

APPENDIX

Appendix Table of Contents

LIBRARY BILL OF RIGHTS	1
FREEDOM TO READ.....	2
FREEDOM TO VIEW	6
GLOSARY	7
Hours of Operation.....	10
Circulation Limits and Fines	11
Service Charges	11
Purchase Item Prices	11
FORMS	
George S. Hale Community Room Policy	12
Community room Application	14
Annual Performance Evaluation	15
Acknowledgement of Receipt of Policy Manual	18

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

The Freedom to Read Statement

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 These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals 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 individual, by exercising critical judgment, will select the good and reject the bad. 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 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 or unwelcome scrutiny by government officials.

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, unpopular, or considered dangerous by 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 the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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 Americans 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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
The Thomas Jefferson Center for the Protection of Free Expression

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 guarantee 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 January 10, 1990, by the ALA Council

GLOSSARY

Absence With Pay - a known absence from duty, which has been approved by the library director, and for which compensation is received.

Absence Without Pay - an absence that may not have been known and may or may not have been approved. This could have resulted from suspension, abandonment of position or leave without pay.

Absence Without Leave - an absence from duty, which was not authorized or approved, and for which either a leave request was not made or such request was denied.

Application - a form or forms, which are prescribed in applying for positions with the library.

Break in Service - that period of time during which employee is not receiving compensation from the library, such as approved leave of absence, suspensions, etc. (Exception - Military Leave).

Contributions - the funds deducted from an employee's pay for the Retirement Fund, or voluntary deductions authorized by the employee.

Director's proxy - an employee appointed by the director to act in supervisory roles.

Disciplinary Action - an action which may be taken by the library director when an employee fails to follow the rules and regulations of his department or for cases of misconduct as set out in the rules and regulations or any violations of these rules and regulations. The types of disciplinary action are reprimand, suspension, and dismissal.

Dismissal - a type of disciplinary action that separates an employee from the library payroll for cause.

Emergency Leave Day - a day when the Library is closed due to inclement weather or other emergency, such as fire, chemical spills, etc., at the discretion of the library director or director's proxy.

Employee - a person working in the service of the Morristown-Hamblen Library.

Family and medical Leave - the excused absence for a period of time due to childbirth, adoption, or illness of family member.

Holiday - one of the official dates, which the Board of Trustees has declared holidays. On these days all employees are excused from duty without charge to leave.

Immediate Family - is understood to include the employee's spouse, parent, child, foster child, grandparent, grandchild, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, legal guardian, daughter-in-law and son-in-law.

Leave of Absence - the excused absence for a period of time during which an employee retains the right to return to his position.

Military Leave - period of time employee is called or enlisted for military duty.

Month - a calendar month.

Part-time Employee - an employee who regularly works fewer than thirty hours (30) in a workweek. Not eligible for benefits.

Performance - the way in which an employee executes his assigned duties and responsibilities. The library director evaluates performance.

Personnel File - The file that is maintained by the library director or director's proxy for each employee. It consists of such items as applications for employment, records of transfers, promotions, changes in pay, attendance records, performance evaluations, counseling records, and disciplinary actions.

Position - a group of current duties and responsibility legally assigned or delegated by appropriate authority, requiring the services of an employee.

Probationary Employee - a new employee appointed to a regular position is required to serve successfully a probationary period of at least six (6) months.

Probationary Period - the designated period of six months after an applicant is appointed during which the employee is required to demonstrate his ability to fill the position by actual performance of the duty.

Professional Employee - a professional employee is defined as one having earned the Master of Science degree in Library/Information Science from an American Library Association accredited program.

Regular Employee - an employee working full time who was appointed under these regulations, who has satisfactorily completed his probationary period, and whose position has been fully funded in the budget.

Reprimand (written) - the least of the three types of disciplinary action established by these regulations. A reprimand must be written and a copy given to the employee with the opportunity to reply. A reprimand is filed in the employee's personnel file along with any answer that may be supplied by the employee.

Resignation - the separation from the Library's service at the written request of the employee.

Separation - any type of action whereby an employee is removed from the library's payroll.

Sick Leave - an absence approved by the library director, due to non-occupational illness or injury.

Supervisor - a person who is responsible for administering specific functions of the library.

Suspension - one of the three types of disciplinary action given by the library director to an employee in the interest of good discipline for just cause. An employee may be suspended for cause not more than thirty (30) working days during a twelve (12) month period.

Vacancy - an unoccupied position within the library.

Vacation Leave - leave granted for vacation purposes within each calendar or employment year.

Valid Library Card - 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.

Work Day - any day in which the library is open for business or on which an employee is scheduled to work.

Work Week - the number of hours regularly scheduled during any seven consecutive days to be worked, beginning at 12:00 A.M. Monday through 11:59 P.M. Sunday.

HOURS OF OPERATION

(Effective January 3, 2017)

Monday, Tuesday, Wednesday, and Thursday

9:00 AM – 7:00 PM

Friday

9:00 AM – 6:00 PM

Saturday

9:00 AM – 4:00 PM

Sunday – Closed

CIRCULATION LIMITS AND FINES -		Effective JANUARY, 2018						
[An Account is blocked at \$5.00 in fines/fees]								
Each Card is limited to a total of 20 items checked out at one time with the following possible mixes.								
Item Type*	Adult Limit	Teen Limit	Juvenile Limit	Loan Period	Can Renew	Fines	Maximum Overdue Fine	
Books	20	20	20	2 Weeks	Yes	\$0.25/day	\$5.00	
Audio Books	10	10	10	2 Weeks	Yes	\$0.25/day	\$5.00	
DVD/VHS Movies	3	0	0	1 Week	No	\$1.00/day	\$5.00	
Music CDs	3	0	0	1 Week	No	\$0.25/day	\$5.00	
Magazines	8	8	8	2 Weeks	Yes	\$0.25/day	\$5.00	
Hotspot	2	0	0	1 week to 4 week	Yes	\$2.00/day	\$5.00	
Novelty Cake Pans	2	0	0	2 weeks	Yes	\$0.25/day	\$5.00	
SERVICE CHARGES	Amount Per Item							
B&W Copies		\$0.15/page						
Double-sided		\$0.25/sheet						
Color Copies		\$0.50/page						
Double-sided		\$1.00/sheet						
Microfilm Copies		\$0.25/page						
Fax (Send or Receive)		\$1.50 1st page, \$0.50 per additional page						
HOTSPOT		\$2.00/DAY						
ITEMS FOR SALE								
Flash Drive		\$7.00				* If an item is lost or returned damaged, the patron will be charged the Library's replacement cost for the item. Money for the damaged/lost item will be recorded and a receipt will be issued to the patron.		
Earbuds		\$1.50						
Missing Item Barcode		\$2.00						
Replacement Card		\$2.00						
College Test Books		\$10.00 deposit						
Spanish Language Audio		\$10.00 deposit						
Divorce/Legal Aid Books		\$10.00 deposit						

The Hamblen County Board of Trustees of the Morristown Hamblen Library
George S. Hale Community Room Policy
 Approved 05/25/16 effective 07/01/2016

Group A

- Civic, community, educational and governmental meetings open to the public with no admission fee and no soliciting, selling, or fundraising.

Group B

- Business/Industry groups, religious groups, partisan and bi-partisan political groups, or individuals or groups hosting events that are personal or social in nature (parties, showers, etc.) and/or any other type of meeting closed to the public which charge admission or registration fees and/or at which soliciting, selling, or fundraising occurs. Corporate supporters of the Friends of the Library may use the room up to ten times during the year for their \$250 donation.

Fees

	Half Day (4 hours)	Full Day (8 hours)
Group A	\$25	\$50
Group B	\$50	\$100

*Audio/Visual Equipment - Presentation equipment TV/DVD/VCR, overhead projector, LCD projector, screen, etc.

**Kitchen Fee - Use of the kitchen, refrigerator, ice machine, microwave and sink.

Fees will be refunded if a group cancels 48 hours or more in advance. If less than 48 hours notice is given or a group is a no-show, all fees will be retained.

Regulations and Restrictions (Violations of the following points will be dealt with according the severity of the offense.)

- 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.

George S. Hale Community Room Application

Please Print

Group or Organization Name _____

Nature/Purpose of Meeting _____

Estimated Attendance: _____ Adults _____ Children (1 adult over 25 required for every 10 children)

Date(s) Requested:

Reservation Time: Start _____ End _____

Please check all that apply.

			<u>Cost</u>
Group A:	Half Day (\$25) _____	Full Day (\$50) _____	_____
Group B:	Half Day (\$50) _____	Full Day (\$100) _____	_____

(Charges include use of kitchen and the Library's Audio/Visual Systems. A description Of what each includes is listed in the George S. Hale Community Room Policy)

TOTAL _____

Paid ____ check # ____ or cash _____

In case of after-hours meetings, the keys may be picked up earlier the same day or the day before. No keys may be duplicated. Lost keys will result in additional charges for changing locks.

I have read the attached community room use policy and this form and agree to abide by the conditions and rules set forth. I accept full responsibility for any and all damages to the community room and/or the contents thereof.

Applicant One

Second (Key Recipient)

Printed Name Library Card # Printed Name Library Card #

Complete Mailing Address Complete Mailing Address

Home phone/Cell phone/Work phone Home phone/Cell phone/Work phone

Signature Signature

Staff use only

Date Application Received _____ Application Received by _____ Application Approved by _____

Morristown-Hamblen Library

Annual Performance Evaluation

Employee Name: _____

Title: _____

Hire Date: _____

Evaluation Period: _____

Rating Standards

Unacceptable Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.

Improvement Needed Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.

Meets Expectations Work performance consistently meets the standards of performance for the position.

Exceeds Expec. Work performance is consistently above the standard performance for the position.

Outstanding Work performance is consistently superior to the standards required for the job.

Not Applicable The employee is not required to perform in a specific rating factor, and it cannot be measured.

Not Appl	Unaccept	Impr Needed	Meets Expec	Exceeds Exp	Outstanding	Rating Factors	Evaluate each of the rating factors below by checking the appropriate box to the left of each factor. (For those factors not evaluated, please check "not applicable.") Pertinent comments may be made in the box provided to the right of the factor. They are required for ratings of "Unacceptable" or "Improvement Needed."
----------	----------	-------------	-------------	-------------	-------------	----------------	---

JOB SKILLS & KNOWLEDGE *(Effectiveness with which the employee applies job knowledge and skill to job assignments)*

Not Appl	Unaccept	Impr Needed	Meets Expec	Exceeds Exp	Outstanding	Rating Factors	Comments (if appropriate)
						Demonstrates knowledge & understanding of job duties, equipment, & work methods	
						Demonstrates thorough knowledge and understanding of all library policies and procedures	
						Completes Tasks in a Thorough & Accurate Manner	
						Preparation and administer of the financial budget	
						Able to Perform a Wide Variety of Job-Related Tasks	

QUALITY OF WORK *(Manner in which the employee completes job assignments)*

Not Appl	Unaccept	Impr Needed	Meets Expec	Exceeds Exp	Outstanding	Rating Factors	Comments (if appropriate)
						Accuracy or Precision	
						Reliability	
						Responsiveness to Requests for Service	
						Follow-Through / Follow-Up	
						Judgment / Decision Making	

INTERPERSONAL SKILLS *(Effectiveness of the employee's interactions with others and as a team participant)*

Not Appl	Unaccept	Impr Needed	Meets Expec	Exceeds Exp	Outstanding	Rating Factors	Comments (if appropriate)
						Maintains Effective Supervision of Staff	
						Accepts Instructions or Criticism From Board in a Positive Manner	
						Maintains a Cheerful and Helpful Demeanor with All Patrons	
						Communicates Clearly In Writing and Orally	

CUSTOMER SERVICE SKILLS

						Maintains pleasant, calm attitude with all patrons. Uses tact and diplomacy in difficult situations.	Comments (if appropriate)
						Makes self-available to respond to patrons needs	
						Working relationship with governmental bodies and agencies	
						When necessary, communicates policies to patrons effectively and accurately	

APPROACH TO WORK *(Characteristics the employee demonstrates while performing job assignments)*

						Willing to assume new tasks	Comments (if appropriate)
						Open to New Ideas and Approaches	
						Shows initiative in performing job tasks	
						Flexible / Adaptable to unexpected situations	
						Follows Instructions	
						Seeks Additional Training and Development	
						Attendance	

OVERALL PERFORMANCE RATING

<p>UNACCEPTABLE <input type="checkbox"/></p> <p>Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.</p>	<p>IMPROVEMENT NEEDED <input type="checkbox"/></p> <p>Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.</p>	<p>MEETS EXPECTATIONS <input type="checkbox"/></p> <p>Work performance consistently meets the standards of performance for the position.</p>	<p>EXCEEDS EXPECTATIONS <input type="checkbox"/></p> <p>Work performance is consistently above the standard performance for the position.</p>	<p>OUTSTANDING <input type="checkbox"/></p> <p>Work performance is consistently superior to the standards required for the job.</p>
--	--	---	--	--

Place an "X" in the box which describes the employee's overall performance rating

Comments

Action Plans / Training and Development Goals

Indicate any specific projects, performance objectives, or training and development plans for the next review period.

04-22-2008

Employee Comments / Reactions

Optional. If employee wishes to do so, any comments concerning the appraisal may be indicated in this section.

Employee Signature _____ **Date** _____

I have read and discussed this evaluation with my supervisor and I understand its contents. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with either the appraisal or the contents.

Personnel Chair

Signature _____ **Date** _____

Board Chair

Signature _____ **Date** _____

Acknowledgement of Receipt of Employee Manual

I acknowledge that I have received a copy of the Morristown-Hamblen Library Employee Handbook dated _____. I understand that this handbook replaces any and all prior verbal and written communications regarding Morristown-Hamblen Library working conditions, policies, procedures, appeal processes, and benefits.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Morristown-Hamblen Library.

I understand that if I have questions or concerns at any time about the handbook or the Standards of conduct, I will consult the Director.

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Please read this Handbook carefully to understand these policies and guidelines before you sign this document.

I, (Print Name) _____, hereby confirm that I have received a copy of the 'Employee Handbook' and policies. I have read and understand the contents of this handbook and will act in accordance with these policies and procedures as a condition of my employment with Morristown-Hamblen Library.

Signature: _____

Date of signature: _____

ORDINANCE NUMBER _____ BEING AN ORDINANCE MAKING IT UNLAWFUL FOR AND PRESCRIBING PENALTIES FOR WRONGFULLY TAKING OR RETAINING MATERIALS FROM THE MORRISTOWN-HAMBLEEN LIBRARY.

BE IT ORDAINED by the City Council of the City of Morristown, Tennessee, as follows:

Section 1. Returning Library Materials. Any person who has charged out any books or other materials from the Morristown-Hambleen Library in accordance with the rules and regulation adopted by its Board of Trustees and who has failed to return said books or materials on or before the date that said books or materials were to have been returned and who has received a written notice to return materials owned by or in charge of said Library, or any person to whom the library has attempted to send such a notice , but is unable to do so because said person failed to inform the library of a change of address, and who fails to return said materials according to the rules and regulations adopted by the Board of Trustees shall be punished by a fine of not less than twenty five dollars (\$25.00) nor more than fifty dollars (\$50.00), plus the cost of the unreturned materials. The failure to return any single book, periodical, pamphlet, picture, recording, or any other item belonging to or in the charge of the Morristown-Hambleen Library shall constitute a separate offense.

Section 2: Unauthorized Removal of Library Materials. It shall be unlawful for any person to remove from said public library any materials owned by or in charge of the library, without first having such material charged out according to the rules and regulations adopted by the Board of Trustees. Any person convicted of such a violation shall be fined not less than twenty-five (\$25.00) dollars nor more than fifty dollars (\$50.00)

This ordinance shall become effective upon final passage, the public welfare requiring same.

Passed on first reading this _____ day of October, 1983.

MAYOR

ATTEST:

RECORDER

Passed on second and final reading this _____ day of _____, 1983.

MAYOR

ATTEST:

RECORDER