Bookplates that indicate such use and the donor are attached to the book.

Books to be purchased for memorials shall be reimbursed at the cost of the book. Other monetary donations will be considered as gifts and will be used as needed by library officials. Gift and memorial books, etc. which are added to the collections, are subject to the same conditions as others regarding retention and weeding. Acknowledgments of special donations for memorials are sent to designated persons. In accordance with income tax regulations, the determination of the value of book and other donations is the responsibility of the donor.

**Gifts of Real Estate, Bequests, and Other Property**

The library’s Board of Trustees is authorized to and will accept gifts of real estate and other real property that support the mission and long-range goals of the library system. Bequests and other donations from estates will be accepted with the same considerations of no restrictions or special accommodations. The Library Director and the library’s Board of Trustees will determine the suitability of such special donations and will follow applicable laws, library policies, and the donor’s intent in their uses.
The Library’s Technology Plan
The Library Bill of Rights
The Freedom to Read Statement
The Freedom to View Statement

are all on file at the library and may be viewed upon request.
THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.
We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.
5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990
JACKSON/MADISON COUNTY LIBRARY VEHICLE POLICY

The purpose of this Library Vehicle Policy is to establish uniform practices for library-owned vehicles and to ensure against the abuse of inefficient use of public property by setting limitations on use of such vehicles.

General Usage

The use and operation of library-owned vehicles on the job may be required of certain employees for their primary use during the work day or may be assigned for general library purposes. At the end of every work day, such vehicles shall be parked in assigned parking areas, including but not limited to the library’s parking lots, the Jackson Police Department’s lot or other areas approved for such use.

Employees may be given the privilege of using library-owned vehicles when the best interest of the public is served by providing safe, dependable transportation for extensive travel during or after working hours for official library purposes. The library’s Director shall authorize all uses of such vehicles for designated employees, for specific times and for specific purposes, e.g., for regular or frequent duties, either daily or weekly; attending public meetings, etc.

Employees must make arrangements for other access to such vehicles as necessary. Any changes in scheduled uses by employees must allow for such vehicles to be available for other library business.

Library-owned vehicles are to be used for official business only. Such vehicles are not to be used to transfer or carry passengers not employed by the library except for members of the Library Board of Trustees, Friends of the Library, elected officials, or others for library-related business. The library’s Director shall maintain immediate access to such vehicles at all times. Any exceptions must be approved by the library’s Director in advance.

Library employees receiving monthly allowance for the use of their privately-owned vehicles are expected to use them for library business, and may use library-owned vehicles in emergencies or by permission of the library’s Director.

Smoking, alcoholic beverages or illegal drugs are not permitted in library-owned vehicles at any time.

Personnel driving library-owned vehicles will conform with the seat-belt laws of the State of Tennessee at all times.

Violations of these policies are considered misuse of public property and will subject such employees to disciplinary actions up to and including dismissal from employment.
Driver's License Required
Any employee authorized or allowed to operate library-owned vehicles is required to have an appropriate and valid Tennessee driver's license. Such employees will submit to a regular review of their driving records by local law enforcement agencies.

Violations, citations, fines, or other actions taken by any law enforcement agency against any employee while driving library-owned vehicles shall be the responsibility of such employee and may also be cause for disciplinary actions.

Maintenance of Library-Owned Vehicles
All library-owned vehicles shall follow recommended periodic maintenance schedules.
All such maintenance shall be documented and filed appropriately. Library-owned vehicles are expected to be kept in a clean and neat condition by all drivers. Failure to keep a clean vehicle may be cause for disciplinary actions.

Each library-owned vehicle shall have a maintenance log which will list monthly fuel usage, monthly odometer readings, and other expense reports as appropriate for periodic review. All routine and non-routine maintenance, as required, shall be under the control of the library's Director.

Separate files shall be maintained on each library-owned vehicle:
- Description (year, make and model, serial and vehicle identification numbers)
- Purchase price and date
- All warranty information
- Manufacturer's maintenance guides and operating books
- Records documenting dates of maintenance and copies of repair orders
- Monthly odometer readings and fuel usage

Fuel Use and Purchase
Only approved and recommended fuels shall be used in library-owned vehicles. The library will use the most efficient method for the purchases of fuels. Oil and other fluids will be maintained at approved vehicle maintenance locations and by trained personnel. Only the library's Director shall be authorized to seek bids for fuel and related products. Vehicles will have no less than one-quarter tank of gas at all times.
Reporting and Investigating of Accidents of Library-Owned Vehicles

It shall be the responsibility of every authorized employee driving a library-owned vehicle which is involved in an accident, regardless of its magnitude, to follow these steps:

1. Stop the vehicle. Call an ambulance or other emergency personnel if necessary, and render assistance if required and capable.
2. Notify appropriate law enforcement personnel as soon as possible.
3. Report the accident to the library’s Director as soon as possible after the above steps have been met.

Repairs to library-owned vehicles will not be done nor will payment be made until the library’s Director and the vehicle’s insurance company’s representative have been properly notified and authorize such.

Employees failing to report damage or accidents involving library-owned vehicles shall be subject to dismissal from employment.

Vehicle Identification

Upon approval by the library’s Director, appropriate lettering and other markings and designs may be attached to library-owned vehicles.

Each vehicle shall have a City of Jackson sticker and Madison County government service license plate. As necessary, other identification numbers may be affixed in prominent locations on the vehicle. As other vehicles are purchased, the numbering will be in sequence. No number will be transferred to another vehicle.

Insurance Coverage

All library-owned vehicles shall have adequate and appropriate insurance coverage. The cost for such insurance shall be within the library’s operating budget and shall be reviewed and updated annually.

Purchase and Disposal of Vehicles

As deemed appropriate and at designated times, the purchase of new vehicles and the disposal of older units will follow guidelines of local governments. Factors to be considered for replacement of vehicles include: mileage, maintenance and operating expenses, existing warranties, and general condition of such units.