

Carolyn Stewart Public Library

POLICY MANUAL

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The Carolyn Stewart Public Library is hereinafter referred to as “the Library.”

I. ORGANIZATIONAL RESPONSIBILITY

A. The Library Board

The Library Board has been appointed by the Jasper Board of Mayor and Aldermen according to the provisions of Tennessee Code Title 10, Chapter 3, and is authorized by statute to:

- Extend privileges and facilities to its patrons upon such terms as it may deem appropriate.
- Establish library operational policies and procedures.
- Encourage responsible usage by levying fines and fees where necessary.
- Protect the Library and its patrons by making and enforcing rules for loss of or injury to library property.

B. Mission

Mission statement

The Library strives to provide more resources and multiple programming venues both inside and outside our doors.

C. 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that 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.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996; amended January 29, 2019.

D. Code of Ethics of The American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, Library trustees and Library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all Library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor Library resources.
3. We protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of Library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

E. Non-Discrimination Policy

The Library does not discriminate on the basis of race, sex, religion, color, national of ethnic origin, age, disability, or military service in any of the following ways:

- its policies;
- admission or access to its programs, services or activities; or

- treatment or employment of individuals in its programs, services or activities.

Any person who believes he or she has been the subject of discrimination by the Library on the basis of race, sex, religion, color, national of ethnic origin, age, disability, or military service should file a complaint with the Library Director (Appendix D).

F. ADA Compliance

The Library adheres to the Americans with Disabilities Act that assures equal access to all library facilities, activities, and programs. Every attempt will be made to accommodate the needs of persons with disabilities, and the Library welcomes input from persons with disabilities about way the Library can serve them. Questions about ADA compliance should be addressed to the Library Director.

II. OPERATIONAL GUIDELINES

The Library's guidelines are reviewed annually and revised as needed. This edition was reviewed, revised, and adopted by the Jasper Board of Mayor and Aldermen, with recommendation from the Jasper Municipal Library Board, on April 15, 2025.

A. General Guidelines of the Library

1. General Rules of Conduct

The Library is a department of the Town of Jasper, and as such, abides by and adheres to its regulations. The Library welcomes visitors and encourages them to use its resources. The Library also acknowledges the necessity of maintaining an environment in which patrons and staff are free from harassment, intimidation, threats to their safety and well-being, and in which Library resources and facilities are protected. To provide safeguards against such behavior and damage to property, the Library has adopted the following Rules of Conduct, which specify the type of activities or behavior that is not permitted on Library premises.

- a. The use of library materials, computers, equipment, or spaces for reasons other than their intended purpose is prohibited.
- b. Visitors shall not engage in disorderly conduct, fighting, or challenging to fight; harassing or threatening behavior toward library users or staff; the use of obscene or abusive language or gestures; or any other behavior which annoys, intimidates, or causes fear in others.
- c. Damaging, defacing, destroying, or stealing property belonging to the Library, another visitor, or staff member is prohibited.
- d. Patrons are prohibited from bringing any firearm and/or weapon into the Library. This prohibition does not apply to law enforcement personnel on official duty or an active or retired law enforcement officer who is authorized and qualified by state and/or federal law to carry concealed firearms.
- e. The Library reserves the right to inspect all packages, briefcases, purses and other items of persons entering or leaving the building. Anyone violating or disregarding these regulations is subject to removal from Library premises, restriction of library privileges, and/or appropriate law enforcement response. Persons who are asked by library staff to leave the library premises, and refuse to do so, will be considered trespassing.

- f. Visitors shall not enter offices and other areas designated for staff use unless authorized by library staff. Meeting rooms and related facilities are only for the use of persons who have reserved the facilities and their guests.
- g. All computer users are subject to applicable restrictions under the Internet Access Policy.
- h. Beverages and/or food are permitted in the following designated and approved areas: the entry vestibule and the Hampton Community Meeting room.
- i. All tobacco products and vaping are strictly prohibited in all areas inside the Library or outside within ten (10) feet of all entrances.
- j. The following actions are prohibited in the Library:
 - Talking on mobile phones, except in the lobby and other designated areas. Users engaged in loud discussions or creating loud noises shall be asked to relocate.
 - Use of alcohol
 - Use of drugs
 - Public intoxication
 - Sleeping
 - Loitering
 - Use of the restrooms for bathing or washing clothes
 - Blocking entrances, exits, and aisles
 - Running
 - Bringing animals or pets into the Library, other than those assisting persons with disabilities or as part of a library-sponsored program
- k. Appropriate clothing, including shirt and shoes, is required at all times.
- l. Users of the Library shall maintain an acceptable standard of personal hygiene. If body odor or perfume constitutes a nuisance to others, the patron may be asked to leave the Library.
- m. The Library shall not be used as any person's regular place of business, and the Library's name and address shall not be used as the business address nor in the promotion of any individual, group or entity. The Library's name and address shall be used solely for the purpose of defining the location of and directions to the meeting/event. When using the Library's name and/or address in promoting an event, the group or individual shall place a disclaimer that the event is not a library program. The group or individual who does not comply may forfeit their right to future space reservations.
- n. Visitors shall not solicit library users or staff for money, items, or services.
- o. Posting printed material or literature that has not been approved by the Library is prohibited.
- p. Any other acts or conduct in violation of federal, state, and local laws are prohibited.
- q. With approval from the Library Board, the Library Director may permanently ban and/or restrict access to the Library for any of the following:
 - Any person violating or disregarding these regulations.
 - Any person listed on the sexual offender registry, subject to the criteria established in Tennessee Code Annotated 40-39-216 or other applicable legislation.
 - Any person determined by the Library Director to be disruptive to library operations or the reasonable enjoyment of the Library by users.

The Library Director may impose a temporary ban or restrict access on any such person until the next meeting of the Library Board.

2. Internet Access and Computer Use Rules

To ensure equity of access for all users, the Library offers wireless internet and public computer access.

To use the Library's public access computers or wireless internet, users must log in using a daily pin number pass found at the front desk. Use of the internet and computers is on a first-come, first-served basis. Time shall be limited when other patrons are waiting. The Library shall make every effort to filter content deemed obscene by community standards as required by federal and state laws. Due to the potential for accessing objectionable materials, the Library recommends that parents accompany their children. Parents are solely responsible for their children's computer use in the Library.

Individuals who use the Library's computer resources or wireless internet inappropriately may have their library privileges suspended. Circumventing anti-piracy measures, disseminating copyrighted material and/or downloading music, games, or videos without permission are illegal. Individuals using library resources for illegal purposes or who cause malicious destruction to property may also be subject to legal prosecution.

- a. Downloading to public computers is permitted. Users shall be responsible for deleting any materials downloaded or saved to library equipment.
- b. Users shall not use their own software or peripherals (such as scanners, cell phones, and game controllers) on the public computers.
- c. Limited staff time and expertise do not permit training in the use of software; however, staff may provide basic assistance with startup, as well as with saving and printing files.
- d. Any problems with the functioning of the computers, printers, or internet connection should be reported to staff.
- e. Users assume all risk associated with online activities conducted using library internet access and equipment, as well as personal property liability and damages, such as viruses, spyware, and adware.
- f. The Library does not guarantee the security or privacy of internet access.

3. Internet Access Policy

The Library provides public computers, printing systems, and access to the internet in accordance with the Library's mission to provide informational and educational material to the public in a variety of formats.

The Library does not control the information available through the internet. The quality of the content available on the internet varies widely in accuracy and scope. As with all other library resources, the access of materials/content by children shall be the sole responsibility of parents or guardians. Library staff may be available to provide assistance and to help identify appropriate sites as time permits. Reference materials, which provide instruction on internet usage, are available.

Visitors shall use the internet in a responsible manner. Sending, receiving, or displaying text or graphics that may reasonably be construed as obscene by community standards is prohibited by state laws. Destruction or damage to equipment may also result in prosecution.

In consideration of being granted permission to use the public computers or wireless internet, the user and/or the user's legal guardian shall forever release and discharge the Town of Jasper, 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 user and/or the user's legal guardian may have against the Town of Jasper, its successors and assigns, and its officers, employees, and agents and their heirs, administrators, and executors resulting from any damage or injury which may or might be suffered while the user has the use of the public access computer station or wireless internet. The user and/or the user's legal guardian does further covenant with and agree to indemnify and hold harmless the Town of Jasper, 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 user has use of the public access computer station or wireless internet.

B. Developing the Collections

1. Selection and Maintenance of Library Materials

The Library strives to meet the professional collection standards adopted by the American Library Association (ALA). The Library presently meets Tennessee's "Minimum Standards for Public Libraries."

The Library Director and the staff, supported and guided by the Library Board, have the responsibility for materials selection. All staff members and the public may recommend materials for consideration. Vendor or publisher policies may dictate the way online collections are managed and maintained.

Based on an understanding of the community's needs and the knowledge of authors and publishers, the Library utilizes professional, literary, specialized, and general periodicals in addition to standard lists of basic works. The Library may consult subject area specialists to obtain advice on building certain technical fields. Publishers' catalogs and bibliographies prepared by various libraries and subject authorities are also checked.

The following is a list of recognized professional guides used in the selection of library materials. This list is representative of the major tools but is by no means comprehensive.

*Barnes & Noble
Booklist
Brodart Publishing Gallery
Ingram Advance
New York Times Book Review
Publisher's Weekly
Rotten Tomatoes (Video)*

The Library shall maintain a complete inventory of the facility's holdings, including library materials of all types, equipment, and furniture. The Library acknowledges that materials become useless due to decreased demands, obsolete subject matter, poor format, and/or physical condition. It is important to weed the collection on a regular basis and discard items no longer useful to the collection. Useful items in need of repair should be removed, mended, and returned to circulation. The staff may replace badly worn items or duplicate items that are in high demand.

2. General Criteria for Evaluation

Materials should be selected for value of interest, information, recreation, and enlightenment of all people in the community. The fullest practical provision of materials should represent all points of view concerning problems and issues. Materials are selected to reflect the diversity of our community. Neither should resources be proscribed or removed from the Library because of partisan or doctrinal disapproval. Materials are evaluated on the significance of the entire work, not individual parts, even those which may be regarded by some as controversial. An item need not meet all of the criteria listed below in order to be acceptable.

Selection Principles

- Literary or artistic merit
- Permanence
- Timeliness. Materials of current, but not necessarily permanent value, may be purchased occasionally and discarded when they have served their purpose
- Significance of subject matter or author
- Scarcity of material on subject
- Credentials and authority of author, editor, or publisher
- Accuracy, objectivity, clarity, scope and comprehensiveness
- Format and ease of use
- Price and availability
- Relationship to existing collections and to other materials on subject
- Attention of critics, reviewers, media and public
- Educational significance
- High degree of user demand
- Technical and artistic quality
- Value of the content for group or individual appreciation
- Material representative of current trends and techniques
- Entertainment/recreational value
- Material representative of social issues, problems, etc.
- Relevancy to the collection

3. Types of Collections

With these criteria in hand, the Library selects for the following collections:

- Fiction.* Since no single standard of literary quality can be applied in the selection of fiction, the Library chooses to include in its collection distinguished novels, classical literature, humorous and satiric novels, mystery and adventure novels, as well as important cultural fiction from authors of diverse backgrounds and experiences. Care is taken to include representative works of experimental avant-garde novelists.
- Non-Fiction.* The Library selects up-to-date representative materials from all areas and fields of knowledge. The Library attempts to provide popular and standard works including basic texts and handbooks with as many viewpoints as possible represented on both controversial and non-controversial subjects. Non-fiction is purchased at several different reading and difficulty levels.
- Reference.* The reference collections, in print and computer-based formats, are selected to provide information on a wide range of subjects. Ready-reference sources suitable for providing quick access to specific facts, as well as comprehensive materials which offer breadth and depth in subject areas, are collected. Examples of reference materials include but

are not limited to almanacs, encyclopedias, directories, indexes, bibliographies, dictionaries, critical essays, and biographical resources.

- d. *Marion County-Jasper History*. This is a specialized reference collection focusing on local history and genealogy. The preferred format is print, with some older items in microfilm, and photographs. Materials may include (but are not limited to) general histories, photographic histories, school annuals, publications of local businesses and organizations, genealogies of area families, and compilations of local records. Manuscript materials are collected as space permits, but bindable copies of such materials are preferred. Rare or fragile items are not collected.

Collecting priorities by subject area are (in order of priority);

- Marion County - Jasper
 - National materials which include Marion County-Jasper
 - Other Tennessee counties
- e. *Magazines.* A few magazines are maintained in print but the majority of magazines are available through TEL and the Libby App.
 - f. *Newspapers:* Local newspapers are selected to provide current information, and to satisfy casual interest in current events. Other newspapers are available through TEL.
 - g. *Large Print:* Large print materials are purchased to meet the needs of the community. Talking books, Braille materials, and other audio resources are available from the Tennessee Library for Accessible Books and Media. Forms are available from the service desks.
 - h. *Young Adult Materials.* The young adult collection will be both informative and recreational in scope. Materials will be selected based on the principles outlined for the adult fiction, adult non-fiction and reference, but with focus on the experience and maturity of young people.
 - i. *Children's Materials.* Selection of materials for the children's library is based on the informational, recreational, and cultural reading needs of children from infancy through junior high school. Curricula-oriented material to meet school demands is considered and purchased when it does not substitute for use and development of school libraries. Material selection for children reflects the concept of the child as an individual with greatly varying needs at any given time in his/her development. The librarians are committed to the conviction that a public library should provide all children with the freedom to select books and materials without being limited to an artificial grouping by age or school level.
 - j. *Audio/Visual Materials:* The Library's audio/visual collections will include educational, documentary, classics, children, and popular materials. The collection includes a variety of audio/visual materials, such as film, music, and audiobooks. The general selection principles outlined above are also utilized in this process. The Library uses the same standard reviewing sources for audio/visual material as for print purchases. Material selection is guided by divisions: fiction and non-fiction, adult and juvenile. Popular films, classics, black and white films, historical, travel, instructional, and educational works are added to the collection.
 - k. *Microfilm.* These formats are utilized for the economy of storage and durability. Microfilm is not actively collected due to the aging format and replacement by online research databases.
 - l. *Self-Published Materials.* Titles that are self-published are not added to the collection unless there is a compelling reason to do so, such as valuable local content or high local interest and/or they are reviewed in established review sources. Print-on-demand titles that are self-published, even though available via mainstream distributors, will not be added unless they meet the Library's collection criteria. Local authors' works are integrated into the general collection.

- m. *eBooks and Online Resources*. Titles that are produced in this format shall be treated with the same review, consideration, and guidelines as the print materials that fall within the above-described collections, such as children's materials, fiction, non-fiction, and reference.

5. Gifts

- a. Gifts are defined as monetary donations to the Library.
- b. Gifts will be deposited into the Town of Jasper's Library Checking Account, which will be administered in accordance with the guidelines adopted by the Board of Mayor and Aldermen for said account. The Library encourages gifts not earmarked for specific items in order to permit the most flexible use of gifts for the enrichment of the Library's collection and services. However, donated funds will be expended as specified by the donor. Any request for funding of purchases \$10,000 or more from the Gift Account should be submitted to the Library Board to consider the request before the request is made to the Board of Mayor and Aldermen.
- c. Grants that would require budgeting additional operating funds over and above the existing library budget must be approved by the Jasper Board of Mayor and Aldermen prior to acceptance.

6. Donations

- a. *Acceptance of Items for the Circulating Collection*
 - Donations are defined as books or other library materials that may be added to the Library's collections as defined by the selection criteria.
 - If the items are not needed in the Library's collection or do not meet the selection criteria, they may be transferred to the Friends of Marion County Libraries, or donated to other libraries or agencies, or discarded.
 - Damaged items shall be discarded appropriately.
- b. *Process for Honorariums and Memorials*
 - The Librarians will work with the donor to complete any necessary forms for a memorial or honorarium.
 - The donor may request a particular material or subject matter for the material. Every effort will be made to accommodate such requests.
 - Memorials and honorariums shall be recognized in the following ways:
 - Personalized bookplate;
 - Letter of acknowledgement to the donor;
 - Letter of notification to the honoree or other appropriate parties.
 - Accepted honorariums and memorials shall become part of the Library's collection and subject to all relevant policies.

b. *Disposition and Deaccession of Unusable Donations*

- Unusable donations are defined as materials donated to the Library and then transferred to the Friends of the Marion County Libraries.
- Dispensation of donations accepted by the Friends of the Marion County Libraries shall follow their policies concerning book sales and the distribution of unsold materials.

7. Reconsideration of Library Materials and Censorship

The Library acknowledges that complete information concerning a topic requires access to materials which embody, represent, and illustrate said topics. Patrons' selections of library materials are an individual, private matter. While each patron is free to select or reject materials for himself/herself and their minor children, a patron cannot restrict the freedom of others to read, view, listen, or inquire. Parents and guardians have the primary responsibility to guide and direct the selections of their children. The Library does not stand *in loco parentis*. Individual items, which may be controversial or offensive to some, may appropriately be added to the collection if they meet the selection criteria and contribute to the balance and effectiveness of the collection.

The Library recognizes the right of individuals to question materials in the Library's collection. Any individual is free to ask the staff about materials, and the staff is encouraged to discuss the materials. The staff shall present to the patron the written selection policy and explain its meaning. Any individual may state his/her opinion in writing on the Request for Reconsideration form (Appendix B). After the form is completed and returned to the Library Director, the statement and material in question will be reviewed by the staff and the Library Board to determine if the material meets the Library's established selection criteria. The patron will be notified in writing of the decision of the Library Board.

C. Operational Procedures

1. Library Cards

- a. The Library will provide library cards at no charge. Applicants 3-15 years of age must have a guardian present. A parent/ guardian must provide identification and signature for applicants under 18. When applying for a library card, an applicant must show verification of identity and residency. Identity may be proven with a government-issued photo ID. Accepted forms of address verification are a government-issued photo ID; checkbook; bank statement; property lease; voter's registration card; gas, water, or electric bill; renter's/homeowner's insurance; or closing documents. Hotel residents, including those in long-term stay, do not qualify.
- b. The Library card also provides access to electronic resources from READS through the Libby's App, which includes eBooks and downloadable magazines.
- c. Library cards must be renewed every two (2) years. Registered users should provide review and update their contact information at that time or at any change in contact information.
- d. Registered user is responsible for materials, fines, and fees associated with account.

- e. The Library will strive to protect the privacy of all patrons. The materials requested or obtained by patrons and the nature of materials will remain confidential. Circulation records are kept for the sole purpose of protecting library property. The library staff will not answer inquiries into a patron's account information unless it is by the patron, or, if a minor, the patron's parent or legal guardian.

2. Circulation Guidelines

- a. All items, except as listed below, may be borrowed for two (2) weeks with two (2) renewals provided the item is not on hold for another user. InterLibrary Loan materials may be renewed but that determination is made by the lending library.
- b. Items borrowed from the Library must be returned to the Library since the facility is not affiliated with any other library.
- c. Films and games with a mature rating may only be borrowed by persons age 18 and older. The patron is responsible for providing proof of age. Such materials will be clearly labeled.
- d. Circulating items may be reserved. The staff will notify the patron that the item will be held for no longer than seven (7) days.
- e. Reference materials do not circulate but may be photocopied.

3. Overdue Procedures and Fines

For convenience and accuracy, a receipt listing all materials checked out and their due dates will be offered to each patron. The integrated library system will automatically block patrons who have any accrued fines until payment is received. Parents/ guardians are responsible for the fines of minor children (under age 18). Fines will accrue for each day an item is overdue.

- a. Overdue Fine Schedule
 - General Circulation items are ten (10) cents per day per item.
 - Overdue fines for a single item will not exceed \$10.00.
 - DVDs are one dollar (1) per day per item.
- b. All items not returned on the date due will accrue fines.
- c. Patrons with more than \$10.00 in outstanding fines or materials will not be allowed to check out additional materials until fines are paid and materials are returned.
- d. Tennessee law equates non-return of library materials with shoplifting and provides for prosecution. The Library may use all legal resources available to retrieve overdue materials.

4. Waiving or Reducing Fines

The Librarians, with approval of the Library Director, reserve the right to waive or reduce any fines, lost book fees, or other fees, upon assessment of the situation. The Library Director or

Library Board can authorize fine waivers in conjunction with fundraising efforts and special events.

5. Replacing Lost or Damaged Materials

Patrons responsible for lost or irretrievably damaged items must pay for them before their borrowing privileges can be restored. See table below:

Materials	
Hardbound books - Lost	List price at purchase
Mass market paperback & board books	\$ 10.00
DVDs	List price at purchase
DVD sets	
Individual disc for audiobook	List price at purchase
Hardbound books - Damaged	\$ 5.00
Playaway	\$ 100.00
Kits	List price at purchase
Books on CD	List price at purchase
Community Pass	\$ 150.00
Wonderbook	List price at purchase
Case for audio/visual material (case only; material not lost or damaged)	\$ 5.00
Professional manuals, special collections, non-circulating collections, InterLibrary Loan items, oversized books, textbooks, all other items	Price based on cost of similar items

There is a processing fee charged for lost or damaged books of \$3.00 and for lost or damaged videos the charge is \$5.00.

Refunds for Paid Items

If a patron finds and returns an item that was lost and paid for within ninety days, the patron shall receive a credit to apply toward any future library charges. Overdue fines are not refundable and will not be included in the applied credit. No refunds will be issued for lost and paid for items. If patron does not agree to a credit to pay toward any future library charges, the patron may keep the paid item.

D. Reference

The goals of the reference department are to facilitate access to information and to promote the continued pursuit of knowledge to the public.

1. Scope of Services

Reference staff shall attempt to answer any query in a timely, objective, and professional manner. Questions that are beyond the expertise of the reference department shall be referred to other libraries, organizations, or authoritative sources. To ensure that staff is available to all patrons, staff should be limited to twenty (20) minutes for each patron. Reference staff shall also develop subject guides, finding aids, bibliographies, and instructional material designed for self-directional services.

- a. *Technology Help.* Staff shall assist with technology to the best of our abilities while considering staff time and digital resources. The Library has a designated Technology Librarian to assist patrons needing more in-depth instruction.
- b. *Questions Related to Legal Matters, Medical Issues, Translations, or Citizenship.* Members of the reference staff do not have legal or medical degrees, and they shall not offer any direct legal or medical advice or advise patrons which legal/medical forms they should use. Staff also shall not translate full-text documents. Answers to these questions shall be limited to referrals to other sources of information that have the expertise to assist with their question.
- c. *Tax Assistance.* Members of the reference staff do not hold financial degrees or certifications, and they shall not advise patrons which tax forms they need. Answers to these questions shall be limited to referrals to other sources of information that can offer tax assistance.
- d. *Homework.* Staff shall only offer guidance to locate an answer.
- e. *Genealogy/Professional Research.* The Library may provide a limited amount of research for patrons seeking family and local history information.
- f. *Proctoring.* The Library provides test proctoring for distance education students whose exam requirements align with the Library's proctoring policy as follows: All proctoring (with exception to the TWRA Boating Exam) shall be administered by professional librarians. All testing shall be conducted in an open area of the Library and shall require appointments one week in advance of the examination. Proctoring shall be limited to three (3) hours. Due to other duties, staff shall not be able to provide uninterrupted monitoring.

2. InterLibrary Loan – Designated Librarian.

- a. The Library shall honor InterLibrary Loan requests from other institutions with library-owned materials.
- b. The Library supplies and requests materials (returnable and non-returnable) within the United States. There is no international lending and borrowing.
- c. Every attempt shall be made to satisfy an InterLibrary Loan request. However, some items may be excluded from InterLibrary Loan, including the following:

- Bulky or fragile items which are expensive or difficult to ship;
- Electronic resources (eBooks, eAudio, music streaming);
- High demand items (best sellers, newly published, high interest materials);
- Items whose collection cannot adequately support outside lending;
- Periodicals;
- Reference items; and/or
- Rare or out-of-print items.

The InterLibrary Loan period shall be determined by the Library Director and specified in the library guidelines.

- d. Materials shall be borrowed from outside libraries on behalf of patrons. Library patrons must be in good standing as outlined in the Library's guidelines.

Photocopy requests will be made in accordance with U.S. copyright law. These will be transmitted electronically unless otherwise specified.

The Library and/or patrons must comply with any special instructions stated by the supplying library.

- d. *Fee Schedule*
- Any fees attached by the lending library will be the responsibility of the patron submitting request.
 - The Library does not charge a fee for ILL.
 - Borrowed materials are the responsibility of the borrowing library from the time they leave the supplying library until it has been returned to and received by the supplying library. If lost or damaged, charges will be assessed according to the guidelines for lost or damaged items.

3. Study Rooms

The Library may provide a study room for use by library card holders.

- a. *Room Descriptions and Equipment*
- The Hampton Community Meeting Room accommodates groups of 1-50 people, with a large table surrounded by ten chairs, plus a round table with four chairs.
 - The room is equipped with a flat-panel monitor that can be connected to a patron laptop using the cable provided. The Library does not offer technical support on individual laptops.
 - The room has access to wireless internet service.
- b. *Proper Use*
- Patrons with a reservation must check in at the Front Desk for access to the room.
 - Drinks and snacks are allowed in the community meeting room.
 - Rooms should be clean and orderly at the completion of the reservation.
 - The community meeting room may not be used for private, individual gatherings, including but not limited to birthdays, showers, memorials, and/or wedding receptions.
- c. *Reservations*
- A current library card is preferred in order to reserve a room.

- Reservations of the room is based on availability.
- Reservations may be made no earlier than thirty (30) days in advance.
- The reservation may be cancelled if the patron is thirty (30) minutes or late.
- The available room may be reserved for immediate use.
- The community meeting room must be vacated 30 minutes prior to closing.
- Reservations may be made by telephone or in-person at the Front Desk.

E. Programming

The Library provides programs to serve its mission and to expand the visibility of the Library in the community.

1. Planning, Resources, and Execution

The Library provides programs to serve its mission and to expand the visibility of the Library in the community.

a. Planning and Criteria

Ultimate responsibility for the planning and implementation of programs rests with the Library Director, who may share this duty with or delegate this duty to a Community Engagement, an Outreach Coordinator, and/or the Children's Librarian.

In the process of planning programming, staff shall apply appropriate criteria, including but not limited to the following:

- Relation to the Library's mission and service goals;
- Community needs and interests;
- Availability of program space;
- Presentation quality and treatment of content for intended audience;
- Presenter background and qualifications in content area;
- Budget and staffing considerations;
- Historical or educational significance;
- Appeal to a range of ages, interests, and information needs;
- Connection to other community programs, exhibitions, or events; and/or
- Access to programming through in person and virtual options.

b. Programming Resources

The existence of certain resources shall also be considered in determining programming for the Library including the following:

- The Library engages and partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present programs.
- Performers and presenters with specialized expertise may be asked to either volunteer their time and/or be hired (i.e., Summer Reading program).
- Performers and presenters shall not be excluded from consideration based on any protected group status as defined by applicable federal, state, or local laws and regulations.
- Programs shall be offered at various times to meet the needs and availability of the public.

- Any ADA accommodations necessary for a program attendee shall be offered with the available resources and with at least one week of prior notice before the program or event. Prior notice shall be submitted by emailing or calling the program organizer.

c. *Sales*

The Library does not offer programs of a commercial nature, including but not limited to, presentations offered for free but with the intention of soliciting future business.

Sales of items during library programs shall be permitted in the following circumstances:

- Fundraising to benefit the Library sponsored by the Friends of the Marion County Libraries.
- The sales of books, CDs, or other items by authors, performers, or presenters as part of a library program. Authors, presenters, and groups may be permitted to sell their works under the following conditions:
 - Such sales shall be approved in advance by the Library Director who may require that a portion of the sales price benefit the Library.
 - Sales shall not be promoted during a speaker's program.
 - Transaction of sales and product shall be handled by the presenter and associates and shall be restricted only to the meeting room(s).
 - Speakers who conduct sales are responsible for reporting and paying all sales taxes.

d. *Religious and Political Content*

The Library is a governmental entity, and as such, shall not offer any programs that supports or opposes any political candidate, ballot measure, or specific religious conviction. However, programs that provide information about religious traditions as a part of multicultural education shall be permitted.

e. *Attendance*

All library programs are open to the public with or without a library card.

- If the safety or success of a program requires it, attendance may be limited and will be determined on a first-come, first-served basis.
- Programs may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and development needs.
- The use of recording equipment to record or film a program or presenter in any form is prohibited.

f. *Community Collaboration*

Library-sponsored programs may be held at the Library, off-site, or virtually.

- Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants; nor shall the Library be responsible for the factual correctness of the content of a presentation. Program topics, speakers, and resources are not excluded from programs because of possible controversy.
- The Library may co-sponsor with other agencies, organizations, and businesses programs that are compatible with the Library's mission. Co-sponsorship and collaboration decisions shall be based upon mutual needs and equitable benefits between the Library and potential partners.

- External organizations or individuals partnering with the Library on programs shall coordinate marketing efforts with the Library.
- g. Request for Reconsideration of a Library-Sponsored Program
If a presenter's program proposal is declined based solely on content, that presenter may file a request for reconsideration that shall be reviewed by a committee of staff members.

The committee shall reconsider the proposal and present their recommendation to the Library Board for a final decision.

2. Audio Video Equipment and Software

Audio video equipment and software will be used for public programming and special projects.

a. *Guidelines for Use*

- The Library reserves the right to review and decline any audio video equipment requests.
- Participants shall be prohibited from using the Library's video software to create the following:
 - Audio Video/Content that violate library policy or any local, county, state, or federal law.
 - Audio Video/Content unsafe, harmful, dangerous, or pose a threat to the well-being of others.
 - Audio Video/Content violating the terms of use of the equipment's manufacturer.
 - Audio Video/Content inappropriate for the library environment as defined by applicable laws.
 - Audio Video/Content in violation of a person's intellectual property rights, e.g. objects which are protected by a copyright, patent, or trademark.

b. *Guidelines for Participants*

- Participants shall not use the software and equipment outside of a library program.
- All equipment shall remain on library property.
- The Library shall-not accept responsibility if a project is destroyed or the user leaves files on a public-access computer.
- Participants shall be responsible for any broken equipment.
- Prior to attending a program featuring any piece of equipment, patrons shall sign a waiver of liability.
 - If participant is under eighteen (18) years of age, a parent/guardian shall also sign the waiver.
 - Waivers shall be valid for one (1) year.

3. Virtual Programs

- a. A variety of programs shall be offered virtually depending on the content and the willingness and availability of the presenter.
- b. Virtual programs where other patrons are part of the call and have video shown shall not be recorded.
- c. Recorded videos created by the Library may be posted on the Library's Facebook page and/ or on the Town of Jasper's Facebook page.

- d. Virtual programs shall be hosted via the city-approved service.

F. Facilities

1. Grounds

The facility and grounds of the Library are considered limited public space and maintained by the Public Works department, to create a safe and appropriate environment for all users. Activities outside of the library space shall be subject to all city ordinances on public solicitation and operational guidelines. Non-profit organizations or individuals representing non-profit organizations wishing to use the Library as a collection or drop-off point for non-monetary donations must have the approval of the Library Director.

2. Surveillance

- a. The Library shall use cameras in selected areas for the protection and safety of customers, employees, assets, and property. Library users shall be informed of surveillance with signage in the Library.
- b. All monitoring and recording will be conducted in a manner consistent with local, state, and federal laws and ordinances.
- c. The Library shall make reasonable efforts to safeguard the privacy of patrons and employees. Security cameras shall be installed in locations where its staff and patrons do not have an expectation of privacy.
- d. Access to library surveillances systems shall be limited to the Library Director and/or library management team. Access to the archival data shall be limited to incidents involving criminal activity, litigation, or violation of the Library's Code of Conduct.
- e. Video surveillance and still photography shall be stored digitally in secure areas. Recordings shall be kept for no longer than thirty (30) days unless necessary to an ongoing investigation or litigation.
- f. Requests for security camera footage or still photographs by law enforcement shall be referred to the Library Director.

3. Display or Distribution of Materials

The Library recognizes its role as a source for community information. Bulletin boards and other display spaces may be provided at the Library for the purpose of sharing information for educational, cultural, charitable, governmental, and civic purposes. Because of space limitations, however, the Library must set limits and priorities for distribution or display of printed materials within the facility.

The posting and distribution of materials by third parties at the Library does not indicate the endorsement of such materials by the Library or the Town of Jasper.

- a. *Definitions and Examples*
Materials are defined as printed informational items such as flyers, brochures, posters, advertorials or newsletters and non-print informational items, such as displayed items on the

virtual signage in the Library. Print materials may also include free news publications such as newspapers, magazines and booklets. The focus of the non-print informational items shall be to provide current and concise non-editorial information to the Library users concerning the operations, products, and services of the Library.

b. *Distribution/Display Priorities*

For distribution or display of materials, only the following materials will be accepted, in priority order, and only if there is space available as determined by library administration.

- Materials relating to library events/programs/services including those events/programs/services offered by the Library and its partners.
- Civil/governmental materials published by the Town of Jasper.
- Civil/governmental materials published by other governmental entities.
- Materials from sources other than the groups and organizations listed above shall be displayed or distributed in relation to space availability, appropriateness, and relevancy.

c. *Guidelines for Use*

- Materials that unlawfully discriminate based on race, gender, age, national origin, and/or other classifications protected by the state or federal law shall not be displayed or distributed by the Library.
- Permission must be requested before posting any display information on the board. All materials shall be submitted to library staff for determination that the materials comply with this policy.
- Free news publications are permitted by the Library Director's discretion. Periodical publications that serve primarily as sales tools (e.g. real estate, automobile guides) are not accepted.
- Material posted on the community bulletin board shall be retained for one month or until the advertised event has taken place, then discarded.
- The Library shall designate bulletin boards for posting community meetings, upcoming events, and other community or area-wide activities. Community information publications constitute a limited public forum subject to the conditions of this policy regarding time, place, and manner of display.
- Community information publications of public interest are distributed, displayed, and retained on a space available basis. Any excess stock may be discarded at the discretion of library staff.
- Notices placed by individuals soliciting funds for their own personal use are not allowed.

4. Meeting Room

a. *Guidelines*

The Library building is owned and operated by the Town of Jasper. Providing meeting room space for library-sponsored events, city-sponsored activities, and Jasper community groups is an essential component of the Library's overall intention of being community centered. These

guidelines and policies provide fair and equitable access to the meeting room by balancing the needs of the community and civic groups.

Some patrons may consider programs held by outside organizations offensive to themselves or inappropriate for their children. The Library does not endorse the views expressed by any organization using the meeting room, but does endorse the right of all users of the meeting room to express their views so long as they comply with applicable federal, state, and local laws and regulations and abide by and carry out the rules, restrictions, and obligations as outlined in the meeting room policy. Parents and guardians are responsible for determining whether their children attend particular programs. The Library does not act *in loco parentis*; it does not monitor the activities and decisions of minors.

b. *Priorities for Scheduling*

Events sponsored by the Library and other agencies of local, county, and state government, and the Friends of the Marion County Libraries have priority for meeting room use.

c. *Other Restrictions*

The meeting rooms may not be used for private, individual gatherings, including but not limited to birthdays, showers, memorials, and wedding receptions. Illegal activities are not permitted. Open flame and alcohol are prohibited.

d. *Reservations*

- Advance reservations must be made at least fourteen (14) days before the event. The meeting rooms may be reserved up to twelve (12) months in advance.
- Groups may reserve a meeting room once a week or once a month.
- The Town of Jasper, government agencies, and Library staff reserve the right to evacuate the Library in case of an emergency situation.
- Advertising materials shall be placed in the Library to advertise the lessee's activities only if they are approved based on the display or distribution of materials policy. Lessee is responsible for all advertising and notification of event.
 - The Library's name and address shall not be used in any way except for defining the location and/or providing directions to the meeting/event.
 - Materials shall not state or imply that the Library or the Town of Jasper is sponsoring or otherwise affiliated with the lessee's programming. When using the Library's name and/or address in promoting an event, the group or individual must place a disclaimer that the event is not a library program. The group or individual who does not comply may forfeit their right to future meeting room rentals.
- All groups and the public at large should be aware that the granting of permission to use the Library's meeting facilities does not constitute an endorsement of the beliefs, viewpoints, policies, or affiliations of any individuals or groups using the meeting rooms by the Library's staff, the Library's Board of Trustees, and the Town of Jasper.

- Booking forms and rental agreements are available on the Library’s website and in the appendices.
- e. *Access to Exit Doors*
Fire codes prohibits blocking the two exit doors leading outside. No tables, chairs, or other items should be placed in front of these doors. Any injury or death to any person occurring due to the blockage of these exit ways will be the liability and responsibility of the lessee blocking the doors.
- f. *Authority*
The Library Director or designee is responsible for the implementation and enforcement of the above user guidelines and policies. In the best interest of the Library, the Library Director may deny use of the room. The Library Director’s decision may be appealed to the Mayor. If the Mayor denies use of the room, the decision may be appealed to the Library Board.

5. Special Events and Partnerships

- a. *Partnerships*
The Library shall collaborate with other businesses, institutions, organizations, or individuals with the express purpose to provide programs and/or services in support of its values and mission statement. These partnerships shall either extend or enhance the library services, programming, and/or its values and mission statement to the community at large. Any and all partnerships with the Library shall be approved by the Library Director.
- b. *Special Events*
The Library shall occasionally host or participate in special events. All requests shall be approved by the Library Director. All participants in the special events shall adhere to the General Guidelines of the Library as well as a signed and approved rental room request when said special event will take place inside the meeting room.

Uses by outside agencies shall not interfere with the library operations. Set up and clean up shall be the sole responsibility of the event coordinators. The Library shall not be held responsible for the loss of or damage to any equipment or materials that were owned or rented by another organization, group, business, or individual holding the special event in its facility or grounds. Any organization, group, business, or individual hosting the special event shall be held liable for willful or accidental damage to the Library’s building, grounds, property, or equipment caused by participants or its employees/members attending its program.

- c. The Special Events Proposal and Special Events Agreement are available on the Library’s website and in the appendices.

G. Volunteers

The Library appreciates volunteers who play vital roles in supporting the Library’s mission of being a vibrant and welcoming community center.

1. Recruitment and Selection

- a. The Library welcomes individuals to participate in the Library's volunteer program regardless of age, race, color, ethnicity, gender, national origin, marital status, sexuality, religion, disability, veteran status, or any classification identified and protected by law. Discrimination for any reason is not tolerated.
- b. Volunteers must be at least fourteen (14) years old. Children ages ten to thirteen (10-13) years may volunteer provided a parent/guardian is present with the child the entire shift.
- c. Every effort is made to place applicants in a role that meets both the needs of the Library and the applicant's goals. Factors such as the applicant's skillset, preferred volunteer tasks, and hours of stated availability are considered. If the Library cannot meet the needs of the applicant, other community organizations are suggested.
- d. Volunteers must complete the required forms prior to volunteering. A parent/guardian must sign the required forms if the volunteer is under 18 years old.

2. Roles and Responsibilities

- a. Volunteers shall arrive on time; communicate planned and unplanned absences; treat staff and patrons in a respectful and appropriate manner; record service hours at each shift; wear the provided name badge; dress appropriately for assigned volunteer task; and engage staff if assistance is needed.
- b. Volunteers shall adhere to the General Rules of Conduct as well as all library policies and procedures.
- c. Volunteers shall be recruited to complete a variety of tasks, including but not limited to shelving materials, assisting with decorating the Library for holidays, and assisting with events.
- d. Volunteers shall be excused from their service for violating any policies or procedures.

IV. APPENDICES

Appendix A: Bylaws of The Jasper Municipal Library Board

Mission Statement

The Carolyn Stewart Public Library strives to provide more resources and multiple programming venues both inside and outside our doors.

Article I Identification

The Jasper Municipal Library Board was established in accordance with Tennessee law (T.C.A. 10-3-101) by the Town of Jasper, by order dated November 11, 2024.

Article II Membership

Section 1: Appointments and Terms of Office. The Board shall consist of seven (7) adults appointed by the Board of Mayor and Aldermen. Each member shall serve a term of three years or the remainder of an unexpired term. In accordance with state law (T.C.A. 10-3-103), each member shall serve no more than two consecutive terms. The Board shall include one Town of Jasper aldermen, appointed by the Board of Mayor and Aldermen. Board membership should be diverse and represent the population of the community.

Section 2: Regional Representatives. The Director of the Stones River Regional Library or their designee shall be invited to each regular meeting of the Board to provide a report on regional or state library matters of interest. The Director may also be consulted and allowed to participate in discussions by the Library Board at such meetings, but may not vote on business before the Board.

Section 4: Friends of the Marion County Libraries Representative. The President of the Friends of the Marion County Libraries, or the President's designee, shall be invited to each regular and special called meeting of the Board to provide a report on matters of Library importance. The Representative may be consulted and allowed to participate in discussion at such meetings, but may not vote on business before the Board.

Section 5: Meeting Attendance. All members of the Board are expected to regularly attend meetings of the Board. If a member misses three consecutive meetings or any four meetings within a 12-month period (without due cause as determined by the Board), the Board may request that the member resign and may recommend that the member be replaced by the Jasper Board of Mayor and Aldermen in accordance with state law (T.C.A. 10-3-103).

Section 6: Vacancies. The Board shall notify the Board of Mayor and Aldermen, which will activate the city's appointment procedure.

Section 7: Compensation. Members of the Board shall serve without compensation and without any special favors in library services.

Article III Meetings

Section 1: The regular meeting of the Jasper Municipal Library Board shall be held quarterly on the third Tuesday of March, June, September, and December at 5:00 p.m. central standard time at the Carolyn Stewart Public Library. Zoom meetings or other cyber-space meetings may be used in accordance with the state guidelines whenever the Board deems it unsafe to meet.

Section 2: Special-called meetings. Special-called meetings may be called by the chair, or upon the request of three (3) members, for the transaction of business stated in the call for the meeting. Minutes shall, at a minimum, indicate board members present, all items of business, all motions and the result of all votes taken. Current board minutes shall be retained on file at the library for public review.

Section 3: Meeting Notice: Notice of all meetings shall be made to all board members and the regional director of prior to the meeting. Public notice of regular and special-called meetings shall indicate the time, date, and the place of the meeting as well as indicate all known subject matters intended for consideration at the meeting. The Library Director, in consultation with the chair, will be responsible for seeing that the agenda is completed and distributed prior to the meeting. Public notice of the meeting will be placed in the local newspaper, and/or physically posted in public areas (i.e., library community bulletin board, Jasper Town Hall), and/or on social media, and/or on local radio programs – thereby fulfilling the intent to provide adequate notice to the public.

Section 4: Annual Election of Officers. The annual meeting, which shall include the election of officers, shall be held at the time of the regular meeting in July of each year.

Section 5: Quorum: A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present.

Section 6. Open Meeting Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Tennessee's Open Meeting Law (Tennessee Code Annotated 8-44-101 through 8-44-108).

Section 7. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Section 8: Order of Business. The order of business at regular meetings shall be as follows:

1. Call to order
2. Approval of minutes of last regular meeting and any special meetings
3. Public comments/Patron Suggestions
4. Unfinished Business
5. New Business
6. Treasurer's Report
7. Committee Reports
 - Policy
 - Strategic Planning

- Nominating
- Communications
- Assigned Committee Reports
- Director's Report
- 8. Organization Reports
 - Report of Regional Librarian
 - Report (informal) of the Friends of the Library
- 9. Announcements
- 10. Adjournment

Article IV Officers and Committees

Section 1: Officers. Prior to, and in preparation for the next fiscal year, the Chair will appoint a nominating committee to recommend a slate of officers: Chair, Vice-Chair, and Secretary, such officers to be elected at the first meeting in the next fiscal year. These officers will serve until the election of officers in the following fiscal year. The Chair will appoint committee chairs upon the advice and recommendation of the Board. No member shall hold more than one (1) office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2: Duties of the Chair. The Chair shall preside at all meetings of the Board, authorize calls for special meeting, appoint all committees, execute all documents authorized by the Board, confer with the Library Director regarding the agenda for each Board meeting, and generally perform all the duties associated with that office.

Section 3: Duties of the Vice-Chair. The Vice-Chair, in the events of the absence or disability of the Chair, or of a vacancy in that office, shall assume the duties and functions of the Chair until the Chair returns or a new Chair is elected.

Section 4: Duties of the Secretary/ Treasurer. At each regular meeting, the chair may designate the Secretary or a staff member to serve as Recorder. Minutes of all meetings shall indicate board members present, all items of business, all motions, and the result of all votes taken. The Recorder shall keep true and accurate minutes of all meetings and shall perform all other such duties as are generally associated with the office of secretary. All minutes will be available for public inspection at the Library and on the Library's website. In accordance with the annual Public Library Service Agreement, copies of the minutes shall be provided to the Stones River Regional Library. In addition, this officer shall provide an accounting of quarterly funds; expenditures from said account; and a monthly overview of the Library's budget.

Section 5: Standing and Special Committees. These committees shall be appointed by the Chair. Other special committees for the study of and recommendations regarding special issues may be appointed by the Chair, with the approval of the Board, to serve until the completion of the work for which they were appointed.

- a. *Policy & Bylaws:* to evaluate the relevance and accuracy of library policies and board bylaw.

- b. *Strategic Planning*: to devise plans with goals and objectives for community outreach, library programming, and library space planning. This is the committee that will focus on existing and future needs relative to expanding the library's footprint.
- c. *Nominating Committee*: this committee shall be appointed by the chair at the March meeting prior to the election of officers in June, and shall present a slate of officers for consideration at the June meeting (i.e., the executive committee), shall be voted upon at the first meeting of the new fiscal year (September).
- d. *Communications*: to help promote and provide information to the public as to continuous programming, special program, new programs, new materials, technical assistance, as well as respond to any concerns or complaints. The goal would be to get out front of any foreseeable public concern by informing the public through local news outlets as to amendments/ changes/ procedures and resources.
- e.

**Article IV
Duties of the Board of Trustees**

The responsibilities, both collectively and individually, shall include the following:

1. Under the authority of Tennessee Code Annotated 10-3-104, hold legal responsibility for the operation of the Carolyn Stewart Public Library.
2. Adopt a policy manual, to be approved by the Jasper Board of Mayor and Aldermen, establishing policies for the Library's operations, including but not limited to collection development, Library card and borrowing policies, use of facilities, and rules of conduct for visitors.
3. Know the programs and needs of the library in relation to the community and be informed about library standards and trends.
4. Establish, support, and participate in a library public relations program.
5. Attend Board meetings.
6. Advocate at the city, county, state, and federal levels for issues relevant to the Library.
7. Per the Tennessee Standards for Public Libraries, new Board members shall complete the Trustee Certification Program within one year of appointment. All Board members shall maintain certification in the Trustee Certification Program.
8. Share information about and participate in library events and programming.
9. Review Board agenda and information prior to the meeting.
10. Respond in a timely manner to all Board communications.

**Article VI
Library Personnel**

Section 1: Library Director. The Board shall consult with and provide recommendations to the Board of Mayor and Aldermen in regard to the employment of a qualified Library Director. If the position of Library Director becomes vacant, the Board of Mayor and Aldermen shall appoint an interim Library Director until a permanent Director is appointed.

Section 2: Library Services. The Library Director shall oversee the provision of library services in accordance with the Library's policy manual. The Library Director shall attend all meetings of the Board. In the temporary absence of the Library Director, the Director may designate another employee of the Library to act in the Director's place.

Section 3: Library Personnel. The Library Director shall be responsible for all library personnel, both in employment and termination of employment, in accordance with the town's personnel rules and regulations. The Library Board will be kept informed of pertinent personnel issues. The Library Director shall be considered the executive officer of the library and shall have sole charge of and responsibility of the library with review of the Board.

Section 4: Employment. Library personnel shall be employees of the Town of Jasper. Salary, insurance, retirement plans, vacation, and other fringe benefits shall be administered and controlled in accordance with existing municipal policies as approved by the Board of Mayor and Aldermen. The Library shall operate as a department of town government, with the Library Director reporting to the Mayor.

Article VII Finances

Section 1: Revenue. Any and all revenues generated by the Library, including but not limited to fines, fees, payments for lost and damaged books, shall be remitted to the Town of Jasper's Library Account.

Section 2: Budget. The Library Director shall review the proposed budget for the Library's operations and capital improvements with the Board. The Board shall provide input and recommendations to the Library Director and Board of Mayor and Aldermen with regard to the proposed budget.

Article VIII Conflict of Interest

Section 1: Board members may not, in their private capacity, negotiate, bid for, or enter into a contract in which they have a direct or indirect financial interest, with the Carolyn Stewart Public Library.

Section 2: 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 financial interest and/or as provided by the Jasper Municipal Code.

Section 3: A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX Amendments

These bylaws may be amended at any regular meeting of the Board with a quorum present, by the majority vote of the members present, provided a written notice of the proposed amendment was given to the Board at least ten days prior to the meeting. The bylaws shall be reviewed periodically for currency

and appropriateness. Amendments adopted by the Board will take effect upon approval by the Board of Mayor and Aldermen.

Appendix B: Title VI Discrimination Complaint Form

Provide the following information to assist staff in processing your complaint.

1. Complainant's Name _____

Address _____

City, State and Zip Code _____

Contact Number _____

2. Person discriminated against (if someone other than the complainant)

Name _____

Address _____

City, State and Zip Code _____

3. In your opinion, which of the following best describes the basis of the alleged discrimination?

a. Race/Color (specify) _____

b. National Origin (specify) _____

c. Other (specify) _____

4. What date did the alleged discrimination take place? _____

5. Describe the alleged discrimination. Explain what happened and who you believe is responsible.
(Additional pages may be attached if needed.)

6. Have you tried to resolve this complaint through other methods? ___ Yes ___ No

If yes, what is the status of the complaint? _____

Name and title of the staff person at the Library you have worked with to resolve the complaint.

Name _____

Title _____

7. Have you filed a complaint with any other federal, state, or local agency, or with any federal or state court with regards to this matter? ___ Yes ___ No

If yes, circle all that apply:

Federal Agency _____
Federal Court _____

State Agency _____
State Court _____
Local Agency _____

Please attach a copy of the complaint or provide information below on how to obtain a copy of the complaint.

8. Do you intend to file this complaint with another agency? _____ Yes _____ No

If yes, please provide the name of the agency.

9. Has a complaint been filed previously about this matter with the Library? _____ Yes _____ No

If yes, when? (Date) _____

What was the outcome? _____

10. Have you filed any other complaints regarding the Library? _____ Yes _____ No

If yes, provide details below.

Give a brief description of the other complaint. _____

What is the status of the other complaint? _____

11. Please sign below. You may attach any written materials or other information that is relevant to your complaint.

Complainant's Signature

Date

Appendix C: Request for Reconsideration of Library Material

Request initiated by _____

Address _____ Contact Number _____

City _____ State _____ Zip Code _____

Complainant represents _____ himself/herself; _____ other.

Please circle format below:

- | | | |
|------------|-----------------|-------------------------------------|
| Book | DVD | Audio CD |
| Periodical | Microfilm/fiche | Music CD |
| Game | Playaways | Items Available in Multiple Formats |

Title _____

Author _____

Publisher _____

Producer _____

Why do you object to this material?

List the positive aspects of the material.

Did you read/listen/view the material in its entirety?

For what age individual did you check out this material?

For what age individual do you feel it is appropriate?

Other Comments

Signature of Complainant _____ Date _____

Appendix D: Request for Reconsideration of Library Program

Request initiated by _____

Address _____ Contact Number _____

City _____ State _____ Zip Code _____

Complainant represents _____ himself/herself; _____ other.

Please explain the program that you wish to present. If you have the original program proposal form, please attach it here.

Please explain how you think this program would benefit the community.

Other comments

Is the information provided above contributed by you and does it accurately represent your request for reconsideration to the program in question? _____ Yes _____ No

Signature of Complainant _____ Date _____

Appendix E: Agreement for Meeting Room

These Guidelines and Policies, and the Agreement, form the contract and are the binding agreement between the Carolyn Stewart Public Library and the group (lessee) using space. This instrument made and entered into on the date shown below, by and between the Library, hereinafter referred to as “Lessor” and the group represented by the signer below, hereinafter referred to as “Lessee.” Lessor hereby uses the Carolyn Stewart Public Library’s meeting room space for the period specified on the booking form. Said use is made under the following terms and conditions:

- A. In consideration of being granted permission to use the meeting room space, Lessee does forever release and discharge the Town of Jasper, 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 Town of Jasper, 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.
- B. The Lessee does further covenant with and agree to indemnify and hold harmless the Town of Jasper, 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.
- C. The premises are to be used for the meeting or function specified on the booking form only, and no other purpose.
- D. It is agreed that the Lessee shall take good care of the premises hereby used and the appurtenances thereof, and shall abide by the terms of this agreement and at the end of the term shall deliver up said premises in good order and condition.
- E. 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. If damage should be incurred or required checklist tasks left undone, fees shall be paid immediately upon demand by the Lessee to the Lessor. Failure to pay any damages will prohibit future use of the facility. The undersigned should consider purchasing liability insurance to cover damages and/or injuries.
- F. Lessee acknowledges that this agreement and the information provided on the booking form 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.

I/WE, THE UNDERSIGNED, HAVE READ THE ABOVE RENTAL AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING, AND ACCEPT THE RESPONSIBILITES OF THE LESSEE.

Executed at Jasper, Tennessee, this _____ day of _____.

AGREED AND ACCEPTED BY LESSEE

Name of Contact/Person Responsible for Lessee/Group _____

Lessee Signature _____

Library Staff Signature _____

Appendix F: Special Events Proposal

CONTACT INFORMATION													
Event Organizer/Main Contact	Name												
	Title	Organization											
	Phone												
	Email												
EVENT OVERVIEW													
Event Name													
Event Dates													
Organization Name and website (if different from above)													
Event Description	<p><i>Which of the following best describes your event (select all that apply)?</i></p> <table border="0"> <tr> <td><input type="checkbox"/> Club/Organization</td> <td><input type="checkbox"/> Homeowners Association</td> </tr> <tr> <td><input type="checkbox"/> Business</td> <td><input type="checkbox"/> School</td> </tr> <tr> <td><input type="checkbox"/> Friends of the Marion County Library</td> <td><input type="checkbox"/> Non-Profit</td> </tr> <tr> <td><input type="checkbox"/> Government</td> <td><input type="checkbox"/> Other (please describe)</td> </tr> </table>			<input type="checkbox"/> Club/Organization	<input type="checkbox"/> Homeowners Association	<input type="checkbox"/> Business	<input type="checkbox"/> School	<input type="checkbox"/> Friends of the Marion County Library	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Government	<input type="checkbox"/> Other (please describe)		
<input type="checkbox"/> Club/Organization	<input type="checkbox"/> Homeowners Association												
<input type="checkbox"/> Business	<input type="checkbox"/> School												
<input type="checkbox"/> Friends of the Marion County Library	<input type="checkbox"/> Non-Profit												
<input type="checkbox"/> Government	<input type="checkbox"/> Other (please describe)												
Event Location	<p><i>Choose all event types below that pertain to your event.</i></p> <table border="0"> <tr> <td><input type="checkbox"/> Open to the Public</td> <td><input type="checkbox"/> Hampton Community Room</td> </tr> <tr> <td><input type="checkbox"/> Private Event</td> <td><input type="checkbox"/> Children's Area</td> </tr> <tr> <td><input type="checkbox"/> One-time Event</td> <td><input type="checkbox"/> Adult Reading Area</td> </tr> <tr> <td><input type="checkbox"/> Recurring/Annual Event</td> <td><input type="checkbox"/> Library Grounds</td> </tr> <tr> <td><input type="checkbox"/> Meeting Room</td> <td><input type="checkbox"/> Other (please describe)</td> </tr> </table>			<input type="checkbox"/> Open to the Public	<input type="checkbox"/> Hampton Community Room	<input type="checkbox"/> Private Event	<input type="checkbox"/> Children's Area	<input type="checkbox"/> One-time Event	<input type="checkbox"/> Adult Reading Area	<input type="checkbox"/> Recurring/Annual Event	<input type="checkbox"/> Library Grounds	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Other (please describe)
<input type="checkbox"/> Open to the Public	<input type="checkbox"/> Hampton Community Room												
<input type="checkbox"/> Private Event	<input type="checkbox"/> Children's Area												
<input type="checkbox"/> One-time Event	<input type="checkbox"/> Adult Reading Area												
<input type="checkbox"/> Recurring/Annual Event	<input type="checkbox"/> Library Grounds												
<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Other (please describe)												
Event Description	<p><i>Please provide a general overview of the event, including purpose.</i></p>												
EVENT OVERVIEW													
Setup Time/Day		Take Down Completion											
Will this event have a paid admission?		If yes, what is the cost?											
Number of expected attendees?													
Does your event use amplified sound?		Will alcohol be served or consumed? (Must provide proof of compliance with all local and state requirements)											
Equipment	<p><i>Equipment Provided by Library:</i></p> <input type="checkbox"/> Projector/Wall Screen <input type="checkbox"/> Wireless Microphones <input type="checkbox"/> Large Garbage Cans <input type="checkbox"/> Kitchen Access <input type="checkbox"/> Other (please describe):		<p><i>Equipment Organization Must Provide:</i></p> <input type="checkbox"/> Portable Restrooms/Wash Stations <input type="checkbox"/> Tents/Canopies <input type="checkbox"/> Traffic Cones <input type="checkbox"/> Street/Traffic Police <input type="checkbox"/> Other (please describe):										

Please deliver completed Events form and Special Events Agreement Form to the Library

Appendix G: Special Events Agreement

These Guidelines and Policies, and the Special Events Proposal Form, constitute the contract and are the binding agreement between the Carolyn Stewart Public Library and the event organizer. This instrument made and entered into on the date shown below, by and between the “Library” and the group, organization, business, government, or individual represented by the signer below, hereinafter referred to as “Organizer.” The Organizer has been approved to hold a special event (hereinafter referred to as “Event”) at the Library as identified in the proposal form. The Organizer agrees to comply with the rules and regulations set in the Library’s policy manual.

Authorization

In consideration of being granted permission to use the Library’s facility or grounds, Organizer shall acknowledge that all special events shall require the express permission of the library Director or designee. Permission shall only be accepted upon written or emailed receipt of this signed agreement and a completed Special Events Proposal Form (with any other necessary documentation). Said special events shall require notice of at least sixty days (60) notice, with certain exceptions to be allowed on a case-by-case basis. Library reserves the right to adjust, amend, or remove the use of any special event on Library’s property at any time.

The premises shall be used in accordance with the event details only as specified on the Special Events Proposal Form, and no other purpose. At no time shall the event exchange money on premises, interfere with other patron’s use of library operations, or practice any behavior that contradicts Library’s core values and mission statement.

Disclaimer

Organizer does forever release and discharge the Town of Jasper, 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 Organizer may have against the Town of Jasper, 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.

Organizer does further covenant with and agree to indemnify and hold harmless the Town of Jasper, 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.

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

Organizer is responsible for the actions of any vendors or other agents connected with organizer, and does further agree to replace and/or repair any and all damage to the Library’s 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 organizer/vendors has the use of library facility or grounds. Failure to pay any damages will prohibit future use of the facility. The undersigned should consider purchasing liability insurance to cover damages and/or injuries.

Acceptance

Organizer acknowledges that this agreement and the information provided on the booking form are public record and must be provided to the public if requested in accordance with Tennessee law.

Organizer acknowledges that he/she/it has reviewed the policies adopted by the Library for the use during said Event and agrees to abide by such policies.

I/WE, THE UNDERSIGNED, HAVE READ THE ABOVE AGREEMENT, FULLY UNDERSTAND ITS LEGAL MEANING, AND ACCEPT THE RESPONSIBILITIES OF THE ORGANIZER.

Executed at Jasper, Tennessee, this day of _____.

AGREED AND ACCEPTED BY ORGANIZER

Name of Contact/Person Responsible for Organizer/Group _____

Organizer Signature _____

Library Director or Designee Signature _____

Any individuals with disabilities who wish to participate in these proceedings (to review these filings) should contact the Library to discuss any auxiliary aids or services needed to facilitate such participation. Such initial contact may be in person, by writing via email, or by phone, and should be made no less than ten (10) days prior to the scheduled meeting date (the date such party intends to review such filings), to allow time for the Library to determine how it may reasonably provide such aid or service. Initial contact may be made with the Library Director, 14 West Second Street, Jasper, TN 37347; 423-942-3369.

Appendix I: 2025-2029 Strategic Plan

To Be Completed.