

## **PART II**

# **MORRISTOWN-HAMBLEEN LIBRARY POLICIES**

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## **LIBRARY BILL OF RIGHTS**

The Morristown-Hamblen Library system subscribes to the Library Bill of Rights, the Freedom to Read Act, and the Freedom to View Act. The Bill of Rights can be found in the **Appendix** of this manual and the Freedom to Read and the Freedom to View Acts can be found on the Internet.

## **LIBRARY DAYS AND HOURS**

The Library's hours of operation can be found in the **Appendix**.

## **RELATIONSHIP WITH THE REGIONAL LIBRARY**

Since the Morristown-Hamblen Library is a member of the Holston River Regional Library System, there shall be cooperation with the regional library and other libraries in the region.

The Morristown-Hamblen Library Board shall recommend two representatives, one from the city and one from the county, to be on the Holston River Regional Library Board.

Reports are to be made to the Regional Librarian as required.

The Library Director and/or staff members are expected to participate in the In-Service Training Program of the Holston River Regional Library.

The Library Director will consult with the Regional Librarian about problems, needs and technical procedures.

## **RIGHT OF PRIVACY POLICY**

The Library and the Board of Directors respect the right of every individual to select his/her own reading material and affirm that his/her selection shall be considered private and not subject to divulgence to other persons except pursuant to court order.

## **SECURITY CAMERA POLICY**

Security cameras are used to enhance the safety and security of library users and staff by discouraging violations of the Library Policies and Procedures, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity.

## SECURITY CAMERA PURPOSE AND PLACEMENT GUIDELINES

1. Video recording cameras will be used in public spaces of Library locations to discourage criminal activity and violations of the Library's policies and procedures. The recording of audio is restricted under the Electronic Communications Privacy Act and will not be used.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy, including public common areas of the library such as parking lots, entrances, seating areas, service desks, and areas prone to theft or misconduct or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the M-H Library, the City of Morristown, nor Hamblen County is responsible for loss of property or personal injury.
6. Recorded data is confidential and secured in a controlled area. Video recordings will typically be stored for no longer than 30 days. As new images are recorded, the oldest images will automatically be deleted.
7. Cameras are not installed for nor will they be used for the purpose of routine staff performance evaluations.

## USE/DISCLOSURE OF VIDEO RECORDS

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity, or violation of the Library's Policies and Procedures is restricted to designated staff and Board of Trustees members.
2. Those designated persons may also have access to both real-time images as well as recorded images, viewable on desktop monitor(s) placed in secure areas to ensure private access or on remote computers of members of the Board. The frequency of viewing and the amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available to a specific incident.
3. Access is also allowed by law enforcement when pursuant to a subpoena, court order, or when otherwise required by law.
4. Video records and still photographs may be used by authorized individuals to identify those responsible for Library policy violations, criminal activity on Library property, or actions considered disruptive to normal Library operations as delineated in the Library Policies and Procedures. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.

5. In situations involving banned patrons, stored still images may be shared with staff. Shared images may remain posted in restricted staff areas for the duration of the banning period. These images may be archived in the Administrative Offices.

#### UNAUTHORIZED ACCESS AND/OR DISCLOSURE

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about Library users. If the Library receives a request from the general public to inspect security camera footage, they will be advised to file a police complaint.
2. A breach of this policy may result in disciplinary action up to and including dismissal. Any Library employee or Board member who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Director and the Chairman of the Board of the breach.

## CIRCULATION POLICY

### **FULL ACCESS LIBRARY CARD (*onsite and electronic*) (Revised September, 2019)**

***A full access library card can be used to access both our digital and physical collections. It allows you to check out printed books, periodicals, CDs and DVDs.***

***A full access library card also allows you to use public computers at the library.***

- A. All patrons are required to have their own valid Morristown-Hamblen County Library card to check out material. (A valid card is defined as one that is not expired, has no delinquent materials checked out, and is under the fine limit of \$5.00.) The patron's library card also provides access to public computers. Patrons who do not have their card may be given a Guest Pass for the day to access public computers. Children age 13 and under may use public computers in the Children's Library (lower level). They are subject to the previously outlined rules.
- B. A **free** library card can be obtained by any applicant who is:
  1. A resident of Hamblen County
  2. A resident of counties bordering Hamblen County who works in or attends school in Hamblen County
  3. A student attending a school or a college located in Hamblen County
  4. A resident of bordering counties served by the Regional Library system where said counties reciprocate this privilege
- C. A **fee-based** library card can be obtained by an applicant who is not a resident of Hamblen County.

## **FULL ACCESS LIBRARY CARD RULES (Revised September, 2019)**

### A. Identification

All applicants must provide verification of name and address. Acceptable verification may include current state or federally issued photo ID (ex: driver's license, passport, military ID). Additional proof of address may be required (ex: a current utility bill).

### B. Juveniles

Any person younger than 18 must have a parent, grandparent, or guardian sign the application form signifying that the parent/guardian/grandparent will be financially responsible for the juvenile's transactions with the Library.

### C. Change of Address

Patrons are required to inform the Library immediately of all address changes.

### D. Lost/Stolen Library Cards

It is the patron's responsibility to report a stolen library card as soon as possible and to then obtain a replacement card for a pre-determined fee. Materials checked out prior to the date of reporting the lost card are still the patron's responsibility

## CIRCULATION OF MATERIALS

All information relating to material circulation can be found in the **Appendix**.

## RESERVES SERVICES (Revised July, 2016)

A Patron may reserve any circulating material except for movies on a first come, first-service basis. Material on reserve may not be renewed.

### I. OVERDUE MATERIAL (Revised July, 2016)

Patrons must renew or return library material(s) on or before the date due or be liable for fines. (See Fee Schedule in the Fines Section of the **Appendix, page 6**. Fines do not accumulate on days the library is not open.) Any patron having material overdue four weeks or more is denied checkout privileges until the overdue material is returned and/or all fines/fees/replacement costs of materials are paid.

After three attempts to contact a patron about overdue material, the library may elect to pursue legal remedies.

### II. FINES

A schedule for fines per item, accumulation of fines, and payment of fines can be found in the **Appendix, page 6**.

### III. LOST, STOLEN, DAMAGED MATERIALS (Revised July, 2016)

Library material lost, stolen, or damaged while checked out to a patron must be paid for by the patron. The patron will pay a replacement cost and a \$5.00 non-refundable

processing fee for lost or damaged materials. If lost or stolen material is returned to the Library within one year of the receipt date, at the discretion of the Library Director, the patron may receive a refund after presentation of the receipt for payment.

#### IV. DISPUTE OVER MATERIAL (Revised July, 2016)

The Library Director will review and make determinations regarding disputes and returned/non-returned materials.

#### DIGITAL ACCESS CARD (E-Card – electronic card) (September 2019)

If you already have a full access library card, you do not need a Digital Access Card. However, Patrons residing in the service area may opt for a digital only card. **Once registered** for a digital access card we will *email* you a digital access card number that gives you immediate access to our online streaming, download, and database content.

- e-Media: download or stream e-books, audiobooks, movies and magazines.
- Research & Homework: access newspaper archives, genealogy tools, professional magazines and scholarly journals
- Online Learning: Learn a new language, take a practice test, or access Great Courses.
- E-cards expire every 2 years. Patrons need only to call the Library to renew their card.

#### REQUIREMENTS TO REGISTER FOR DIGITAL ACCESS CARD

You must be age 13 or older, a resident Hamblen County, surrounding counties, or live within the Holston River Regional Library System, and you must provide your email address. You can call the library or come by in person to register for a digital access card.

## COMPUTER POLICY

It is the responsibility of the Patron to read and accept the **ENTIRE** Computer Policy stated below prior to using the Library's computers. **By using any Library computer the patron agrees that he/she has read and understands the Policy and agrees to all of the terms contained therein.** Any user who fails to comply with this **Computer Policy** will be subject to the discipline described under the **Patron Conduct Policy** (found in Part II of the Manual on page 8).

#### A. TERMS OF USE (Revised July, 2016)

1. In order to provide equitable access for users of its computers and the Internet, the Library sets time limits for computer usage through an automated PC sign-up and time management system.
2. Users may not display visually and/or audibly disturbing material on any screens in or on the Library campus. Sound should not be audible to other patrons. Users shall refrain from

the use of visuals and sounds which disrupt the ability of other Library patrons or the staff to use the Library and its resources.

3. To use full-service public-access computers, **ALL** patrons must have one of the following:
  - a. A **valid Morristown-Hamblen Library card**.
  - b. A **Guest Pass**
4. Users **must** have their library card or Guest Pass each time they wish to use a full-service computer. Photo ID is acceptable, but Library accounts will be verified and must be in good standing.
5. All computers are on a first-come, first-served basis.
6. Full-service computers may be used for one session each day for a maximum of one hour. Additional time(s) may be granted based on availability and staff discretion. Requests for additional time must be made at least fifteen (15) minutes before the allotted time expires.
7. Adults and teenagers aged 14 and over must use the computers on the main floor. Children aged 13 and under will use the computers in the Children's Library. Exceptions to this age policy may be made for reasons deemed acceptable by Library staff. (Please see the **Computer Usage Policy** posted in the Children's Library.)
8. The Library uses technology protection measures, as required by the federal Children's Internet Protection Act. The Library reserves the right to implement additional software and/or hardware mechanisms to protect Library computers from malicious software, codes, or other electronic agents that may interfere with the proper functioning of individual computers or the library network.
9. As with all library resources, the Library affirms the right and responsibilities of parents, grandparents, or guardians – NOT the Library staff – to determine and monitor their children's use of the Internet. The staff cannot and will not act "*in loco parentis*" to monitor a juvenile's access to the Internet except within the parameters stated in the Computer Policy posted at the computer sign-in point.
10. No more than one (1) person may use a computer at a time.
11. Library staff will assist patrons with the Internet and other computer use as time and knowledge permits. Staff members are not to be expected to provide personal assistance or tutoring.
12. Patrons are required to use only the software available on the library computers.  
**Downloading other software is not allowed.**



13. Use of personal memory devices is acceptable for copying documents and information from the Library computers. (Some types of memory devices are available for sale in the Library, the charges for which can be found in the **Appendix, page 6** and posted in appropriate places in the library.) The library is not responsible for any damage that might occur to a patron's personal device and cannot guarantee that all portable devices will work with Library computers.
14. Any actions that cause disruption to the normal operations and use of the Library by others, that cause damage to computer software or equipment, or that result in the invasion of privacy or harassment of others will not be allowed. The Library's **Patron Conduct Policy** (found in Part II of the Manual on page 8 ) and pertinent state, federal, and local laws ([www.lexisnexis.com/hottopics.tncode](http://www.lexisnexis.com/hottopics.tncode)) apply to all Library computer users. Any illegal actions will be reported to the appropriate law enforcement authorities.

## B. WIRELESS INTERNET POLICY (Revised July, 2016)

1. The library provides free wireless **unfiltered** access for use by the public.
2. Users are responsible for configuring their own equipment. The library does not provide technical support for establishing or maintaining a connection nor equipment configurations. The library is not responsible for any changes made to an individual computer's settings and does not guarantee that a user's hardware will work with the library's wireless connection.
3. Wireless users agree to abide by the Library's Internet Policy while using the Library's wireless network.
4. Users may not display visually and/or audibly disturbing materials on any screen in or on the Library campus. Sound should not be audible to other patrons. Users shall refrain from the use of visuals and sounds which disrupt the ability of other Library patrons or the staff to use the Library and its resources.
5. The Library is not responsible for any personal information (e.g., credit card) that is compromised, or for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users are individually responsible for maintaining up-to-date virus protection on personal laptop computers or wireless devices.
6. The wireless network is configured separately from the Library's wired public-access computer network, and is offered without any guarantee of service. While every effort will be made to render the wireless network functional and useful, the Library reserves the right to make any restrictions necessary to make maintenance and support of the wireless network manageable and practical, including but not limited to the use of passwords, filtering, limits on the number of simultaneous users, and the prohibition of certain technologies and Internet features and functions.

## CREDIT/DEBIT CARD ACCEPTANCE POLICY

The Morristown-Hamblen Library will accept payments from the public in the form of credit and/or debit cards under the following guidelines:

1. The Library accepts **Visa, MasterCard, Discover, and American Express.**
2. The library does not have a minimum amount for which cards may be used; however, the library does impose a small convenience fee (the amount can be found in the **Appendix, page 6** along with other fees and fines) per transaction fee to help cover the costs incurred by the library for card processing. This charge will be assessed to all cardholders paying for library fees and/or services. Cardholders who are purchasing library merchandise, paying for a memorial item, making a general donation, or contributing to a library fundraising campaign will not be assessed this additional fee.
3. With the exception of cardholders who are responding to a library fundraising solicitation by phone or in writing on a library-provided form, all persons desiring to use their card must present the card at the time of the transaction. Library staff members are not authorized to process any card number given to them verbally or in writing without the card being present for any other type of transaction.
4. The person presenting the card for use must be the cardholder shown on the card or present other official proof that they are an authorized user of the card. The library reserves the right to ask for additional identification to verify the identity of the person presenting the card for use. Acceptable identification includes: a government- issued ID such as driver's license or passport, fishing or hunting license, library card issued by our library, school or work ID showing name. Other official documentation not included on this list may be accepted by staff on a case by case basis. ***Children may not present a parent's card for use.***
5. Any additional fees assessed to the library by any banking entity due to a returned item, non-sufficient funds or other occurrence that is the fault of the cardholder will be assessed to the cardholder and added to their library card account along with the amount of the original transaction. Should the cardholder not pay these charges within a reasonable amount of time, criminal charges may be filed by the library against the cardholder.

## PATRON CONDUCT POLICY

The Morristown-Hamblen Library expects all patrons to conduct themselves in a manner that does not disturb other Library patrons, disrupt the operation of the Library, or endanger other patrons, Library staff, or Library materials and facilities.

### PROHIBITED BEHAVIORS

Behaviors that are considered prohibited by the Morristown-Hamblen Library are listed below in three classes ranging from the least severe (Class 1) to the most severe (Class 3). Violations will be dealt with according to the severity and in the manner described for each class following the class listings.

1. CLASS 1 (mild offenses)

- a. Conversing loudly (including cell phone conversations), shouting, laughter, prolonged crying, or other noises that disturb other patrons.
- b. Using of radios, video games or other electronic devices so that they are audible to and disturb others.
- c. Interfering with the Library staff's performance of their duties.
- d. Soliciting of any kind and/or asking for signatures on petitions, except for official Library business.
- e. Blocking of aisles or entrances to building or parking areas, bringing bicycles into the building.
- f. Eating or drinking within the Library unless at an authorized Library event.
- g. Bringing animals into the building, except for service animals or as part of an authorized Library event or program.
- h. Having offensive body odor to the degree that it interferes with the use of the Library by others.
- i. Using restrooms for bathing, shaving, or washing clothes.
- j. Entering the Library without being fully clothed, including shirts and shoes.
- k. Entering and/or loitering in the Children's Library unless accompanied by a child or being actively engaged in using the materials in that area.

2. CLASS 2

- a. Smoking or other tobacco use inside the Library or on Library property except within established smoking zone(s)
- b. Using skateboards, roller blades/skates/scooters, running, roughhousing, throwing objects, or committing other actions inside of on Library property that may constitute a safety or property damage issue
- c. Leaving children under age 13 unattended at the Library. Please see Children's Safety Policy (Part II, page 11) for further information regarding children at the Library

3. CLASS 3

- a. Possessing, using, or being under the influence of illegal drugs or alcohol
- b. Engaging in any illegal activity while in the Library or on Library property
- c. Displaying and/or playing visually and/or audibly disturbing materials on any device in or on the Library campus.
- d. Engaging in physical, verbal, visual, or sexual harassment, intimidation, threats, gestures, or actions toward other users or members of the Library staff, including: shouting, swearing, using sexual, vulgar, or other inappropriate language, assault or attempted assault, spitting, prolonged staring, following, threatening gestures or words, sexual advances, exposing genitals, breasts, or buttocks, or engaging in sexual behavior
- e. Stealing, vandalizing, defacing, damaging, or misusing Library property

- f. Possessing any illegal weapons or items such as firearms or large hunting knives unless authorized to do so

## HANDLING VIOLATIONS

1. CLASS 1 Offenses
  - a. 1<sup>st</sup> Offense: Verbal warning by a member of the Library staff; offense noted in Patron Log
  - b. 2<sup>nd</sup> Offense: Violator may be asked by a member of the Library staff to leave the Library for the remainder of the day
    - i. Incident report filed (initialized by supporting witness)
    - ii. Incident noted on Library computer record
  - c. 3<sup>rd</sup> and/or repeated Offense: suspension from the Library for a minimum of days or a maximum of 1 year, depending on the number off repeat offenses
2. CLASS 2 Offenses
  - a. 1<sup>st</sup> Offense: Verbal warning by a member of the Library staff; noted in Patron Log
  - b. 2<sup>nd</sup> Offense: Director will issue a written verification form
    - i. Incident report filed (initialized by supporting witness)
    - ii. Incident noted on Library computer record
  - c. Subsequent Offenses: Suspension from all Library facilities for a week or a maximum term to be determined by the Library Board of Trustees
3. CLASS 3 Offenses
  - a. Call local police – incident will be pursued as deemed necessary
  - b. Further discipline/suspension will be determined by police and the Library Director.

## APPEALS

Individuals who have been barred from the Library for an extended period of time have the right to appeal the decision to the Library Board of Trustees. Such appeal must be made in writing within 30 days of the start of the period of disbarment. The Board of Trustees will address the matter at the next regularly scheduled Board meeting that is more than one week later than the date of receipt of the appeal. Decisions by the Board of Trustees are final.

## PERMANENT BAN FROM LIBRARY

Violations that involve illegal activities, behavior that continues to occur after an individual has been barred from the Library for an extended period, and/or behavior that is severely inappropriate such as harassment, threats, and/or physical violence against others, may result in a permanent ban from the Library at the discretion of the Library Board of Trustees.

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**Members of the Library staff are authorized to call law enforcement for assistance whenever they feel it is necessary and/or if a violator refuses to leave Library property at the request of Library staff.**

## **CHILDREN'S SAFETY POLICY** (Revised July, 2016)

The Morristown-Hamblen Library does not provide care or supervision of children, except to the extent needed to uphold library rules of conduct and use, and does not accept responsibility for such care. Parents, guardians, or other caregivers are responsible for their children's behavior.

Children age 12 and under may not be left unattended anywhere in the Morristown-Hamblen Library. A parent, guardian, or caregiver over the age of 18 must closely supervise the children at all times, including during computer use. If a child in this age group is discovered unsupervised in the Children's Library, library personnel will use the library intercom to page the parent/guardian/caregiver to the Children's Library to provide proper supervision. If a parent, guardian, or adult caregiver cannot be located at the library facility, the Morristown Police Department may be summoned to take charge of the child in question.

Children 13 and over may use the Children's Library and other library facilities on their own without being accompanied by a parent, guardian, or other caregiver. Children in this age group are expected to observe the same rules of conduct as other patrons. Failure to comply with rules will result in the child/teen in question being asked to leave the library for the remainder of the day. Repeated offenses may result in the child being suspended from all library access for a period of time ranging from one week to one year. If such extended suspension is made, the child's parents or guardians will be notified in writing.

### Children's Rules of Conduct

1. No yelling or screaming – inside voices only
2. No running
3. No food and/or drink in the library or study rooms
4. No climbing on shelves and/or tables
5. No roughhousing (kicking, fighting, shoving, etc.)
6. No standing on / leaning over / jumping between ramp railings
7. No playing, banging, or thumping on computers, computer keyboards, or monitor screens
8. No using emergency exit doors unless there is an actual emergency
9. No playing or goofing off in restroom areas

This policy was designed to ensure the safety of all children's visiting the library and to maintain an atmosphere conducive to the enjoyment of the library by all library patrons.

**Parents or legal guardians are liable for all acts of minors**

## **CHILD LEFT UNATTENDED**

The Staff should be aware of unattended children in the Library at 30 minutes before closing time. A staff member should ask the children about arrangements for pick-up (who, what time, telephone numbers, etc.). If there seems to be cause for concern, the staff should begin calling appropriate contacts at least 15 minutes before closing.

In the event that a child is left unattended in the Library after closing time, two staff members should remain with the child until he/she is picked up. The staff should never drive a child or adult home or to another location. If no one has arrived to pick up the child by thirty minutes after closing, the staff should contact the Morristown Police Department.

If a child is taken away from the Library grounds, the staff must post an obvious notice where the child's family or guardians would be likely to see it if they should arrive at this time. All necessary information about the child's location and whom to contact should be included.

In no event should a child under high school age be left unattended on the grounds of the Library. The staff should use their best judgment in determining whether to leave a high school age or adult individual standing outside the Library after closing time.

## **USE OF MEETING ROOMS - FACILITIES - EQUIPMENT USAGE**

The Morristown-Hamblen Library's George S. Hale Community Room is an attractive, recently remodeled, and convenient room located on the lower floor of the Library building and is available for use by the public by reservation and for a fee (the fee schedule can be found in the Appendix). The room also has for rent an adjacent well-equipped kitchen as well as audio/visual equipment and presentation equipment (TV/DVD/VCR, overhead projector, LCD projector, screen, etc.).

### Regulations and Restrictions (Revised July, 2016)

- No alcoholic beverages or candles are permitted in the Community Room or anywhere on library property. (Violation is cause for immediate removal.)
- No RED drinks! (They create a serious stain problem – you will be charged for cleaning.)
- Smoking is only allowed in designated areas outside on library property.
- Library programs will be given priority for scheduling.
- Library staff may attend or observe any meeting or any program at any time.
- Library staff will not be available for help other than making sure that appropriate furnishings are available in the room prior to each meeting.
- The maximum set up for the room is 65 chairs at tables, 80-100 open seating and 120 persons with standing room only.
- Two applicants over 18 years of age with Morristown Hamblen Library card accounts in good standing must sign for the room. At least one applicant must be present in the community room during the entire period of use. If unavoidable circumstances prevent an applicant's presence, both applicants will still be held equally responsible for any damages sustained to the community room and/or the contents thereof. **Applicants will be held liable for the actual cost of cleaning and/or repair.**

- Juvenile groups may use the Community Room provided they are supervised by at least one adult for every ten juveniles. Those adults must be 25 years or older and shall be designated as the group representatives.
- **Only applicants who sign the community room application can pick up the key.**
- Furniture may be rearranged but must be returned to the configuration as outlined on the checklist on the Community Room wall at the end of the meeting.
- Groups are responsible for leaving the Community Room cleaned up according to the checklist posted on the Community Room wall. **Failure to do so will result in the group being charged a cleaning fee and/or denied further use.**
- Groups holding multiple meetings must receive permission in advance from the Library Director, Assistant Director and/or the Board of Trustees. Applications for recurring reservations will only be valid for one year. Permission can be revoked at any time for any reason.
- Permission to use library facilities does not constitute endorsement of or agreement with a group's purpose, activities, or views. Advertisements, announcements, press releases, flyers, etc., relating to non-library sponsored meetings should not imply that the meeting is sponsored by the library. Do not put the library telephone number as a contact.
- Meeting activities must be confined to community room space.
- Meeting space will not be held until application form and/or related fee are received.
- Do not attach any signs/decorations to the walls, posts, or ceiling.
- Library meeting facilities cannot be used for any purpose contrary to local, state or federal law.
- The Hamblen County Board of Trustees reserves the right to make changes to the policy, guidelines, and fees for use of library facilities at any time as it deems necessary and proper.
- The library assumes no responsibility for personal injury, property damage, or loss of personal property incurred while using the community room. This includes personal property of attendees and the library does not guarantee parking facilities for those using the community room.

## **BULLETIN BOARD POLICY**

**All materials to be considered for posting must be submitted to the Library staff at the main circulation desk for approval by the Library Director or designee. Only authorized Library staff may post or remove material. Materials left or posted without permission will be discarded.**

**All notices must be typed or neatly handwritten and must be suitable for display in a public service area.**

As part of the Library's overall philosophy of providing access to a wide range of information, the Library provides limited bulletin board space for the posting of notices of interest to the general community. Acceptance of such materials for posting does not indicate Library endorsement of

the ideas, issues, or events promoted by these materials. Authorization for posting is based on the provisions of this policy and not on the content, viewpoints, beliefs, or affiliations of the organizations or individuals that provide the materials.

No non-Library related materials will be posted on any entryway or glass area of the library. Bulletin board or other display space will be designated for non-library information with the following posting priorities:

1. Library programs and announcements
2. Notices about programs, meetings, and other activities by or benefiting civic, cultural, educational, or other non-profit organizations
3. Other announcements, with those of a commercial nature receiving the lowest priority

Items that may not be posted include:

1. Partisan political information or materials expressing a position on any political candidate, public issue, or legislation
2. Religious materials of a denominational nature
3. Petitions

Materials will be removed after one month or when the event being advertised has passed, whichever is shorter. Notices may also be removed when space is required for higher priority or more current items. The Library reserves the right to restrict the size of posted materials and to restrict the frequency with which materials may be posted by the same organization or individual in order to maximize the use of available space.

The Library assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.

## **MATERIALS DISTRIBUTION POLICY**

**Any materials to be considered for distribution must be submitted to the Library staff at the main circulation desk for approval by the Library Director or designee. Only authorized Library staff may approve materials for distribution. Materials left without permission will be discarded.**

As part of the Library's overall philosophy of providing access to a wide range of information, the Library provides designated countertops and tables for the passive distribution of printed materials of interest to the general community. Acceptance of such materials for distribution does not indicate Library endorsement of the ideas, issues, or events promoted by these materials. Authorization for distribution is based on the provisions of this policy and not on the content, viewpoints, beliefs, or affiliations of the organizations that provide the materials.

1. Notices pertaining to library business or library-sponsored activities have first priority for distribution.
2. Acceptable materials include those pertaining to programs and activities of civic, cultural, educational, governmental, or other non-profit organizations.
3. Materials that may not be distributed include partisan political information, materials expressing a position on any political candidate, public issue, or legislation, religious



materials of a denominational nature, materials promoting commercial products or services by for-profit companies or individuals, and petitions.

4. Permission for distribution depends on space available. The Library reserves the right to limit quantities of materials left for distribution, and to restrict the frequency with which materials may be distributed by the same organization in order to maximize the use of available space.
5. The Library assumes no responsibility for the preservation or protection of any materials delivered for distribution. Materials will not be returned.

## **PAYMENT OF MEMBERSHIP DUES** (Revised July, 2016)

The Library shall pay the professional dues to the Tennessee Library Association for the trustees, the Library Director, and for any other management positions as deemed necessary.

## **MATERIALS SELECTION POLICY AND COLLECTION MANAGEMENT**

### **ROLES**

The **Morristown-Hamblen Library** has adopted the following roles:

1. Popular materials library: the library features current, high-demand, high-interest materials in a variety of formats for persons of all ages.
2. Reference

### **RESPONSIBILITY**

Ultimate responsibility for selection of materials rests with the Library Director, who operates within the framework of policies, goals, and objectives determined by the Library Board of Trustees. The Director will delegate to appropriate staff members the authority to interpret and apply the policy in daily operations. Each employee is responsible for recording requests and unmet needs of library patrons so that appropriate selections can be made to fulfill these needs.

The Library System is designed to make all resources available and accessible to the community it serves.

### **PURPOSE OF THE SELECTION POLICY**

The purpose of this policy is to guide librarians in the selection of materials of contemporary significance and of permanent value and to inform the public about the principles upon which selections are based. The primary objective is to ensure that public monies are spent wisely so that the Library can provide relevant materials in sufficient supply to make the library a dependable resource for most people most of the time.

## GUIDELINES FOR SELECTION

The public library exists to provide materials that communicate experience and ideas from one person to another. Its function is to assemble, preserve and make available to all people the materials that will enable them to:

1. Educate themselves in order to keep pace with progress in all fields of knowledge.
2. Become better home, community, and world citizens by fulfilling social and political obligations.
3. Develop creative and spiritual capacities to more fully appreciate and enjoy works of art and literature.
4. Make use of leisure time and promote personal and social well-being.

As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should any material be excluded because of the race, nationality, religion or political views of the writer. The fullest practicable provision should be made of material presenting all points of view concerning the problems and issues of our times. Books or other materials of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval. Censorship of books, urged or practiced by volunteer arbiters of morals or political opinion or by organizations that would establish a coercive concept of Americanism, must be challenged by the libraries in maintenance of their responsibility to provide public information and enlightenment through the printed word and non-printed media.

For the most part, books selected should be favorably reviewed in accepted reviewing sources, such as Library Journal, School Library Journal and Booklist. Non-fiction or technical materials should meet standards of factual accuracy, significance and responsibility of opinion. Selection of materials for libraries should be determined by usefulness, and not limited by form.

The library supplements the schools' collections, but does not supplant them. The obligation of providing duplicate copies for students is primarily that of the institution's library. Textbooks, or books required by the schools will not be supplied; however, books are not excluded because they are textbooks.

The selection of materials may be limited by the following factors:

1. The need for additional materials in the existing collection;
2. The physical limitations of the building;
3. Budgetary considerations;
4. Availability of special materials in more comprehensive library collections in the area.

## USE OF THE LIBRARY'S COLLECTION

The Library recognizes that many books are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the Library's objectives and serves the expressed or anticipated needs and interests of the community.

Library materials will not be marked or identified to show approval or disapproval of the contents, and nothing will be sequestered except by the discretion of the Library Director for the express purpose of protecting it from injury or theft.

Responsibility for the reading of minors rests with their parents and legal guardians. Selection of adult materials will not be limited by the possibility that books may come into the possession of minors.

Patrons not finding desired material in the library's collection may request that it be borrowed on interlibrary loan or that it be purchased. Patrons finding certain library materials objectionable to the community at large may request that it be reconsidered by using the "Citizen Complaint" form. Such forms will be available at all library units.

### WEEDING (Revised May, 2016)

The Library will evaluate a portion of its collection each year so that the entire collection is Weeded out periodically. Materials that are outdated, in poor physical condition, no longer used or no longer useful in the light of stated objectives of the library, will be weeded and disposed of in accordance with ALA-approved procedures.

## **GIFTS, MEMORIALS, BEQUESTS, SPECIAL COLLECTIONS POLICY**

The Library welcomes gifts of needed material or funds for the purchase of such material. No conditions may be imposed on any gift(s) to the Library.

At the time of the donation, the donor will be informed that the Library will either:

1. Add the materials to its collection
2. Place them in the Friends of the Library Book Sale(s)

The library is grateful for gifts of money, books, works of local authors, and art objects, but it is essential that the donor be given a copy of the Library's policy (copy of the policy can be found in the Appendix).

A bookplate will be used to identify an item as a memorial, and a separate record of memorials will be maintained.

The Library reserves the right to evaluate and to dispose of gifts and memorials in accordance with the criteria applied to purchased books.

The library will accept rare books and manuscripts for display on a temporary basis if a contract relieving the library of responsibility for loss or damage is provided.

Gifts of special collections of books and other materials of historical interest, which are usually uncirculated and kept intact as a special collection, will be considered provided the following conditions are met:

1. The collection must meet all other library policies requirements.
2. Special consideration must be made as to space for storage and display.

3. Decision as to acceptance or rejection shall be made by the Board.

It is the policy of the library not to accept special collections of books to be kept together as a separate physical entity. Gift collections may be accepted by the Library Director with the understanding that the gift be integrated into the general collection with the only form of donor identification being a bookplate.

## **FACILITIES**

The Library is a smoke-free facility. Neither food nor beverages may be brought into the main floor of the library except under special circumstances as approved by the Library Director. Food and beverages are allowed in the Library's Community Room and in the employee's lounge.

## **EQUIPMENT**

The use of Library equipment designated for public use is restricted to non-profit groups of a civic, cultural, or educational character. Profit – making groups, religious groups and both partisan and by-partisan political groups may not use the equipment.

Application for use of the equipment shall be made to the Library Director. Any decision of the Library Director may be appealed to the Library Board.

## **PARKING VIOLATIONS**

Any improperly parked vehicle or any vehicle parked so as to block free access to the parking lot located on library property will be towed away at the vehicle owner's expense. Library employees are empowered to have such improperly parked vehicles removed without prior warning to the owner thereof.

## **TWRA ONLINE BOATING EXAM POLICY**

The Morristown-Hamblen Library has elected to serve as proctor for the TWRA Online Boating Exam required to obtain a boating license in Tennessee. The Library receives no compensation for this service and has volunteered to function in this capacity solely as a community service.

All individuals taking the TWRA Online Boating Exam at the Morristown-Hamblen Library are required to follow the guidelines listed below.

- All exams must be taken on a computer in the Children's Library on the lower level of the library building.

- NO Library card or guest pass is require for taking the test. Each applicant must sign the logbook before taking the test.
- No more than one (1) person is allowed at a testing computer at a time
- No testing preparation materials, notes, or other booklets are allowed at the computer workstations or around the person taking the exam while the test is in progress
- Parents, guardians, or other companions are not allowed to sit next to or within close proximity to the individual taking the test while the exam is in progress
- All information required to log into the TWRA Boating exam (certificate with number) must be presented to the library staff prior to login
- Test may be taken more than once if necessary but the time limit for taking the exam for each individual is one hour per day
- Failure to comply with the rules outlined in this policy will result in the test taker being logged out of the exam for one day.

## **Sexual Abuse or Molestation Policy** (added February 22, 2022)

The Morristown-Hamblen Library does not permit or allow sexual abuse or molestation to occur in its workplace or at any activity sponsored by or related to the library. To make this “zero—tolerance” policy clear to all employees, contractors, volunteers and board members, we have adopted mandatory procedures that employees, volunteers, contractors, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited.

### **Reporting Procedure**

Immediately report suspected sexual abuse or misconduct to the Library Director or Supervisor. It is not required to directly confront the person who is the source of the report, question or complaint before notifying the Library Director or Supervisor. The Morristown-Hamblen Library will take every reasonable measure to ensure that those named in the complaint of misconduct or are too closely associated with those involved in the complaint will not be part of the investigative team.

### **Investigation & Follow Up**

The Morristown-Hamblen Library will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The Morristown-Hamblen Library may utilize an outside third party to conduct an investigation of misconduct. Our organization will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of membership or employment of the actor's relationship with our organization.

### **Retaliation Prohibited**

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination of membership or employment.

### **Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

The Morristown-Hamblen Library is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of the Morristown-Hamblen Library not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

*For additional policies pertaining to children, refer to the policy manual:*

- 1. Children's Safety Policy Section Part II page 10*
- 2. Child Left Unattended Section Part II page 11*